



OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA

Thursday, August 14, 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, AUGUST 14, 2014

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

1. CALL TO ORDER
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 July 10, 2014, Regular Personnel Commission Meeting for approval.

TIME: _____ p.m.

Pages 1-4
(Action)

Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

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

Pages 5-33
(Action)

Moved: _____
Second: _____
Vote: _____

A. JOB DESCRIPTION REVIEWS/REVISIONS:

1. Custodian
2. Delivery Worker
3. Driver Trainer
4. Head Custodian
5. Storekeeper
6. Transportation Dispatcher

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 34

- 2014 – 5 OVPP Associate Preschool Educator
- 2014 – 6 Intermediate Clerk Typist
- 2014 – 7 Maintenance Plumber

- | | | |
|-----|---|---|
| 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: <ul style="list-style-type: none"> • August 12, 2014 – (Exhibit A) | Pages 35-41
(Information) |
| 8. | RATIFY ADVANCED STEP PLACEMENT RONI ELLIS – ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES: The Personnel Commission will receive the Director's recommendation to ratify the advanced step placement for Roni Ellis, Assistant Superintendent, Administrative Services. | Page 42-44
(Action)
Moved: _____
Second: _____
Vote: _____ |
| 9. | RECOMMENDATION TO RECLASSIFY INCUMBENT KELLY DANIEL FROM BUS DRIVER TO DRIVER TRAINER: The Personnel Commission will receive the Director's recommendation to reclassify incumbent Kelly Daniel from Bus Driver to Driver Trainer. | Page 45-55
(Action)
Moved: _____
Second: _____
Vote: _____ |
| 10. | ANNUAL REPORT OF THE PERSONNEL COMMISSION 2013-14 FIRST READING AND ADOPTION: The Personnel Commission will receive the Director's recommendation to review, discuss, and adopt the 2013-14 Annual Report of the Personnel Commission. | Page 56-62
(Action)
Moved: _____
Second: _____
Vote: _____ |

COMMUNICATIONS

- | | | |
|-----|--|--------------------------------|
| 11. | SECOND PUBLIC COMMENTS: The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission. | |
| 12. | COMMISSIONERS' REPORTS | |
| 13. | DIRECTOR AND STAFF REPORTS | |
| 14. | 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
July 10, 2014**

CALL TO ORDER Commissioner Pogrud called the July 10, 2014, Regular Personnel Commission Meeting to order at 4:30 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.

PUBLIC COMMENTS There were no comments from the public.

MINUTES OF JUNE 12, 2014 Motion by Commissioner Ewing to approve the minutes of the June 12, 2014, Regular Personnel Commission meeting.

Seconded by Commissioner Gooch, 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. Instructional Assistant - Computer

B. Recruitment and Testing - Eligibility Lists:

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

Director Vellanoweth stated that a handout was given to the Commissioners regarding minor modifications made to the Instructional Assistant - Computer job description since the agenda was published.

The main reason that this job description is being revised is that later in the agenda there will be a proposal for a new classification, Instructional Assistant - Computer II. As such, it is being proposed that this classification be retitled Instructional Assistant - Computer I. In addition, there are clarifications in the class characteristics to distinguish between the two classifications.

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 Lists that were presented for approval to the Board of Trustees at the June 17, 2014, and the July 8, 2014, Board of Trustees meetings.

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

PAGE 2

**PROPOSED NEW
CLASSIFICATION –
INSTRUCTIONAL
ASSISTANT –
COMPUTER II**

Director Vellanoweth stated that there had been a position at Vista View Middle School for Instructional Assistant – Computer. The incumbent in that position resigned. A recruitment was conducted and a difficult time was had finding people that were qualified at the technological level that the site was looking for. After closer review and meetings with the Principal and Roni Ellis, who coordinates over the Information Technology department, it was concluded that a new classification would be in order to address the needs of Vista View, and hopefully, in the future, other sites, particularly the middle schools that have a higher level of technological support needs in their computer labs.

Director Vellanoweth recommended a new classification, Instructional Assistant – Computer II. This position will be working in the computer labs with a slightly higher level of education and experience in the level of technology to better support the needs in the computer labs with the students.

Commissioner Pogrund asked how many of these positions the District currently has. Director Vellanoweth answered that right now there is only the one position at Vista View Middle School, but with the growth of technology in the District, it is something that could be utilized at other sites, as well, especially at Middle Schools.

Sandy Vaughan, President, C.S.E.A., stated that she had also spoken with Ms. Vellanoweth about this classification. Her concern is with the salary range. She listed several of the job duties of the proposed new classification. When hiring, the District wants the highest qualified person and looks for the best candidate. Typically, more than a high school diploma is desirable, and several years of experience. Comments are often made when candidates are not of the highest quality, but when it comes to salary the District seems to be quite content with average.

Motion by Commissioner Gooch to approve the Proposed New Classification – Instructional Assistant – Computer II.

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

**REMOVAL OF
INACTIVE JOB
CLASSIFICATIONS**

Director Vellanoweth stated that it has become an annual event removing inactive job classifications from the salary schedule. At the conclusion of each year, when the job description review cycle is concluded for the year, the salary schedule is reviewed to see which job classifications have been inactive and are not in use, and remove them from the salary schedule. This does not mean that these classifications cannot still be resurrected and used at a later date. The classifications that are being recommended for removal from the salary schedule have not been in use for quite some time. The job descriptions are very dated and have not been reviewed or updated because there are no incumbents in these positions.

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

PAGE 3

**REMOVAL OF
INACTIVE JOB
CLASSIFICATIONS
(CONTINUED)**

Director Vellanoweth recommended that the specified job classifications be removed from the salary schedule at this time, and if at such time, the District comes to the Commission and states that there are duties that need to be reviewed, these classifications can be looked at and a recommendation may be made to reactivate them, if necessary.

Sandy Vaughan, President, C.S.E.A., stated that there was a concern with one of the classifications being recommended for removal from the salary schedule, the Equipment Mechanic. She stated that there were reasons that this classification was not filled. The concern is that when the classifications are removed from the schedule, it becomes a matter of "out of sight, out of mind". Newer administrators may look at the job classifications on the salary schedule, and not know that in years past, there was a classification for an Equipment Mechanic, who repaired the lawn mowers, for instance.

Commissioner Gooch stated that perhaps when someone is reviewing the active list, that it might be proposed to them that they might also review the inactive list.

Commissioner Pogrund asked whether there was a separate catalog of those positions that have been removed.

Director Vellanoweth answered that there is not a separate catalog, but it is something that can be developed. Typically, what happens is that an administrator will let Director Vellanoweth know that they have a need in a particular area or to have certain job functions performed. From there, Director Vellanoweth will look at the active and inactive job classifications to determine if the job duties fall into any one of those classifications, or whether it is something that would warrant a completely different classification. There is not a list that is currently prepared, but it is something that the Personnel Office has record of and it could be prepared so that it is readily available.

**SECOND PUBLIC
COMMENTS**

There were no public comments.

**COMMISSIONERS'
REPORTS**

Commissioner Ewing stated that the date for the next regular meeting of the Personnel Commission is August 14, 2014.

Commissioner Gooch thanked Ms. Vellanoweth for the updated Annual Report of the Personnel Commission.

Commissioner Pogrund had nothing to report.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth announced that the Board of Trustees voted to appoint Roni Ellis as the new Assistant Superintendent of Administrative Services, so she now joins the Classified Management team.

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

PAGE 4

**DIRECTOR AND
STAFF REPORTS
(CONTINUED)**

Commissioner Pogrund asked Director Vellanoweth to extend the Commissioners congratulations to Ms. Ellis.

Director Vellanoweth also announced that Commissioner Pogrund has indicated that he is interested in serving another three year term as Personnel Commissioner.

ADJOURNMENT

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

Motion was seconded by Commissioner Gooch, and carried with a 3:0 vote at 4:51 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: August 14, 2014

SUBJECT: Agenda Item No. 6.A.1: Job Description Revision – Custodian

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 Custodian classification was fully reviewed in March 2002, and reviewed with minor revisions in October 2005.

Recently the incumbents of the class were provided a copy of their 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 perform in their jobs. Draft revisions were prepared and provided to all Principals and the Maintenance and Operations Manager, who were asked to review the proposed changes as well as provide feedback on identifying essential duties.

Based upon information provided by the incumbents and the supervisors, modifications are proposed to the Custodian 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 supervisors have reviewed and recommend the final draft which is attached.

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

Attachment: Proposed revised job description for Custodian dated August 14, 2014.

Recommendation

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



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



CUSTODIAN

DEFINITION/JOB SUMMARY:

Under general supervision of the Principal/site supervisor keeps assigned structures and surrounding areas in a clean, sanitary, safe and orderly condition; performs custodial and cleaning duties; does special cleaning assignments, including those involving outside areas as requested; secures rooms, buildings and appurtenances; during Winter, Spring and Summer recess periods Custodians work day hours under the general supervision of the Maintenance and Operations Manager-Supervisor of Warehouse, Custodial and Emergency Services; assumes and performs related work as is necessary or required.

CLASS CHARACTERISTICS:

The Custodian is distinguished from the Head Custodian class in that the primary assignment is the cleaning and closing of District offices and school sites during evening hours and that of the Head Custodian is to open, clean and perform other assigned duties at school sites during day hours. Works late afternoon and evening shift, beginning at approximately 3:00 p.m. Required to change regularly assigned shift to work during the day shift for winter, spring, and summer recess periods.

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

Cleans restrooms, class rooms, walls, windows and blackboards/whiteboards; *E*

Unlocks, locks, secures areas and turns lighting on/off as appropriate; *E*

Collects, disposes of trash, and redistributes waste containers; *E*

Vacuums rugs, carpets and other areas; *E*

Dusts, washes furniture, woodwork, cupboards, counters and other surfaces and areas; *E*

Fills soap and paper dispensers; *E*

Sweeps, mops, scrubs, and waxes floors and surfaces of many types and kinds on interior and exterior of facilities; *-E*

Arranges furnishings and equipment for meetings, classroom activities and events; *-E*

Communicates with staff and Principal/site supervisor regarding maintenance, safety and activity issues; *E*

Checks areas for vandalism, reporting or correcting as necessary; *E*

Sweeps walks, breezeways and other exterior areas, removing gum and spots as necessary; *E*

Performs minor repairs and/or upkeep on facilities as authorized (replace ceiling tiles, change light bulbs, graffiti removal and touch-up painting, adjusting door closures, etc.); *E*

Reports needed major repairs promptly in accord with established procedures; *-E*

Maintains custodial equipment for proper operation and long-term service; *E*

Informs supervisor of needed servicing of equipment; *-E*

Keeps supplies in an orderly fashion and reorders supplies to assure on-hand availability;

May assist with special cleaning assignments and light maintenance tasks;

Keeps grounds free of rubbish;

May be asked to drive and pick up equipment or materials at various sites;

May work on related assignments throughout District, when assigned;

May be called to work for site or District wide emergencies;

Some positions may require traveling to work at more than one site;

May put up/take down flag(s);

Participates in District in-services, workshops and/or seminars;

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

SUPERVISION:

General supervision is received from a Principal/site supervisor or designee during normal school session. During ~~w~~Winter, ~~s~~Spring and ~~s~~Summer recess periods general supervision is received from the ~~Supervisor of Warehouse, Custodial and Emergency Services~~Maintenance and Operations Manager. Leadership, guidance and some assignments are also provided by the site Head Custodian.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- Proper methods, materials, tools and equipment used in custodial work;
- Modern cleaning methods including basic methods of cleaning and preserving floors, whiteboards, carpets, furniture, wall, and fixtures;
- Proper methods of storing equipment, materials, and supplies;
- Appropriate safety precautions and procedures.

Ability to:

- Perform basic custodial work;
- Learn custodial procedures, methods, and techniques;
- Maintain classrooms, offices, and other school facilities in clean, safe and secure condition;
- Use common cleaning equipment and supplies safely and efficiently;
- Read, write, understand and follow verbal and written instructions in English, including those found on custodial supplies and equipment and following a work schedule;
- Communicate in English, well enough to be understood and convey specifics in emergency situations;
- Work late afternoon and evening hours;
- Work independently without close supervision;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy.
- ~~• Establish and maintain effective working relationships.~~

EDUCATION AND EXPERIENCEEMPLOYMENT STANDARDS:**Education:**

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

Experience:

- Six (6) months of previous custodial work experience is required.

LICENSES REQUIRED:

Some positions may require a valid and appropriate California Driver License in order to pick up supplies, equipment or work at more than one site.

PHYSICAL DEMANDS, & WORKING ENVIRONMENT AND HAZARDS:

Performs heavy work - occasionally lifts, carries, and/or pushes objects weighing up to 100 pounds;

frequently lifts, carries and/or pushes objects weighing 25 or more pounds, reaches above shoulders, walks (occasionally on uneven surfaces), stands, climbs (ladders, stairs), and uses both legs; uses fingers on both hands to grasp irregularly shaped objects; operates mobile motorized equipment; visual acuity sufficient or correctable to see small details; works inside and outside; works with sharp objects; is exposed to frequent temperature changes, noise, odors, dust, fumes and/or vapors; may work in isolation from others frequently without direct guidance from supervisor. ~~Works late afternoon and evening shift, beginning at approximately 3:00 p.m. Required to change regularly assigned shift to work during the day shift for winter, spring, and summer recess periods.~~ Employment contingent upon passing physical and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

LICENSES REQUIRED:

~~Some positions may require a valid and appropriate California Driver License in order to pick up supplies, equipment or work at more than one site.~~

Last revised 3/14/02

Revisions effective 10/13/05

Revisions effective:

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

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

DATE: August 14, 2014

SUBJECT: Agenda Item No. 6.A.2: Job Description Revision – Delivery 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 Delivery Worker classification was fully reviewed in December 2004. In September 2007 it was reviewed with minor revisions.

Recently the two incumbents of the class were provided a copy of their 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 perform in their jobs. Draft revisions were prepared and provided to the supervisors, Maintenance and Operations Manager and Director, Food Service, who were asked to review the proposed changes as well as provide feedback on identifying essential duties.

Based upon information provided by the incumbents and the supervisors, modifications are proposed to the Delivery 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 incumbents and supervisors have reviewed and recommend the final draft which is attached.

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the Delivery Worker job description.

Attachment: Proposed revised job description for Delivery Worker dated August 14, 2014.

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Recommendation

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



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



DELIVERY WORKER

DEFINITIONJOB SUMMARY:

Under general supervision, drives a variety of vehicles to pick up and/or deliver foodstuffs, mail, money, supplies, equipment, books and a variety of other materials; loads and unloads delivery trucks; ~~performs related work as necessary or required.~~

CLASS CHARACTERISTICS:

The delivery worker is the entry level classification in the Delivery Series. Incumbents in this class are responsible for picking up and delivering materials to District facilities. Incumbent's duties may vary by assignment, truck driving and delivery duties are common to all positions in this classification. The Delivery Worker is distinguished from the Storekeeper classification in that the primary duties of a Delivery Worker are to pick up and deliver foodstuffs, material and equipment and that of the Storekeeper are to operate and maintain a central warehouse with responsibility for receiving, storing and issuing materials, supplies and equipment.

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

(NOTE: The listed duties described are typical for the class collectively, duties may apply according to assigned area.)

May drive a refrigerated truck to pick up and deliver a variety of food items to and from various school sites following a designated route and/or schedule~~according to a time schedule and via designated routes~~; *E*

May drive a truck or other delivery vehicle to pick up and deliver supplies, mail, equipment, furniture, books, film, classified & certificated pay checks and a variety of other materials to and from the warehouse, administrative and school offices, following a designated route and/or schedule; *E*

Process documents and materials such as packing slips, and backorders; *E*

May assist the storekeeper or central kitchen coordinator in a variety of warehouse or kitchen duties; *E*

Group items for delivery, load, and unload food, materials and/or equipment; *-E*

Maintain an inventory of supplies, a record of deliveries and prepare associated reports; *-E*

Maintain vehicles in a safe condition, perform a daily routine inspection of fluid levels and tire condition promptly observing and reporting any static or driving deficiencies noted; *E*

~~May m~~Make money pickups from school site lunch money, fund raising and/or sales activities and take cash/check deposits to banks;

May operate a computer with job specific software to maintain accurate records.

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

SUPERVISION:

General supervision is received from the Director, Food Services or Maintenance and Operations Manager depending on assignment.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Standard loading and unloading delivery procedures;
- Safe and efficient driving principles and techniques;
- Traffic laws and safe driving practices;
- Proper methods for handling food items and storage of materials.

Ability to:

- Maintain a work schedule without close supervision;
- Keep accurate records;
- Operate a variety of vehicles skillfully and safely;
- Operate a variety of equipment associated with the handling of materials and supplies;
- Learn District and area roadways;
- Learn to operate a personal computer and related job specific software;
- Understand and follow written and oral instructions;
- Organize and modify schedules to accommodate unplanned changes;
- ~~Establish and maintain cooperative working relationships.~~ Establish and maintain effective interpersonal relations using tact, patience, and courtesy.

EDUCATION AND EXPERIENCE EMPLOYMENT STANDARDS:

Education:

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

Experience:

- A satisfactory driving record.
- One (1) year of ~~Some~~ safe driving experience operating a light or medium duty truck experience in delivering and distributing of food, materials, supplies and/or equipment is desirable;

Or

- One (1) year of experience as a Food Distribution Worker for the Ocean View School District.

LICENSES REQUIRED

- Must possess and maintain a valid and appropriate California Driver License.
- H-6 Current Department of Motor Vehicle printout
- Positions assigned to the Food Services Department will be required to complete Food Handlers Certificate within one (1) month of employment, ServSafe Certificate preferred.

PHYSICAL DEMANDS, AND WORKING ENVIRONMENT AND HAZARDS:

Performs heavy work - frequently lifting, carrying for short distances, and/or pushing objects weighing up to 50 pounds; occasionally lifting, carrying and pushing objects weighing 75 pounds; infrequently lifting or pushing objects weighing 100 pounds; stands, walks, stoops, kneels and bends; uses both hands simultaneously; speaks clearly and hears normal voice conversation; has color vision/distinguishes shades, sees small details and long distances; drives a vehicle; works inside and outside; is exposed to frequent temperature changes, dust, chemicals, odors; has direct contact with public, students and other district staff; occasionally may be exposed to minor contagious illnesses; frequently works with delivery deadlines without direct guidance from supervisor; Employment is contingent upon passing a physical and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

LICENSES REQUIRED

Must possess and maintain a valid and appropriate California Driver License.

Revised 10/11/01

Last revised 12//9/04

Revisions effective 9/13/07

Job Description Review and Revisions Effective

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: August 14, 2014

SUBJECT: Agenda Item No. 6.A.3: Job Description Revision – Driver Trainer

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 Driver Trainer classification was last reviewed in 1997. Although the classification has remained active, it was only being utilized for work performed on a temporary basis and was not reviewed as part of the three year job description review cycle.

Recently the employee who performs the duties of this classification was provided a copy of the 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 temporary 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 employee and the supervisor, modifications are proposed to the Driver Trainer job description. The title of “trainer” is a term of limited scope when used to describe the typical duties of this position as it only addresses the behind the wheel duties of the position. As this position is expected to conduct classroom instruction and maintain licensing documentation in addition to conducting behind the wheel training, the more standard title designation in the industry is “instructor” rather than “trainer”. Therefore, in order to be consistent with the accepted industry terminology and provide a more accurate and descriptive job title, it is recommended that the current title of the position Driver Trainer be changed to Driver Instructor. 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 employee 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 Driver Trainer job description and change the title of the classification to Driver Instructor.

Attachment: Proposed revised job description for Driver Instructor dated August 14, 2014.

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Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Driver Trainer job description and change the title of the classification to Driver Instructor.



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



DRIVER TRAINER INSTRUCTOR

DEFINITIONJOB SUMMARY:

Under general supervision of the Director, Transportation, assists in coordinating the District's school bus driver training program and maintaining all licensing records; plans, prepares, and conducts individual or group training programs for school bus and other bus driver trainees. Drives a school bus over designated bus routes for the purpose of transporting students to and from school or special trips, assumes and performs related work as necessary or required.

CLASS CHARACTERISTICS:

The Driver Instructor is distinguished from other transportation classes in that the Driver Instructor is responsible for providing training to bus drivers for certification or renewal. Incumbents in this class have been certified by external agencies to provide classroom and behind the wheel instruction and evaluation to prospective drivers.

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

Plans, schedules, conducts classroom and behind-the-wheel training, renewal and refresher In-service training for District School Bus Drivers and mechanics, covering such areas as safe, proper, defensive driving techniques and other related skills and tasks;

eConducts field observations of Drivers; evaluates driving skills, including those required for in service renewal of Special Bus-Driver Certificate;

iInstructs driver trainees and others in first aid, methods of bus stop area and bus loading and unloading boarding, exiting and riding safety; required safe bus evacuation drills and practices for pupils; Federal, State, City and District rules, regulations, laws, ordinances involving pupil transportation;

eCoordinates and evaluates school bus emergency evacuation drills;

Train drivers on special education needs equipment and apparatus;

mPrepare and maintains bus driver license records including license and certificate expirations, medical expirations, medical certifications and expiration, first aid certification and expiration, personal information, driving records and training hours required for the renewal;

iInputs and retrieves information and data utilizing various office and data/word processing equipment;

assigns drivers to routes requiring utilization of manual and/or hydraulic lifts;
Determine proficiency and assists dispatch in assigning drivers to routes requiring utilization of manual and/or hydraulic wheelchair lifts;

sSchedules bus driver physical examinations, keeps records of same;

kKeeps current in laws, regulations governing pupil transportation and equipment;

Schedule testing appointments with outside agencies for renewal of various license and certificates;

Attend and participate in a variety of meetings and driver instructor advisory council community meetings related to assigned activities to maintain current knowledge of applicable laws, codes, regulations and District policies and procedures;

eOperates District vehicles, drive a school bus to cover routes and field trips as needed;

Assist in training of mechanics who may need to apply for a commercial driver license and other requirements; -assumes and performs related work as necessary or required

Assist the dDispatcher and the Transportation Director as required;

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

SUPERVISION:

General supervision is received from the Director of Transportation.

Supervision is not exercised over other employees, but does include coordinating and leading bus driver trainees.

MINIMUM QUALIFICATIONS

Knowledge of:

- Thorough knowledge of the goals and objectives of the school bus driver training program plus the methods and techniques of training and evaluation;
- Principles, concepts, techniques of driving, inspecting and managing passengers on vehicles of the appropriate type and size;
- All motor carrier policies relating to the operation and transportation of passengers;

- Provisions of the California Motor Vehicle and Education, and other Codes and Administrative rules and regulations applicable to the transportation of pupils;
- Appropriate safety precautions, procedures, defensive driving methods and techniques;
- Principles, methods, used to train school bus driver drivers in required skills, knowledges and abilities;
- Principles, methods, practices, and techniques of state certified driver training;
- Principles and practices of safety and health regulations related to pupil transportation;
- First aid practices;
- Pupil management, special needs behaviors and community relations;
- Procedures of transporting, loading and unloading of wheelchair equipment;
- simple-Detailed record keepingkeeping and confidentiality';
- Basic math, oral and written communication skills, good English usage.

Ability to:

- Plan, develop and implement school bus driver training program;
- Train others in the safe and efficient operation of a school bus;
- Operate District motor vehicle equipment using legal and defensive driving methods;
- Learn to operate word/data processing and other office equipment;
- Keep records and effectively plan and organize work;
- Apply and explain information to others related to pupil transportation;
- Identify and guide others on safety and health regulations, policies, and procedures related to pupil transportation;
- Observe and evaluate driving performance and abilities of District drivers;
- Effectively communicate orally and in writing;;
- Understand and carry out oral and written instructions;
- Plan and organize work;
- Operate a two-way radio;
- Work independently with little direction;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy;
- establish and maintain effective working relationships.

Education and ExperienceEMPLOYMENT STANDARDS

Education:

- High school diploma or equivalent;
- Completion of Driver/Trainer Instructor course;
- Certificate of cCompletion of California Department of Education School Bus Driver Instruction
(unrestricted preferred except "1" automatic transmission and "6" first aid test waived);

Experience:

- Three (3) years of recent successful Driver Instruction experience in the type of operation and knowledge pertaining to onsite district vehicles types for which the instructor will be employed.

Or

- Five (5) years as a school bus driver for the Ocean View School District in the type of operation and knowledge pertaining to onsite district vehicles types for which the instructor will be employed. Recent successful experience as a Driver Instructor is desirable.
- Driving record with no chargeable accidents in any vehicle within three years preceding the application date.

~~Recent successful experience as a school bus driver or driver trainer. Completion of Driver/Trainer Instructor course. Individuals possessing the foregoing knowledges, abilities, skills and experience are considered to possess the necessary education to succeed in the position.~~

LICENSES REQUIRED

Possession of a valid and appropriate California Class A or B Commercial driver license, with passenger "P" and School Bus "S" endorsements;

Current medical examiner's certificate;

Valid California Special Driver Certificate for school bus with no restrictions except numbers "1" (automatic transmission only) and "6" (first aid test waived);

Valid standard Red Cross First Aid Certificate;

Possession ~~Certificate of completion~~ of unrestricted California Department of Education School Bus Driver Instructor Certificate.

Department of Motor Vehicle (DMV) driving record dated within the last 30 days of application or certification for interview.

All of the above licenses, certificates and endorsements must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT, AND HAZARDS

Physical Demands and Working Environment

Safely lift, carry, push up to 25 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; uses a computer; 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; frequently exposed to minor, occasionally severe, contagious diseases; has direct contact with

public and students. Employment is contingent upon passing a pre-employment drug testing (DOT). Passing random and periodic drug and alcohol testing as required by the Department of Transportation, is required as a condition of continued employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Licenses Required

~~Possession of a valid and appropriate California Driver's License; successful completion of all examination components required of school bus drivers by the California Highway Patrol including a class B, P endorsement; valid and unrestricted School Bus Certificate; valid standard Red Cross First Aid Certificate; Certificate of completion of the California School Bus Driver Instructor Course with valid and unrestricted instructor certificate.~~

4/97

Job Description Review and Revisions Effective:

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: August 14, 2014

SUBJECT: Agenda Item No. 6.A.4: Job Description Revision – Head Custodian

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 Head Custodian classification was fully reviewed in May 2002, and reviewed with minor revisions in October 2005.

Recently the incumbents of the class were provided a copy of their 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 perform in their jobs. Draft revisions were prepared and provided to all Principals and the Maintenance and Operations Manager, who were asked to review the proposed changes as well as provide feedback on identifying essential duties.

Based upon information provided by the incumbents and the supervisors, modifications are proposed to the Head Custodian 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 supervisors have reviewed and recommend the final draft which is attached.

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the Head Custodian job description.

Attachment: Proposed revised job description for Head Custodian dated August 14, 2014.

Recommendation

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



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



HEAD CUSTODIAN

DEFINITION JOB SUMMARY:

Under general supervision, the Head Custodian opens the school/site and keeps assigned structures and surrounding areas in a clean, sanitary, safe and orderly condition; performs custodial and cleaning duties; daily meets with and coordinates the work of evening custodial staff; does special cleaning assignments, including those involving outside areas as requested; secures rooms, buildings and appurtenances; during Winter, Spring and Summer recess periods Head Custodians work under the general supervision of the Supervisor of ~~Warehouse Maintenance and Operations Manager, Custodial and Emergency Services~~; assumes and performs related work as is necessary or required.

CLASS CHARACTERISTICS:

The Head Custodian is distinguished from the Custodian class in that the primary assignment is the opening, cleaning, and performance of minor maintenance tasks at District offices and school sites during daytime business hours and that of the Custodian is to clean, close, and lock-up the District office and school sites and perform other assigned duties during evening hours.

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

Sweeps, mops, scrubs, and waxes floors and surfaces of many types and kinds; *E*

Vacuums rugs, carpets, and other areas and, as site schedule permits, shampoos and/or spot cleans carpets and mats; *-E*

Cleans restrooms, classrooms, locker rooms, showers, and other school facilities, walls, windows, projectors, SMART boards, and whiteboards; *-E*

Picks up litter from around the school/site, empties trash and waste receptacles, fills soap and paper dispensers, and changes light bulbs as necessary; *E*

Turns lighting on/off as appropriate, unlocks, locks, and secures areas as appropriate; *-E*

Prepare and ~~C~~cleans and ~~prepares~~ facilities for opening, lunch and nutrition periods indoors or outdoors depending on the weather; *E*

Checks areas for vandalism, repairs damage, and cleans/removes graffiti as necessary; *-E*

Moves and arranges furniture and equipment for special events and activities; *E*

Responds to a variety of urgent and/or emergency calls for custodial, light maintenance, or other services; *E*

Sweeps walks, breezeways and other exterior areas; *-E*

Performs light maintenance tasks on buildings and general grounds at a school or office site including, but not limited to, doing minor repairs on furniture, office and instructional equipment, carpet, locks, doors, hinges and related closing devices, plumbing and/or restroom, and playground equipment; writes and monitors work orders for the more major repairs; *E*

Keeps principal informed of custodial needs, work completed, supply and equipment needs and/or orders placed and the scheduling of custodial work; ~~-E~~

Provides assistance to maintenance staff in performing District zone maintenance tasks; *E*

Conducts regular facility inspections for safety and to determine maintenance and repair needs; ~~-E~~

Rakes and ensures proper depth of wood chips in sand box areas where playground equipment is located; ~~-E~~

Works with community groups that use school grounds and facilities to ensure rooms are properly set up and configured to meet user requirements; *E*

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

Delivers received school/office supplies to appropriate staff and /or location.

May provide training for evening custodial staff;

May schedule and/or inspect the work of evening custodial staff;

May provide input regarding employment, retention and evaluation of evening custodial staff;

Dusts, waxes, washes and polishes furniture, woodwork, cupboards, counters and other surfaces and areas as site schedule permits;

May adjust thermostats, as authorized and/or required;

May water lawns and shrubs;

May assist school staff as emergencies arise, in enforcing closed campus policy and may provide a custodial presence during lunch and/or nutrition periods;

May assist school site personnel with bus pickups of students to monitor attendance;

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

SUPERVISION:

General supervision is received from a Principal/site supervisor or designee during normal school session. During ~~w~~Winter, ~~s~~Spring and ~~s~~Summer recess periods general supervision is received from the ~~Supervisor of Warehouse, Custodial and Emergency Services~~ Maintenance and Operations Manager.

Supervision is not exercised over other employees. However, leadership, guidance, and specific cleaning assignments may be provided to evening custodial staff.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- Proper methods, materials, tools and equipment used in custodial and light building maintenance work;
- ~~Appropriate safety precautions and procedures~~ Safety rules and regulations applicable to school buildings and disposal of hazardous materials;
- Methods maintaining school facilities in a clean and sanitary condition;
- Cleaning products and equipment used in custodial work;
- Basic math;
- Basic computer, email, and maintenance job tracking program;
- Principles of leadership and training.

Ability to:

- Perform basic custodial and light building maintenance work;
- Use common electrical cleaning equipment;
- ~~Establish and maintain effective working relationships;~~
- Lead and provide direction/training on cleaning methods for evening custodial staff;
- Read, write, understand and follow verbal and written instructions in English, including those found on custodial supplies and equipment and following a work schedule;
- ~~Understand and carry out oral and written instructions~~ Communicate in English, well enough to be understood and convey specifics in emergency situations;
- Work safely and effectively with considerable independence;
- Perform strenuous physical work without close supervision;
- Maintain simple records;
- Learn to operate a PC (Personal Computer) and applicable shop specific software;
- Work effectively in a school environment;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy.-

EDUCATION AND EXPERIENCE EMPLOYMENT STANDARDS:

Education:

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

Experience:

- One (1) year of experience as a custodian working independently in cleaning and maintaining major buildings and adjacent areas is required, prior experience in custodial work for a school district is desirable.

LICENSE REQUIRED:

~~Some positions may require p~~ Possession of a valid and appropriate California Driver's License.

Some positions may require a valid and appropriate California Driver License in order to pick up supplies.

PHYSICAL DEMANDS, AND WORKING ENVIRONMENT AND HAZARDS:

Performs heavy work - occasionally lifts, carries, and/or pushes objects weighing up to 100 pounds; frequently lift, carries, and/or pushes objects weighing 25 or more pounds; walks (occasionally on uneven surfaces), stands, climbs (ladders/stairs), stoops, kneels and bends and uses both legs; reaches above shoulders; uses fingers on both hands simultaneously to grasp irregularly shaped objects; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient or correctable to sees small details and long distances; may drive a vehicle and operates mobile motorized equipment; works inside and outside; is exposed to temperature changes, dust, pet dander, chemicals, strong odors and minor contagious illnesses; has direct contact with public, students and other district staff; frequently works with deadlines without direct guidance from supervisor; employment is contingent upon passing physical and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Last revised 5/9/02
Revisions effective 10/13/05
Revisions effective

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: August 14, 2014

SUBJECT: Agenda Item No. 6.A.5: Job Description Revision – Storekeeper

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 Storekeeper classification was fully reviewed in September 2002. In February 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 Storekeeper 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 Storekeeper job description.

Attachment: Proposed revised job description for Storekeeper dated August 14, 2014.

Recommendation

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



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



STOREKEEPER

DEFINITION JOB SUMMARY:

Under general supervision of Maintenance and Operations Manager ~~the Supervisor of Warehouse, Custodial and Emergency Services~~, is responsible for the operation of the District's centralized warehouse functions; maintain central stock control and inventory systems; responsible for the receipt, storage, issuance and delivery of materials, supplies and equipment to sites throughout the District; ~~performs related work as necessary or required.~~

CLASS CHARACTERISTICS:

The Storekeeper is distinguished from the Delivery Worker in that the primary duties of the Storekeeper are to operate and maintain a central warehousing facility with responsibility for receiving, storing and issuing materials, supplies and equipment and those of the Delivery Worker are to pick up and deliver foodstuffs, material, supplies and equipment to sites throughout the District.

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

Organizes and performs work related to the operation of a central receiving and standard materials storage warehouse; -E

Receive, prepare and distribute supplies and equipment to various district locations; E

Establishes and maintains a system of receipt and verification of shipment receipt, storage, issuance and delivery or distribution of materials; -E

Inspects goods received for buy-out merchandise and stores inventory stock items, comparing packing slips against merchandise received and noting conformity to purchase orders, identifying any shortages and/or damages; E

Maintains complete records of all transactions processed by the warehouse for shipment to sites by inputting the pick ticket order into the bi-tech system, which prints out a packing slip to be placed with the order for verification of receipt by the site; E

Fills requisitions by pulling the pick ticket order from the shelved inventory, wrapping, packing, and labeling parcels for shipment and delivery; E

Maintains a perpetual inventory on standard warehouse stock items, rotating stock to maintain freshness and coordinating resupply with the business/purchasing office; E

Tags and maintains a log of fixed assets received including the serial numbers of specific material;

Operates and performs routine maintenance on machinery and equipment associated with warehouse operations and storage, including a forklift, stock chaser and tying machines;

Operates District vehicles to make deliveries as needed;

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

SUPERVISION:

General supervision is received from ~~the Maintenance and Operations Manager~~ Supervisor of Warehouse, Custodial and Emergency Services.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Warehousing procedures for the receipt, inspection, placement, storage, packaging, issuance and delivery of goods and materials;
- Use and terminology of requisitions, purchase orders, and other warehouse documents;
- Perpetual and physical inventory and receipt procedures;
- Equipment and supplies used in a school system;
- Basic understanding of the use of a PC (Personal Computer);
- Safety regulations and practices relating to storing, moving, and loading equipment and heavy items;
- Basic record keeping and filing systems.

Ability to:

- Maintain accurate warehouse inventory control and shipping and receiving records and records;
- Work alone or with others and be self directing in establishing work priorities;
- Understand and follow oral and written instructions;
- Operate and maintain various types of mechanical equipment for handling stock;
- Operate a PC (Personal Computer) and learn to effectively utilize the bi-tech and warehouse specific software;
- Exercise proper judgment in loading elevators and in loading and operating equipment;
- Establish and maintain effective interpersonal relations using tact, patience, and courtesy.
- ~~Establish and maintain cooperative working relationships.~~

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

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

Experience:

- Two (2) years of progressively responsible experience in receiving, storing, issuing supplies and materials in a warehouse environment.

LICENSES REQUIRED:

Must possess a valid and appropriate California Driver License.

~~Several years of progressively responsible experience in receiving, storing, issuing supplies and materials in a warehouse environment; individuals possessing the knowledge, skills and abilities listed above are considered to possess the education necessary to succeed in this classification.~~

PHYSICAL DEMANDS, AND WORKING ENVIRONMENT AND HAZARDS:

Does heavy work, frequently lifting or carrying for short distances, and/or, pushing objects weighing up to 50 pounds; occasionally lifting, carrying and pushing objects weighing 75 pounds; infrequently lifting or pushing objects weighing up to 100 pounds; frequently stands, walks, bends, and reaches over head and shoulders; occasionally sits, stoops, kneels, and climbs on ladders or step stools; uses fingers on both hands to grasp irregularly shaped objects; speaks clearly and hears normal voice conversation; has normal color vision/distinguishes shades; visual acuity sufficient or correctable to see small details and long distances; operates mobile motorized equipment and occasionally drives a District vehicle; primarily works inside a large warehouse, occasionally works outside; is exposed to frequent temperature changes, dust, chemicals and odors; has direct contact with other district staff; occasionally may be exposed to minor contagious illnesses; frequently works with delivery deadlines without direct guidance from supervision. Employment is contingent upon passing a physical and a back evaluation test; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

LICENSES REQUIRED:

~~Must possess a valid and appropriate California Driver's License.~~

Last revision 9/5/02

Reviewed 2/17/05 - No revisions made

Job Description Review and Revisions Approved

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: August 14, 2014

SUBJECT: Agenda Item No. 6.A.6: Job Description Revision – Transportation Dispatcher

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 Transportation Dispatcher classification was fully reviewed in September 2002. In April 2006 it was reviewed with no revisions.

Recently the incumbent of this 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 temporary 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 Transportation Dispatcher 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 employee 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 Transportation Dispatcher job description.

Attachment: Proposed revised job description for Transportation Dispatcher dated August 14, 2014.

.....
Recommendation

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



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



TRANSPORTATION DISPATCHER

DEFINITION JOB SUMMARY:

Under general supervision of the Director of Transportation, ensures all regularly scheduled bus routes and special trips are staffed; assists in coordinating bus schedules for daily routes, field trips, sporting events and other District functions; evaluates, resolves, and/or makes recommended solutions to incidents, and/or accidents; may act to facilitate operations in the absence of the Director; ~~assumes and performs related work as necessary or required.~~

CLASS CHARACTERISTICS:

This is a position having significant responsibility for ensuring Bus Drivers are present and all regularly scheduled bus routes and special trips are properly covered. The incumbent is expected to work independently in concert with the requirements and general procedures established by the Director of Transportation. This position is routinely designated to act in the absence of the Director of Transportation.

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

Daily, ensures all regular bus routes and special trips are properly covered, notifies drivers of necessary route and/or assignment changes; -E

Contacts and assigns substitute drivers as needed; -E

Prepares bid sheets on regular, overload, field trip and other special assignments to determine which driver gets the assignment, based on seniority; E

Annually establishes daily bus schedules for the regular school year bus routes and summer school bus routes; E

Maintains accurate records of drivers regular hours and a variety of other records related to the operation of the Transportation Department; -E

Computes transportation mileage and hours for sporting events, charters, field and other special trips for billing purposes; -E

Maintains updated lists of students serviced and records of parent and/or guardian information to ensure ability to contact as necessary; -E

Handles daily departmental contacts and inquiries, and processes field trip, sports, and after school activities request forms.

Compiles and analyzes data, prepares reports, utilizing a PC (personal computer) with appropriate software and other office equipment; -E

Operates District vehicles and school busses utilizing legal and safe defensive driving techniques as necessary and/or required; -E

May open facilities.

E denotes an essential function of the job.

SUPERVISION:

General supervision is received from the Director of Transportation.
Daily is responsible for assigning and dispatching Bus Drivers to cover routes and assignments. Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- _____ Provisions of the California Motor Vehicle, Education and other Codes and Administrative rules and regulations applicable to the transportation of pupils;
- _____ Defensive driving methods and techniques, appropriate safety precautions and procedures;
- _____ Standard record keeping and filing system procedures;
- _____ Understanding of word processing, spreadsheet, database, Internet and E-mail computer software applications;
- _____ Basic mathematics used in an office environment;
- _____ Correct English usage, spelling, grammar and punctuation;
- _____ Business office telephone techniques and etiquette;

Ability to:

- _____ Plan, organize and prioritize work of self and coordinate the work of others;
- _____ Read, understand, carry-out, and explain a variety of general and technical policies and materials;
- _____ Operate various office equipment including a PC (personal computer) and effectively utilize word processing, data base, Internet and E-mail software;
- _____ Maintain ~~Keep~~ records and filing systems;
- _____ Understand, carry out and give oral and written instructions;

- Establish and maintain effective interpersonal relationships using tact, patience and courtesy;
- Establish and maintain effective working relationships;
- Operate District motor vehicle equipment using legal and defensive driving methods.

EDUCATION AND EXPERIENCE/EMPLOYMENT STANDARDS:

Education:

- Requires a high school diploma or equivalent.

Experience:

- Recent, Two (2) years of recent successful work experience as a school bus driver.
- Some work experience in a position that demonstrates comprehension/familiarity with the concepts/principles of route formation and dispatching procedures and techniques.
Successful clerical office experience. Possession of these, and the other skills, abilities and knowledge listed above is considered attainment of an educational level sufficient to succeed in the position.

LICENSES REQUIRED:

- Possession of a valid California Class A or B Commercial driver license with Passenger "P" and unrestricted School Bus "S" endorsements;
- Possession of a valid California Special Driver Certificate for school bus with no restrictions except numbers "1" (automatic transmission only) and "6" (first aid test waived);
- Possession of valid First Aid certification if first aid was waived at CHP;
- Possession of a valid Medical Examiner's card;
- Department of Motor Vehicle (DMV) driving record dated within the last 30 days of application or certification for interview.

All of the above licenses, certificates and endorsements must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, AND WORKING ENVIRONMENT, AND HAZARDS:

Frequently sits, stands, walks, climbs stairs, maintains balance, stoops, bends, kneels, and reaches over head; lift, carry, push, and pull up to 25 pounds, may move students weighing up to 50 pounds; uses both hands and legs simultaneously; repetitively twists and exerts pressure with wrists and hands; repetitively uses fingers on both hands; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; uses a telephone and

computer; has good depth perception and color vision; visual acuity sufficient to see small details and long distances in an outdoor environment; drives District vehicles and school busses; works

Transportation Dispatcher - Continued

Page 4

inside and outside; works with loud noises and vibration; occasionally is exposed to fumes, gases, chemicals, odors, machinery with moving parts, and moving vehicles; frequently is exposed to minor, occasionally severe, contagious diseases; has direct contact with public, students, passengers and other district staff; may work without direct guidance from supervisor and occasionally in intense and/or negative interpersonal situations; works with high volume and tight deadlines. Employment is contingent upon passing pre-employment drug testing (D.O.T). Passing random and periodic drug and alcohol testing as required by the Department of Transportation, is required as a condition of continued employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

LICENSES REQUIRED:

~~Possession of a valid and appropriate California Driver's License, successful completion of all examination components required of school bus drivers by the California Highway Patrol including a class B, P endorsement, valid and unrestricted School Bus Driver certificate, valid standard Red Cross First Aid Certificate, and valid Medical Examiners Certificate.~~

Last revised 9/5/02

Reviewed with no revisions 4/6/06

Job Description Review and Revisions Effective:

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Eifert
Personnel Assistant
DATE: August 14, 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 – 5	OVPP Associate Preschool Educator
2014 – 6	Intermediate Clerk Typist
2014 – 7	Maintenance Plumber

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists, 2014 – 5, 2014 – 6, 2014 – 7.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: August 14, 2014

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

Background Information

At the Ocean View School District, Regular Board Meeting of August 12, 2014, (Exhibit A), the Board of Trustees received the Classified Personnel Activity Lists for approval.

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

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Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity Lists of August 12, 2014, (Exhibit A).

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
August 12, 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>
Camacho, Raymund	Instructional Assistant - Physical Education (Substitute)	\$15,676 per hour	25.1	06/19/14
Campbell, Dana	School Office Clerk (Substitute)	\$18,635 per hour	28.3	07/01/14
Cortez, Maria	Parent/Teacher Conference Interpreter (Temporary)	\$10.00 per hour		03/01/14
Erickson, Steven	Custodian	\$16,890 per hour	28.1	07/01/14
Guzman, Alma	Translator/Interpreter (Substitute)	\$19,095 per hour	33.1	06/18/14
Huebel, Amber	Instructional Aide (Substitute)	\$14,199 per hour	21.1	06/18/14
	Instructional Assistant - Special Education (Substitute)	\$14,554 per hour	22.1	06/18/14
	Instructional Assistant - EL (Substitute)	\$14,921 per hour	23.1	06/18/14
	Instructional Assistant - Physical Education (Substitute)	\$15,676 per hour	25.1	06/18/14
	Instructional Assistant - Adapted Physical Education (Substitute)	\$15,676 per hour	25.1	06/18/14
	Instructional Assistant - Severely Disabled (Substitute)	\$15,676 per hour	25.1	06/18/14
Hunter, Travis	Maintenance/Grounds Helper (Temporary)	\$16,890 per hour	28.1	07/03/14
Kennedy, Maria Sol	OVPP Associate Preschool Educator (Substitute)	\$19,095 per hour	29.3	07/09/14
Lew, Robert	Clerk Typist (Temporary)	\$14,921 per hour	23.1	07/10/14
Pinto, Michelle	Administrative Secretary (Substitute)	\$29,880 per hour	40.5	07/01/14
	Department Secretary (Substitute)	\$27,065 per hour	36.5	07/01/14
	Intermediate Clerk Typist (Substitute)	\$22,223 per hour	28.5	07/01/14
	School Office Clerk (Substitute)	\$22,223 per hour	28.5	07/01/14
Rico, Maria	Preschool Instructional Assistant Bilingual	\$14,921 per hour	23.1	08/28/14

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
August 12, 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>
Ruiz Rivero, Aldo	Translator/Interpreter (Substitute)	\$19,095 per hour	33.1	06/18/14
Springer, Carole	Human Resources Analyst (Substitute)	\$30,619 per hour	41.5	06/30/14
	Human Resources Technician (Substitute)	\$27,065 per hour	36.5	06/30/14
	Personnel Analyst (Substitute)	\$30,619 per hour	41.5	06/30/14
	Personnel Technician (Substitute)	\$26,405 per hour	35.5	06/30/14
	Personnel Assistant (Substitute)	\$29,878 per hour	40.5	06/30/14

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>
Hunter, Stephen	Computer/Multimedia Technician	\$4,316.00 per month	45.1	06/16/14

Approve Retirement

<u>NAME</u>	<u>POSITION</u>	<u>START</u> <u>DATE</u>	<u>EFFECTIVE</u> <u>DATE</u>
Eichen, Dianna	Instructional Aide	02/26/79	06/17/14
Reed, Laurie	Instructional Assistant - Special Education	02/10/98	06/17/14

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>
Alfaro-Arambul, Erika	School Office Manager Bilingual	Resignation - Personal	09/16/13	06/24/14
Amaya, Rosa	Parent/Teacher Conference Interpreter (Temporary)	Resignation - No Longer Available	10/17/05	04/17/14
Anderson, Erin	School Library Specialist (Substitute)	No Response to Sub Questionnaire	01/26/12	01/26/13

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
August 12, 2014

Approve Separation (Continued)

In accordance with Merit System Rules 8.1 to 8.6:

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>START DATE</u>	<u>EFFECTIVE DATE</u>
Anderson, Heather	Instructional Aide (Substitute)	No Response to Sub Questionnaire	02/07/13	02/07/13
	Instructional Assistant - Special Education (Substitute)	No Response to Sub Questionnaire	02/07/13	02/07/13
	Instructional Assistant - Severely Disabled (Substitute)	No Response to Sub Questionnaire	02/07/13	02/07/13
	Instructional Assistant - Physical Education (Substitute)	No Response to Sub Questionnaire	02/07/13	02/07/13
Behrens, Lesa	Food Distribution Worker (Substitute)	No Response to Sub Questionnaire	02/06/12	10/28/13
Burns, Charles	Food Distribution Worker (Substitute)	No Response to Sub Questionnaire	09/04/13	09/04/13
Cerame, Katherine	Child Care Attendant (Substitute)	No Response to Sub Questionnaire	02/08/13	02/08/13
Cervantes, Diego	Parent/Teacher Conference Interpreter (Temporary)	No Response to Sub Questionnaire	10/14/13	10/14/13
Chen-Solis, Angela	Instructional Assistant - Special Education (Substitute)	No Response to Sub Questionnaire	06/15/12	06/15/12
	Instructional Assistant - Severely Disabled (Substitute)	No Response to Sub Questionnaire	06/15/12	06/15/12
Cheshire, Sarah	Instructional Aide (Substitute)	No Response to Sub Questionnaire	02/01/13	06/03/13
	Preschool Instructional Aide (Substitute)	No Response to Sub Questionnaire	02/01/13	06/03/13
	Instructional Assistant - Special Education (Substitute)	No Response to Sub Questionnaire	02/01/13	06/03/13
	Instructional Assistant - Physical Education (Substitute)	No Response to Sub Questionnaire	02/01/13	06/03/13
	Instructional Assistant - Severely Disabled (Substitute)	No Response to Sub Questionnaire	02/01/13	06/03/13
Colliflower, Joyce	Food Distribution Worker (Substitute)	No Response to Sub Questionnaire	02/13/07	06/20/11
Cortes, Marisol	Parent/Teacher Conference Interpreter (Temporary)	Resignation - No Longer Available	03/18/14	03/26/14
Cortes, Marlene	Parent/Teacher Conference Interpreter (Temporary)	Resignation - No Longer Available	10/16/13	03/26/14
Coy, Jacquelyn	Instructional Assistant - Special Education (Substitute)	No Response to Sub Questionnaire	11/27/12	11/27/12

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
August 12, 2014

Approve Separation (Continued)

In accordance with Merit System Rules 8.1 to 8.6:

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>START DATE</u>	<u>EFFECTIVE DATE</u>
Cross, Misty	Instructional Aide (Substitute)	No Response to Sub Questionnaire	10/10/11	06/18/13
	Instructional Assistant - Special Education (Substitute)	No Response to Sub Questionnaire	10/10/11	06/18/13
	Instructional Assistant - Severely Disabled (Substitute)	No Response to Sub Questionnaire	10/10/11	06/18/13
	Instructional Assistant - Physical Education (Substitute)	No Response to Sub Questionnaire	10/10/11	06/18/13
	Instructional Assistant - Adapted Physical Education (Substitute)	No Response to Sub Questionnaire	10/10/11	06/18/13
	Instructional Assistant - ABA (Substitute)	No Response to Sub Questionnaire	10/10/11	06/18/13
Dalton, Lynn	Instructional Aide (Substitute)	No Response to Sub Questionnaire	08/17/06	12/14/12
	Instructional Assistant - Special Education (Substitute)	No Response to Sub Questionnaire	08/17/06	12/14/12
Duong, Janey	Parent/Teacher Conference Interpreter (Temporary)	Resignation - No Longer Available	10/15/13	10/31/13
Fiola, Magda	Instructional Aide Bilingual (Temporary)	Resignation - No Longer Available	10/14/04	10/16/13
Furtado, Sue-Allene	Speech and Language Assistant (Substitute)	No Response to Sub Questionnaire	02/19/13	02/19/13
Gilbreath, Lisa	Instructional Assistant - ABA (Substitute)	No Response to Sub Questionnaire	03/12/12	11/15/13
Golonka, Sandra	Senior Purchasing Clerk	Resignation - Personal	11/19/13	07/10/14
Gomar, Viviane	Parent/Teacher Conference Interpreter (Temporary)	Resignation - No Longer Available	10/17/13	10/17/13
Gomez, Alexandra	Instructional Assistant - ABA (Substitute)	No Response to Sub Questionnaire	03/12/12	01/25/13
Gutierrez, Grace	Bus Driver (Substitute)	No Response to Sub Questionnaire	09/07/10	09/30/11
Gutierrez, Tatiana	Parent/Teacher Conference Interpreter (Temporary)	Resignation - No Longer Available	08/28/13	02/28/14
Hermes, Emily	Instructional Assistant - Special Education (Substitute)	No Response to Sub Questionnaire	09/22/08	05/22/12
	Instructional Assistant - Severely Disabled (Substitute)	No Response to Sub Questionnaire	09/22/08	05/22/12
	Instructional Assistant - Adapted Physical Education (Substitute)	No Response to Sub Questionnaire	09/22/08	05/22/12

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
August 12, 2014

Approve Separation (Continued)

In accordance with Merit System Rules 8.1 to 8.6:

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>START DATE</u>	<u>EFFECTIVE DATE</u>
Hofland, Jennifer	Preschool Educator (Substitute)	No Response to Sub Questionnaire	09/24/02	06/15/12
Jones, Amanda	Instructional Assistant - Special Education (Substitute)	No Response to Sub Questionnaire	10/21/13	10/21/13
Lam, Leeann	Instructional Aide (Substitute)	No Response to Sub Questionnaire	09/19/05	10/09/13
Maldonado, Joanna	Parent/Teacher Conference Interpreter (Temporary)	Resignation - No Longer Available	12/09/13	12/09/13
Mina, David	Parent/Teacher Conference Interpreter (Temporary)	Resignation - No Longer Available	10/04/13	12/10/13
Mondello, Darlene	Instructional Aide (Substitute)	No Response to Sub Questionnaire	04/08/02	06/17/13
Nguyen, Tuyet	Child Care Attendant (Substitute)	No Response to Sub Questionnaire	05/12/08	05/12/08
Olvera, Diana	Parent/Teacher Conference Interpreter (Temporary)	Resignation - No Longer Available	03/22/13	10/31/13
Oropeza, Christina	Child Care Attendant (Substitute)	No Response to Sub Questionnaire	01/03/12	01/03/12
Pavia, Jasmin	Instructional Aide Bilingual (Substitute)	No Response to Sub Questionnaire	03/15/10	03/17/11
Pham, David	Instructional Assistant - Special Education (Substitute)	No Response to Sub Questionnaire	02/25/13	03/19/13
Pham, Lan	Parent/Teacher Conference Interpreter (Temporary)	Resignation - No Longer Available	10/15/13	10/15/13
Pottger, Barbara	School Office Manager (Substitute)	No Response to Sub Questionnaire	09/12/77	01/03/11
Presley, Ashley	Speech and Language Assistant (Substitute)	No Response to Sub Questionnaire	02/11/14	02/11/14
Rini, Shanelle	School Office Clerk (Substitute)	No Response to Sub Questionnaire	04/23/12	04/23/12
Romero, Araceli	Instructional Assistant - ABA (Substitute)	No Response to Sub Questionnaire	02/25/13	06/18/13
	Instructional Assistant - Special Education	No Response to Sub Questionnaire	02/25/13	06/18/13

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
August 12, 2014

Approve Separation (Continued)

In accordance with Merit System Rules 8.1 to 8.8:

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>START DATE</u>	<u>EFFECTIVE DATE</u>
Sanchez, Sergio	Custodian (Substitute)	No Response to Sub Questionnaire	12/11/06	06/28/13
Saporito, Dorene	Instructional Assistant - Sign Language (Substitute)	No Response to Sub Questionnaire	02/19/10	05/10/12
Savastano, Sabrina	Preschool Instructional Assistant (Substitute)	No Response to Sub Questionnaire	01/06/11	05/31/13
	Instructional Aide (Substitute)	No Response to Sub Questionnaire	01/06/11	05/31/13
	Child Care Attendant (Substitute)	No Response to Sub Questionnaire	01/06/11	05/31/13
Simpson, Lisa	Instructional Aide (Substitute)	No Response to Sub Questionnaire	03/12/13	06/07/13
	Instructional Assistant - Special Education (Substitute)	No Response to Sub Questionnaire	03/12/13	06/07/13
Slater-Oliver, Vicki	Instructional Aide (Substitute)	No Response to Sub Questionnaire	10/06/00	03/09/10
Smallshaw, Sandra	Instructional Aide Bilingual (Substitute)	No Response to Sub Questionnaire	03/03/00	05/03/10
Thompson, Timothy	Head Custodian (Substitute)	No Response to Sub Questionnaire	02/19/13	11/01/13
	Custodian (Substitute)	No Response to Sub Questionnaire	02/19/13	11/01/13
Valdez, Susana	Instructional Aide (Substitute)	No Response to Sub Questionnaire	04/09/13	11/01/13
	Instructional Aide Bilingual (Substitute)	No Response to Sub Questionnaire	04/09/13	11/01/13
	Instructional Assistant - EL (Substitute)	No Response to Sub Questionnaire	04/09/13	11/01/13
	Instructional Assistant - Special Education (Substitute)	No Response to Sub Questionnaire	04/09/13	11/01/13
Villegas, Luz	Community Liaison Bilingual Assistant (Substitute)	No Response to Sub Questionnaire	09/10/11	03/27/13
Vu, Hoang	Instructional Assistant Bilingual (Substitute)	No Response to Sub Questionnaire	03/18/13	03/18/13

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: August 14, 2014

SUBJECT: Agenda Item No. 8: Ratify Advanced Step Placement
Roni Ellis – Assistant Superintendent, Administrative Services

Background Information

A request for advanced step placement has been received from Superintendent Balderas for Ms. Roni Ellis who has been offered and accepted the position of Assistant Superintendent, Administrative Services effective July 8, 2014. This request is also recommended by the Director, Classified Personnel. Pursuant to Merit Rule 7.2.1.3.A.4, Advanced Step Placement (attached), the request is brought to the Personnel Commission for ratification.

Analysis

The advanced step placement request for Step 2 placement (\$11,640/month) on the appropriate salary range for the class of Assistant Superintendent, Administrative Services (Salary Range Ma, \$11,084/month to \$12,832/month) comes to the Commission upon the request of Superintendent Gustavo Balderas and with the approval of the Director, Classified Personnel. The rationale for the Director's approval and recommendation for ratification by the Personnel Commission include: The employee's 19 years of experience with Ocean View School District, the last two of which have been in a certificated management capacity, the possession of an Administrative Credential, and a Master's Degree in School Management and Business Administration. Additionally, her current rate of pay with Ocean View School District on the certificated management salary schedule as the Director, Middle School Programs at \$11,627 per month (\$138,224 annual) is above Ocean View's classified management Step 1 salary of \$11,084 per month (\$133,008 annual) for the class. A Step 2 placement of \$11,640/month (\$139,680 annual) on the classified management salary schedule would most closely match the candidate's current salary.

Attachments: Copy of Merit Rule 7.2.1.3.A
Advanced Step Placement Request Form
Personal information supporting the request (Commissioners only)

Recommendation

The Director, Classified Personnel recommends that the Personnel Commission ratify the Step 2 (\$11,640 per month, \$139,680 annually) advanced step placement of Ms. Roni Ellis, Assistant Superintendent, Administrative Services, in accord with Merit Rule 7.2.1.3.A.4.

7.2 APPLICATION OF SALARY SCHEDULES

7.2.1 Initial Placement

New employees shall be hired at the first step of the salary unless advanced step placement is requested and approved according to the following procedure:

1. The appointing authority requesting advanced step placement shall complete the form entitled **ADVANCED STEP PLACEMENT REQUEST FORM** and attach any support materials.
2. The appointing authority sends the completed form and support materials to the Assistant Superintendent, Human Resources for approval.
3. The Assistant Superintendent, Human Resources, will either approve or reject the request.

A. Approval

1. If approved, the Assistant Superintendent, Human Resources, will forward the request to the Director, Classified Personnel of the Personnel Commission.
2. Upon receipt of the approved request form, the Director, Classified Personnel will review the form ensuring completeness and shall attempt to verify the pertinent information contained therein.
3. Upon approval by the Director, Classified Personnel, the request is routed to the Personnel Technician who will prepare the necessary payroll information.
4. **The approved request will be placed upon the Commission agenda for ratification.**
5. Commission approved requests for advanced step placement shall be effective the date the employee officially assumes the duties of the position (effective date of appointment).
Revised 2/12/04
6. A copy of the form is then placed in the employee's personnel file.



Ocean View School District
ADVANCED STEP PLACEMENT REQUEST FORM

Submitted by: Gustavo Balderas

Date: July 9, 2014

The District has interviewed for the open vacancy in the classification of Assistant Superintendent, Administrative Services

and has selected Roni Ellis as their choice.
name of candidate

The District is requesting advanced step placement on range Ma, step 2, for one or more of the following reasons:

1. Candidate's job related experience exceeds that required in the classification. (Explain)

2. Candidate's training and/or education exceeds that which is required. (Explain - including licenses and certificates)

Master's Degree in School Management and Business Administration (desirable for the position but not required), Administrative Credential

3. Candidate's current base salary exceeds that of step 1 of our salary range.

(Explain and attach copy of last paycheck stub or other verification of compensation).

Employee's current salary on the Ocean View School District certificated management schedule is \$139,524 annually. Step 1 of the
classified management salary schedule would only allow for a salary of \$133,008 annually. In order to match the employee's current
salary, it is recommended that employee be placed at Step 2 of the classified management schedule resulting in an annual salary of
\$139,680.

4. Any other extraordinary circumstances not covered above. (Explain - Example: exceptional recruitment difficulties, or eligible clearly has exceptional qualifications above other eligibles certified)

Approval

Appointing Authority: [Signature]

Date: 7/9/14

Signatures:

Assistant Superintendent, Human Resources [Signature]

Date: 7/9/14

Director, Personnel Commission [Signature]

Date: 7-9-14

☐ Approved
☐ Denied

THIS FORM WILL BE MAINTAINED IN THE EMPLOYEE'S PERSONNEL FILE

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: August 14, 2014

SUBJECT: Agenda Item No. 9: Recommendation to Reclassify Incumbent Kelly Daniel
From Bus Driver to Driver Trainer

Background Information

Recently, District administration asked the Director, Classified Personnel to research the possibility of re-establishing a classified position for Driver Trainer. As the Driver Trainer job description had not been reviewed for quite some time and was scheduled for a review as part two of the three year cycle, Personnel Commission staff began reviewing the classification and conducting some research into the position. Ms. Kelly Daniel, Bus Driver, was asked for her input as it was indicated that she performs some of the Driver Trainer duties on a temporary basis in addition to her duties as a Bus Driver.

Upon discussions with Ms. Daniel, it emerged that perhaps she may meet the qualifications for a reclassification to the classification of Driver Trainer. In order to obtain more information, Ms. Daniel was asked to complete a reclassification request. From the information provided by Ms. Daniel and ongoing discussions with her, she has proven to be performing the duties of the Driver Trainer position and has gained her responsibilities through a gradual accretion of duties.

Historical Perspective

Ms. Kelly Daniel was hired in November 1991 as a substitute Bus Driver, and was offered a permanent Bus Driver position in April of 1992. In May of 2002, Ms. Daniel was sponsored by the District to attend the California Highway Patrol Academy, Office of School Transportation School Bus Driver Instructor Program. Since completion of this program, Ms. Daniel has been assigned to be a Driver Trainer on an as needed basis. Due to changes in staffing and training needs for a fleet of 36 busses and drivers, Ms. Daniel has assumed the full responsibility of Driver Trainer since 2005. Her responsibilities have been to coordinate, plan, prepare and conduct training programs for the Transportation Department as well as maintain records of licensing.

As evidenced by her timecards, Ms. Daniel is currently spending her time performing on average 35% Bus Driver duties and an average of 65% Driver Trainer duties. Because she was hired as a Bus Driver, Ms. Daniel is expected to complete her bus route in addition to performing duties of Driver Trainer when she is not behind the wheel. Because of the need for Ms. Daniel to complete Driver Trainer duties, the Transportation Department has had to obtain a substitute Bus Driver to cover her route.

**Recommendation to Reclassify Incumbent
Kelly Daniel from Bus Driver to Driver Trainer
Page Two**

Analysis

It is apparent by the documentation submitted, the discussions with Ms. Daniel, and her assistance in the initiation of the Bus Driver Trainee program this year, that Ms. Daniel is performing all of the duties as stated in the Driver Trainer (proposed to be retitled to Driver Instructor) job description and the Driver Trainer position has become her major responsibility over her Bus Driver duties. In addition, Ms. Daniel is the only person in the Transportation Department who is a certified instructor and the only person responsible in the department for the training of employees.

The Director, with the support of the Assistant Superintendent, Administrative Services, recommends that a reclassification of the existing incumbent is in order. Ms. Daniel meets the criteria for reclassification as there has been 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. In addition, as Ms. Daniel has met the two years of required time in this job classification, she is entitled to placement as a Driver Trainer without examination.

.....
Recommendation:

The Director, Classified Personnel recommends that Ms. Daniel be reclassified from Bus Driver to Driver Trainer (proposed to be retitled to Driver Instructor) as she has been performing the majority of the duties and responsibilities described in the job description of Driver Trainer for over two years, and is eligible for reclassification as a result of gradual accretion of duties in accord with Merit Rules 3.3.1 and 3.3.4 (Education Code 45285).

Attachments: Job Description – Bus Driver dated 12-13-12
Job Description – Driver Trainer (proposed to be retitled to Driver Instructor)
dated 8-14-14
Merit Rules 3.3.1 and 3.3.4



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



BUS DRIVER

DEFINITION:

Under general supervision of the Director of Transportation, operates a school bus over designated routes, transporting students and passengers safely and efficiently; also transports students, teachers and passengers on field trips to various locations as the home to school schedule permits; performs regular safety inspections, prepares and maintains records related to assigned activities, does related work as necessary or required.

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

Drives a school bus over an assigned route in accordance with time schedules, picking up and/or discharging students; *E*

Provides required special care and assistance to disabled passengers; *E*

Maintains good order among student passengers both on the vehicle and while at pickup/discharge points; *E*

Assists in maintaining the vehicle in a clean and safe condition, inspecting the assigned vehicle at least daily and promptly reporting, correcting, or causing to be corrected any noted defects; *E*

Keeps operation and other records; *E*

Participates in school bus emergency evacuation drills; *E*

Transports students, faculty, parents on field, athletic or other assigned trips; *E*

Attends retraining, skill improvement, safety and other meetings as directed;

May administer first aid.

SUPERVISION:

General supervision is received from the Director of Transportation.

Supervision is not exercised over other employees; supervision is exercised over transported students and passengers as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

Applicable provisions of the California Motor Vehicle, Education Codes, District Policies and Procedures, City regulations regarding transportation of students;

Safe and defensive driving practices;

Approved first aid methods;

Basic record-keeping and report preparation techniques;
Basic safety and maintenance requirements of transportation equipment (school busses).

Ability to:

Obtain and maintain a valid California School Bus Driver's Certificate;
Drive a school bus safely;
Maintain order among passengers;
Administer first aid;
Read and follow route maps and other oral and written instructions;
Handle a variety of situations with tact and diplomacy;
Establish and maintain good working relationships;
Employ legal and defensive driving techniques;
Keep and complete records;
Learn and carry out vehicle and equipment safety checks;
Adhere to route and time table;
Maintain valid driver's license and endorsement and safe driving record
Develop and maintain interpersonal skills using tact, patience and courtesy;
Pass mandatory drug and alcohol screening test.

EDUCATION AND EXPERIENCE:

Requires a high school diploma or equivalent. Prior experience in the operation of a bus or heavy motor vehicle is desirable.

LICENSES AND CERTIFICATES REQUIRED:

Possession of a valid California Class A or B driver license with P.S. endorsement.
Possession of a valid California Special Driver Certificate
Possession of valid First Aid certification if first aid was waived at CHP.
Possession of a valid medical examiner's card.
May be required to provide a recent Department of Motor Vehicle (DMV) driving record dated within the last 30 days of application or certification for interview.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Frequently sits, stands, walks, climbs stairs; stoops, bends, reaches over head; may move students weighing up to 50 pounds; uses both hands and legs simultaneously; repetitively twists and exerts pressure with wrists and hands; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; has good depth perception and color vision; visual acuity sufficient to see small details and long distances in an outdoor environment; drives a school bus; works inside and outside; works with loud noises and vibration; occasionally exposed to fumes, gases, machinery with moving parts, and moving vehicles; frequently exposed to minor, occasionally severe, contagious diseases; may require working split shifts and/or extended hour/day assignments; has direct contact with the public, students, passengers and other district staff; works frequently without guidance from supervisor and occasionally in negative interpersonal situations; works with high volume and tight deadlines. Exposure to driving a school bus during adverse weather and traffic conditions. Traffic hazards when stopping and escorting students across street. Working at heights when inspecting and cleaning buses.

Last Revised 3/14/02, 10/26/2012
Reviewed with no revisions 10/12/06
Revised effective 12/13/2012



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



DRIVER TRAINER INSTRUCTOR

DEFINITIONJOB SUMMARY:

Under general supervision of the Director, Transportation, ~~assists in coordinating~~ the District's school bus driver training program and ~~maintaining~~ all licensing records; plans, prepares, and conducts individual or group training programs for school bus and other bus driver trainees. Drives a school bus over designated bus routes for the purpose of transporting students to and from school or special trips. ~~assumes and performs related work as necessary or required.~~

CLASS CHARACTERISTICS:

The Driver Instructor is distinguished from other transportation classes in that the Driver Instructor is responsible for providing training to bus drivers for certification or renewal. Incumbents in this class have been certified by external agencies to provide classroom and behind the wheel instruction and evaluation to prospective drivers.

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

Plans, schedules, conducts classroom and behind-the-wheel training, renewal and refresher In-service training for District School Bbus Drivers and mechanics, covering such areas as safe, proper, defensive driving techniques and other related skills and tasks;

eConducts field observations of Drivers; evaluates driving skills, including those required for in service renewal of Special Bus-Driver Certificate;

iInstructs driver trainees and others in first aid, methods of bus stop area and bus loading and unloading boarding, exiting and riding safety; required safe bus evacuation drills and practices for pupils; Federal, State, City and District rules, regulations, laws, ordinances involving pupil transportation;

eCoordinates and evaluates school bus emergency evacuation drills;

Train drivers on special education needs equipment and apparatus;

mPrepare and maintains bus driver license records including license and certificate expirations, medical expirations, medical certifications and expiration, first aid certification and expiration, personal information, driving records and training hours required for the renewal;

Inputs and retrieves information and data utilizing various office and data/word processing equipment;

assigns drivers to routes requiring utilization of manual and/or hydraulic lifts;
Determine proficiency and assists dispatch in assigning drivers to routes requiring utilization of manual and/or hydraulic wheelchair lifts;

Schedules bus driver physical examinations, keeps records of same;

Keeps current in laws, regulations governing pupil transportation and equipment;

Schedule testing appointments with outside agencies for renewal of various license and certificates;

Attend and participate in a variety of meetings and driver instructor advisory council community meetings related to assigned activities to maintain current knowledge of applicable laws, codes, regulations and District policies and procedures;

Operates District vehicles, drove a school bus to cover routes and field trips as needed;

Assist in training of mechanics who may need to apply for a commercial driver license and other requirements; assumes and performs related work as necessary or required

Assist the dispatch and the Transportation Director as required;

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

SUPERVISION:

General supervision is received from the Director of Transportation.

Supervision is not exercised over other employees, but does include coordinating and leading bus driver trainees.

MINIMUM QUALIFICATIONS

Knowledge of:

- Thorough knowledge of the goals and objectives of the school bus driver training program plus the methods and techniques of training and evaluation;
- Principles, concepts, techniques of driving, inspecting and managing passengers on vehicles of the appropriate type and size;
- All motor carrier policies relating to the operation and transportation of passengers;

- Provisions of the California Motor Vehicle and Education, and other Codes and Administrative rules and regulations applicable to the transportation of pupils;
- aAppropriate safety precautions, procedures, defensive driving methods and techniques;
- Pprinciples, methods, used to train school bus driver drivers in required skills, knowledges and abilities;
- Principles, methods, practices, and techniques of state certified driver training;
- Principles and practices of safety and health regulations related to pupil transportation;
- First aid practices;
- Pupil management, special needs behaviors and community relations;
- Procedures of transporting, loading and unloading of wheelchair equipment;
- simple-Detailed record keepingkeeping and confidentiality’;
- -bBasic math, oral and written communication skills, good English usage.

Ability to:

- Plan, develop and implement school bus driver training program;
- Train others in the safe and efficient operation of a school bus;
- oOperate District motor vehicle equipment using legal and defensive driving methods;
- lLearn to operate word/data processing and other office equipment;
- kKeep records and effectively plan and organize work;
- Apply and explain information to others related to pupil transportation;
- Identify and guide others on safety and health regulations, policies, and procedures related to pupil transportation;
- Observe and evaluate driving performance and abilities of District drivers;
- Effectively communicate orally and in writing;;
- uUnderstand and carry out oral and written instructions;
- Plan and organize work;
- Operate a two-way radio;
- Work independently with little direction;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy;
- establish and maintain effective working relationships.

Education and ExperienceEMPLOYMENT STANDARDS**Education:**

- High school diploma or equivalent;
- Completion of Driver/Trainer Instructor course;
- Certificate of Completion of California Department of Education School Bus Driver Instruction
(unrestricted preferred except “1” automatic transmission and “6” first aid test waived)

Experience:

- Three (3) years of recent successful Driver Instruction experience in the type of operation and knowledge pertaining to onsite district vehicles types for which the instructor will be employed.
- Or
- Five (5) years as a school bus driver for the Ocean View School District in the type of operation and knowledge pertaining to onsite district vehicles types for which the instructor will be employed. Recent successful experience as a Driver Instructor is desirable.
- Driving record with no chargeable accidents in any vehicle within three years preceding the application date.

Recent successful experience as a school bus driver or driver trainer—Completion of Driver/Trainer Instructor course. Individuals possessing the foregoing knowledges, abilities, skills and experience are considered to possess the necessary education to succeed in the position.

LICENSES REQUIRED

Possession of a valid and appropriate California Class A or B Commercial driver license, with passenger "P" and School Bus "S" endorsements;

Current medical examiner's certificate;

Valid California Special Driver Certificate for school bus with no restrictions except numbers "1" (automatic transmission only) and "6" (first aid test waived);

Valid standard Red Cross First Aid Certificate;

Possession Certificate of completion of unrestricted California Department of Education School Bus Driver Instructor Certificate.

Department of Motor Vehicle (DMV) driving record dated within the last 30 days of application or certification for interview.

All of the above licenses, certificates and endorsements must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT, AND HAZARDS**Physical Demands and Working Environment**

Safely lift, carry, push up to 25 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; uses a computer; 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; frequently exposed to minor, occasionally severe, contagious diseases; has direct contact with

public and students. Employment is contingent upon passing a pre-employment drug testing (DOT). Passing random and periodic drug and alcohol testing as required by the Department of Transportation, is required as a condition of continued employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Licenses Required

Possession of a valid and appropriate California Driver's License; successful completion of all examination components required of school bus drivers by the California Highway Patrol including a class B, P endorsement; valid and unrestricted School Bus Certificate; valid standard Red Cross First Aid Certificate; Certificate of completion of the California School Bus Driver Instructor Course with valid and unrestricted instructor certificate.

4/97

Job Description Review and Revisions Effective:

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: August 14, 2014

SUBJECT: Agenda Item No. 10: Annual Report of the Personnel Commission 2013-14
First Reading and Adoption

Background Information

Annually, in accord with Education Code 45266 the Director, Classified Personnel is required to prepare an Annual Report of Personnel Commission activity to be sent to the Board of Trustees. A draft of the 2013-14 Annual Report of the Personnel Commission was shared with the Personnel Commission at the July 10, 2014 meeting.

The Annual Report prepared for 2013-14 provides information about the Merit System, the role of the Personnel Commission, Commission meetings, and data about many other activities performed by the Commission and its staff. The report includes specific information about classified workforce statistics, recruitment, testing, eligibility lists established during the year, employment actions, classification and job description review actions, Merit Rule revisions and other activities done on behalf of the District and its classified employees. The report also contains the ongoing Goals of the Personnel Commission.

When finalized, the Annual Report of the Personnel Commission will be presented to the Board of Trustees, displayed in the Personnel Commission Office, distributed throughout the District and posted on the Personnel Commission's page of the District website.

It is recommended that the Personnel Commission review, discuss and provide comment and/or direction regarding the 2013-14 Annual Report of Personnel Commission activities.

Attachments: 2013-14 Annual Report of the Personnel Commission
5 Year Personnel Commission Annual Report Information

Recommendation

The Director, Classified Personnel recommends the Personnel Commission review, discuss and adopt the 2013-14 Annual Report of Personnel Commission activities to be forwarded to the Board of Trustees.

5 Year Recap - Personnel Commission Activities

2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Class Workforce Stats 74 Active CSEA Classes 2 Active Confidential Classes 12 Active Management Classes 610 Total Regular Class Employees	Class Workforce Stats 74 Active CSEA Classes 2 Active Confidential Classes 12 Active Management Classes 612 Total Regular Class Employees	Class Workforce Stats 77 Active CSEA Classes 2 Active Confidential Classes 12 Active Management Classes 589 Total Regular Class Employees	Class Workforce Stats 79 Active CSEA Classes 2 Active Confidential Classes 12 Active Management Classes 586 Total Regular Class Employees	Class Workforce Stats 88 Active CSEA Classes 2 Active Confidential Classes 10 Active Management Classes Total Regular Class Employees
Recruitment and Test Stats 428 Applicants 393 Examinees 59 Disqualified/fail 274 Eligibles 22 Exams (20 Classes) 42 No shows to exams 30 OVSD interview panelists 2 Panelists other districts	Recruitment and Test Stats 533 Applicants 493 Examinees 95 Disqualified/fail 256 Eligibles 24 Exams (22 Classes) 71 No shows to exams 45 OVSD interview panelists 7 Panelists other districts	Recruitment and Test Stats 1601 Applicants 641 Examinees 86 Disqualified/fail 352 Eligibles 31 Exams (28 Classes) 133 No shows to exams 55 OVSD interview panelists 9 Panelists other districts	Recruitment and Test Stats 1658 Applicants 891 Examinees 106 Disqualified/fail 325 Eligibles 36 Exams (30 Classes) 356 No shows to exams 57 OVSD interview panelists 10 Panelists other districts	Recruitment and Test Stats 1589 Applicants 989 Examinees 167 Disqualified/fail 508 Eligibles 45 Exams (35 Classes) 380 No shows to exams 90 OVSD interview panelists 22 Panelists other districts
Employment Actions 48 New Hires - Regular Employees 13 Promotions of current employees 100 New Hires - Subs and Temps 8 Reemployment from layoff 2 Reinstatements 54 Separations - Regular employees 2 Separations - Probationary 61 Separations - Subs/Temps 8 Retirements 18 Layoffs 3 Voluntary Demotions 1 Unpaid Leaves of Absence 1 Lateral Transfer	Employment Actions 86 New Hires - Regular Employees 20 Promotions of current employees 84 New Hires - Subs and Temps 9 Reemployment from layoff 2 Reinstatements 63 Separations - Regular employees 5 Separations - Probationary 89 Separations - Subs/Temps 23 Retirements 5 Layoffs 1 Voluntary Demotions 5 Unpaid Leaves of Absence	Employment Actions 56 New Hires - Regular Employees 9 Promotions of current employees 107 New Hires - Subs and Temps 30 Reemployment from layoff 9 Reinstatements 43 Separations - Regular employees 2 Separations - Probationary 56 Separations - Subs/Temps 9 Retirements 47 Layoffs 3 Voluntary Demotions 1 Termination 1 Close Public Record 2 Unpaid Leave of Absence	Employment Actions 54 New Hires - Regular Employees 9 Promotions of current employees 121 New Hires - Subs and Temps 24 Reemployment from layoff 2 Reinstatements 53 Separations - Regular employees 2 Separations - Probationary 37 Separations - Subs/Temps 12 Retirements 14 Layoffs 1 Voluntary Demotions 11 Unpaid Leave of Absence 1 Lateral Transfer	Employment Actions 86 New Hires - Regular Employees 10 Promotions of current employees 135 New Hires - Subs and Temps 5 Reemployment from layoff 5 Reinstatements 67 Separations - Regular employees 5 Separations - Probationary 55 Separations - Subs/Temps 15 Retirements 15 Layoffs 0 Voluntary Demotions 13 Unpaid Leave of Absence 0 Lateral Transfer

5 Year Recap - Personnel Commission Activities

2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
22 Exams During 09/10 Administrative Assistant Administrative Secretary Child Care Program Facilitator Clerk Typist Executive Assistant Food Distribution Worker Head Custodian HV & Air Conditioning Mechanic Inst Aide - Bilingual Spanish Inst Asst - ABA (3) Inst Asst - Severely Disabled Inst Asst - Special Education Instructional Aide Maintenance Locksmith Preschool Inst Asst Presch Inst Asst Biling. Spanish School Health Technician School Office Clerk School Office Manager Speech & Language Assistant	24 Exams During 10/11 Associate Preschool Educator Asst Supt Administ Services Child Care Attendant Custodian Delivery Worker Head Custodian Information Tech Support Spec Inst Asst - ABA (3) Inst Asst - Computer Inst Asst - EL Inst Asst - Farm Facility Inst Asst - Severely Disabled Inst Asst - Special Education Instructional Aide Maintenance Worker Mechanic Parent Educator Preschool Educator Preschool Instructional Asst School Office Manager School Off Mgr Bilingual Spanish Skilled Maintenance Worker Skilled Maintenance Worker (2)	31 Exams During 11/12 Child Care Attendant Comm Liaison Biling Asst Span Computer Multimedia Tech Director, Classified Personnel Director, Food Service Food Distribution Worker (2) Grounds Equipment Operator Groundskeeper/Gardener Inst Aide - Bilingual Vietnamese Inst Asst - ABA (2) Inst Asst - Severely Disabled (2) Inst Asst - Special Education (2) Interm Ck Typist Biling Spanish Lead DTT/ABA Inst Asst Ld Preschool Educator Oak PS Maintenance Electrician Payroll Technician Personnel Technician Presch Inst Asst Biling Spanish Preschool Educator Reprographics Technician School Health Technician School Library Specialist School Office Clerk Speech & Language Aide Exams Continued Speech & Language Asst Translator (Spanish)	36 Exams During 12/13 ALC Attendant Bus Driver Child Care Attendant (2) Child Care Program Facilitator Comm Liaison Biling Asst Spanish Custodian Department Secretary Food Distribution Worker (2) Instructional Aide Inst Asst - EL Inst Asst - ABA (3) Inst Asst - Computer Inst Asst - Physical Education Inst Asst - Severely Disabled Inst Asst - Special Education Interm Clerk Typ Biling Spanish Library Inst Materials Technician OVPP Associate Presch Educ (2) OVPP Preschool Educator Parent Educator Payroll Technician Personnel Analyst Preschool Educator Preschool Inst Asst Presch Inst Asst Biling Spanish (2) Exams Continued School Health Technician School Office Manager Speech & Language Asst Translator Spanish Translator Vietnamese	45 Exams During 13/14 Administrative Secty Assistant Supt, Administrative Serv Buyer Child Care Attendant (2) Community Liaison Bil Asst Arabic Computer Multimedia Tech Custodian Director, Food Service Food Distribution Worker Head Custodian (2) Human Resources Analyst Instructional Aide Inst Aide - Bilingual Spanish Inst Asst - ABA (2) Inst Asst - Computer (2) Inst Asst - EL (2) Inst Asst - PE Inst Asst - Severely Disabled (3) Inst Asst - Special Ed (2) Intermediate Clerk Typist Lead Behavior Intervention Asst Maintenance & Operations Mgr Personnel Technician Preschool Inst Asst Bil Spanish (3) Public Information Assistant Exams Continued School Health Technician School Library Specialist School Office Clerk School Office Manager School Office Manager Bil Spanish Senior Purchasing Clerk Speech & Language Aide (2) Translator Arabic Translator/Interpreter Spanish

5 Year Recap - Personnel Commission Activities

2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
<p>Classification Actions</p> <p>2 Job Description Reviews Inst Asst - ABA School Health Technician</p>	<p>Classification Actions</p> <p>10 Job Description Reviews Child Care Attendant Child Care Program Facilitator Child Care Program Supervisor Grounds Equipment Operator Groundskeeper/Gardener Instructional Asst - ABA IT Support Specialist Lead Mechanic Mechanic Translator/Interpreter</p>	<p>Classification Actions</p> <p>7 Job Description Reviews Clerk Typist Computer/Multimedia Tech Department Secretary Instructional Asst - EL Library/Inst Material Tech Personnel Analyst Personnel Technician</p>	<p>Classification Actions</p> <p>28 Job Description Reviews Administrative Secretary ALC Attendant Bus Driver Buyer Child Care Attendant (2) Child Care Program Facilitator Clerk Typist Department Secretary Food Distribution Worker Health & Welfare Technician Instructional Aide - Bilingual Instructional Asst - APE Instructional Asst - PE Intermediate Clerk Typist Intermediate Clerk Typist - Biling M&O Manager Parent Educator Payroll Technician Preschool Inst Asst - Bilingual School Office Clerk School Office Clerk - Bilingual School Office Manager School Office Manager - Bilingual Senior Account Clerk Senior Clerk Typist Senior Purchasing Clerk Translator/Interpreter</p>	<p>Classification Actions</p> <p>43 Job Description Reviews Accounting Technician Administrative Assistant Assistant Credential Tech Asst Supt, Administrative Services Bus Driver Trainee Carpenter/Cabinetmaker Central Kitchen Coordinator Community Liaison - Bilingual Asst Computer/Multimedia Technician Director, Food Services Executive Assistant Facilities Planner/Coordinator Financial Technician Flooring Repair Worker Grounds Equipment Operator Grounds Maintenance Worker Groundskeeper/Gardener Heating, Vent & AC Mechanic Instructional Aide Inst Asst - ABA Inst Asst - Computer Inst Asst - EL Inst Asst - Interpreter (Deaf/HoH) Inst Asst - Severely Disabled Inst Asst - Special Education Library/Instructional Materials Tech Maintenance Electrician Maintenance Helper Maintenance Locksmith Maintenance Worker Network Systems Manager OVPP Assoc Preschool Educator Personnel Analyst Personnel Technician Reprographics Technician School Health Technician School Library Specialist Sr Personnel Spec - Credentials Skilled Maintenance Worker Speech & Language Aide Speech & Language Asst Sprinkler Mechanic Translator/Interpreter</p>

5 Year Recap - Personnel Commission Activities

2009:2010	2010:2011	2011:2012	2012:2013	2013:2014
<p>1 <u>New Classifications Developed</u> IT Support Specialist</p>	<p>1 <u>New Classifications Developed</u> Asst Supt Administrative Services</p>	<p>3 <u>New Classifications Developed</u> Lead Presch Educator Oak PS OVPP Assoc Presch Educator OVPP Preschool Educator</p>	<p>4 <u>New Classifications Developed</u> Department Secty Bilingual Span Personnel Assistant Program Support Specialist Public Information Assistant</p>	<p>7 <u>New Classifications Developed</u> Benefits & Worker's Comp Spec Database Analyst Field Service Technician Groundkeeper II Lead Behavior Intervention Asst Maintenance Plumber Painter</p>
<p>1 <u>Classifications Reactivated</u> HVAC Mechanic</p>	<p>2 <u>Classifications Deactivated</u> COFO Risk Manager</p>	<p>1 <u>Reclassification</u> Facilities Planner/Coordinator to Senior Facilities Planner</p>	<p>2 <u>Reclassifications</u> Administrative Secretary to Personnel Assistant</p>	<p>5 <u>Reclassifications</u> Groundskeeper/Gardener Groundskeeper II</p>
<p>1 <u>Reclassification</u> Skilled Maintenance Worker to Heating, Ventilation & AC Mech</p>	<p>1 <u>Reclassification</u> School Office Manager to School Office Manager Bilingual</p>	<p>1 <u>Extend Eligibility List</u> Speech & Language Assistant</p>	<p>Senior Account Clerk to Program Support Specialist</p>	<p>Health & Welfare Tech to Benefits and Worker's Comp Spec</p>
				<p>IT Support Specialist Database Analyst</p>
				<p>Maintenance Worker to Skilled Maintenance Worker</p>
				<p>Skilled Maintenance Worker Field Service Technician</p>
				<p>5 <u>Classifications Deactivated</u> Graphics Technician Instructional Resource Cntr Tech Intermediate Personnel Spec Purchasing Clerk Staff Development Technician</p>
				<p>2 <u>Extend Eligibility List</u> Bus Driver (2)</p>
				<p>1 <u>Continuous Testing Authorized</u> Child Care Attendant</p>

THE MERIT SYSTEM

The Merit System is a system of rules and procedures contained in the California Education Code which governs Classified School Personnel. The Merit System statutes are similar to those establishing the Federal and State Civil Service Systems. Its fundamental purpose is to insure that employees are selected, promoted, and retained without favoritism or prejudice on the basis of merit and fitness.

GOALS OF THE COMMISSION

- Recruit qualified applicants and provide timely eligibility lists to hiring authorities.
- Conduct job description reviews on a 3 year cycle to ensure meeting changing requirements of the jobs.
- Develop new classes to meet changing needs of the District.
- Review and update the Merit Rules to improve, clarify and keep current with changes in State and Federal laws.
- Develop a Classified newsletter focused on classified employees and highlighting Personnel Commission activities.
- Maintain communication with classified employees and the public by enhancing the Personnel Commission's web page.

6

PERSONNEL COMMISSION MEETINGS

Personnel Commission meetings are held once a month, generally on the second Thursday of the month, at 4:30 p.m. in the District Office Board Room. Agendas are posted at the District Office, outside the Board Room and in each location, at least 72 hours preceding the next meeting and are distributed to Board Members and each school site for posting in a prominent location. Agendas are also posted on our District website. Agendas include the exact time, location, date and place of the meeting, together with all matters which the Commission plans to discuss and/or act upon at the meeting. Ocean View School District employees and members of the community are invited to attend.

The Commission office is located at District Office facilities. Regular Personnel Commission office hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. The Commission posts and accepts applications for all current job opportunities with the District at www.EdJoin.org and maintains a District web-page address www.ovsd.org.

WHAT WE DO

Authority for Personnel Commission functions is provided by Sections 45220 through 45320 of the State Education Code and appropriate sections of the Government Code.

- ~ Prescribes and amends rules and regulations as necessary to ensure the efficiency of the classified service and retention of employees on the basis of merit and fitness. (EC 45260)
- ~ Establishes eligibility lists for appointment or promotion. (EC 45272 through EC 45284)
- ~ Maintains a classification plan which groups positions into job categories on the basis of assigned duties and responsibilities. (EC 45256, EC 45285, EC 45285.5)
- ~ Recommends salaries to the governing board. (EC 45268)
- ~ Investigates and conducts hearings on appeals of disciplinary actions and other matters within the Commission's authority. The Commission provides an impartial, neutral forum within, which many classified employee concerns may be resolved in an orderly, expeditious and cost effective manner. (EC 45305)
- ~ Establishes and maintains permanent confidential personnel records for all of the District's classified employees.
- ~ Serves as a resource to the District and C.S.E.A. Chapter #375, in their collective bargaining to establish negotiable terms and conditions of employment for employees in the C.S.E.A. represented bargaining unit.
- ~ Coordinates the administration of professional growth and service recognition programs and activities for classified employees.
- ~ Provides for training of its own staff. (EC 45255)

HOW TO REACH US:

OVSD Personnel Commission
17200 Pinehurst Lane
Huntington Beach, CA 92647

www.ovsd.org

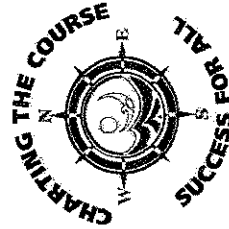
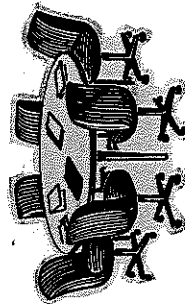
Phone: 714-847-2551
Fax: 714-847-1430

Michelle Vellanoweth
Director
Ext. 1400

Michelle Eiffert
Personnel Assistant
Ext. 1401

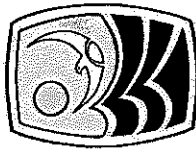
Ceylida Lopez
Personnel Analyst
Ext. 1404

Shristie Nair
Personnel Technician
Ext. 1403



2013-2014

PERSONNEL COMMISSION ANNUAL REPORT



Commissioner Allan Poggrund, Ed.D.
Chair
Board Appointee December 2008 - Present

Commissioner Daniel P. Gooch
Vice-Chair
Joint Appointee 1997 - Present

Commissioner Bob Ewing
Member
CSEA Appointee August 2003 - Present

Michelle Vellanoweth, Director
Classified Personnel

Michelle Eiffert
Personnel Assistant

Ceylida Lopez
Personnel Analyst

Shristie Nair
Personnel Technician

OCEAN VIEW SCHOOL DISTRICT

Trustee John Ortiz, President
Trustee Tracy Pellman, Clerk
Trustee John Briscoe, Member
Trustee Gina Clayton-Tarvin, Member
Trustee Debbie Cotton, Member

Gustavo Balderras, District Superintendent

Classified Workforce Statistics

(as of 5/30/14)

88	Active (occupied) CSEA Classifications
2	Active Confidential Classifications
10	Active Management Classifications
571	Total Regular Classified Employees
197	Substitute / Temporary Employees

Recruitment and Testing Statistics

1589	Applicants
989	Examinees
167	Disqualified/fail
508	Eligibles
45	Exams (35 different classes)
380	No shows to exams
90	OVSD interview panel members
22	Panel members from other districts

Examinations During 2013-2014

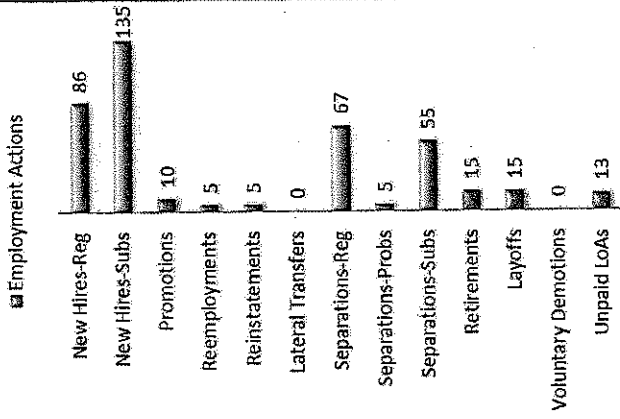
Multiple exam components, including supplemental applications, written exams, performance exams and oral panel interviews, were administered in the following classifications:

Administrative Secretary
Assistant Superintendent, Administrative Services
Buyer
Child Care Attendant (2)
Community Liaison Bilingual Assistant - Arabic
Computer Multimedia Technician
Custodian
Director, Food Services
Food Distribution Worker
Head Custodian (2)
Human Resources Analyst
Instructional Aide
Instructional Aide Bilingual - Spanish
Instructional Assistant - ABA (2)
Instructional Assistant - Computer (2)
Instructional Assistant - EL (2)
Instructional Assistant - PE
Instructional Assistant - Severely Disabled (3)
Instructional Assistant - Special Education (2)
Intermediate Clerk Typist
Lead Behavior Intervention Assistant
Maintenance and Operations Manager
Personnel Technician
Preschool Instructional Aest Bilingual Spanish (3)
Public Information Assistant
School Health Technician
School Library Specialist
School Office Clerk
School Office Manager
School Office Manager Bilingual Spanish
Senior Purchasing Clerk

Exams Continued:
Speech and Language Aide (2)
Translator Arabic
Translator/Interpreter Spanish

ACCOMPLISHMENTS IN 2013-2014

Employment Actions



Classification Actions

7 New Classifications Developed:
Benefits & Workers Comp Specialist
Database Analyst
Field Service Technician
Groundskeeper I
Lead Behavior Intervention Assistant
Maintenance Plumber
Painter

43 Job Description Reviews:
Accounting Technician
Administrative Assistant
Assistant Credential Technician
Assistant Superintendent, Administrative Services
Bus Driver Trainee
Carpenter/Cabinetmaker
Central Kitchen Coordinator
Community Liaison Bilingual Assistant
Computer Multimedia Technician
Director, Food Services
Executive Assistant
Facilities Planner/Coordinator
Financial Technician
Flooring Repair Worker
Grounds Equipment Operator
Grounds Maintenance Worker
Groundskeeper/Gardener
Heating, Vent, & AC Mechanic
Instructional Aide
Instructional Assistant - ABA
Instructional Assistant - Computer
Instructional Assistant - EL
Instructional Assistant - Interpreter (Deaf/HOH)
Instructional Assistant - Special Education
Instructional Assistant - Severely Disabled
Library/Instructional Materials Technician
Maintenance Electrician
Maintenance Helper
Maintenance Locksmith
Maintenance Worker
Network Systems Manager
OVPP Associate Preschool Educator
Personnel Analyst
Personnel Technician
Reprographics Technician
School Health Technician
School Library Specialist
Senior Personnel Specialist - Credentials
Skilled Maintenance Worker
Speech & Language Aide
Sprinkler Mechanic
Translator/Interpreter

Annual Classified Awards

(May 19-23 Classified Employee Week)
9 Retirees were honored
70 Service awards were presented

Classified Employee of the Year

Lisa Nowels, Instructional Assistant - EL
Sun View Elementary School

5 Reclassification Actions:
Groundskeeper/Gardener to
Groundskeeper II

Health & Welfare Technician to
Benefits & Workers Comp Specialist

IT Support Specialist to
Database Analyst

Maintenance Worker to
Skilled Maintenance Worker

Skilled Maintenance Worker to
Field Service Technician

Other Activities

4 Professional Growth Payments

2 Extensions to Eligibility List:
Bus Driver (2)

1 Continuous Testing Authorized:
Child Care Attendant

5 Classifications Deactivated:
Graphics Technician
Instructional Resource Center Tech
Intermediate Personnel Specialist
Purchasing Clerk
Staff Development Technician

Service Awards

