



# *OCEAN VIEW SCHOOL DISTRICT*

## PERSONNEL COMMISSION

### AGENDA

**Thursday, November 13, 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,**  
**NOVEMBER 13, 2014**

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

1. **CALL TO ORDER** TIME: \_\_\_\_\_ p.m.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission. If you wish to address an item on the agenda, please indicate when, at this point, or at the time the agenda item is discussed.
5. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the September 11, 2014, Regular Personnel Commission Meeting for approval.

**Pages 1-5**  
**(Action)**

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

**COMMISSION BUSINESS**

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

**Pages 6-27**  
**(Action)**

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

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

1. Child Care Program Supervisor
2. Lead Mechanic
3. Mechanic
4. Mechanic Assistant

**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 28**

- 2014 – 12      Preschool Educator
- 2014 – 13      District Receptionist
- 2014 – 14      School Office Manager - Bilingual
- 2014 – 15      Personnel Technician
- 2014 – 16      Senior Purchasing Clerk
- 2014 – 17      Community Liaison Bilingual Assistant - Arabic

**Pages 29-35  
(Information)**

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

- October 7, 2014 – (Exhibit A)
- November 4, 2014 – (Exhibit B)

**COMMUNICATIONS**

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

10. **COMMISSIONERS' REPORTS**

11. **DIRECTOR AND STAFF REPORTS**

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

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

The Ocean View School District Personnel Commission meets on the 2<sup>nd</sup> Thursday of each month at 4:30 p.m. unless otherwise noted. Agendas are posted and 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](http://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  
September 11, 2014**

**CALL TO ORDER** Commissioner Pogrud called the September 11, 2014, Regular Personnel Commission Meeting to order at 4:30 p.m.

**PLEDGE OF ALLEGIANCE** Superintendent Balderas led the Pledge of Allegiance.

**ROLL CALL** Commissioner Gooch, Commissioner Pogrud, and Director Vellanoweth were present. Commissioner Ewing was absent.

**PUBLIC COMMENTS** Superintendent Balderas thanked the Commissioners for having him and stated that he really appreciates the Commission's work and the outstanding work Director Vellanoweth has been doing.

He stated that in the past there have been some tough budget reductions but classified positions are slowly starting to be filled again. As a District, he also wants to alert the Commission regarding the newly adopted Strategic Plan that will guide the District for the next five years. In terms of hiring quality personnel, the District's demographics have changed substantially. The District is now 55% minority, with close to 38% or 39% on free or reduced lunch. Superintendent Balderas stated that the District's minority status is approximately 36% Hispanic, and 13% Vietnamese, and it will only continue to increase. The state of California, overall, is about 52% Hispanic in terms of students. With that, the District will need to move forward in changing the quality of the personnel. Part of the Strategic Plan is how the District hires. The District will want to hire the best people, with what he calls value added, meaning they have additional skills, for example language skills. Superintendent Balderas said that he knows that the Personnel Commission has worked really hard to hire people with those skill sets that are needed in specific buildings.

He stated that our schools are doing great and that full modernization is being completed, as well. Modernization is going really well. Construction is being done at eleven school sites. Classified staff has been doing a lot of leg work by providing additional support, preparation, and cleaning.

Superintendent Balderas noted that on the agenda for today's meeting is an item for consideration relating to the Maintenance and Operations Manager, Gary Jordan, who has been with the District for a little over a year. He stated that Gary has been doing a fantastic job and he looks forward to working with him in the future.

He mentioned the role that Director Vellanoweth plays in working with Felix Avila, Assistant Superintendent, Human Resources, and how closely they work together, much like she did with John Lopez in the past. He stated that Director Vellanoweth has done great work under the Commissions guidance and thanked the Commissioners.

**MINUTES OF THE SEPTEMBER 11, 2014  
REGULAR PERSONNEL COMMISSION MEETING**

**PAGE 2**

**MINUTES OF  
AUGUST 14, 2014**

Motion by Commissioner Gooch to approve the minutes of the August 14, 2014, Regular Personnel Commission meeting.

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

**COMMISSION BUSINESS**

**CONSENT  
CALENDAR**

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

A. Job Description Reviews/Revisions:

1. Bus Driver
2. Community Liaison
3. Food Distribution Worker
4. Preschool Educator
5. Switchboard Operator/Receptionist

B. Recruitment and Testing - Eligibility Lists:

- |           |                      |
|-----------|----------------------|
| 2014 – 8  | Painter              |
| 2014 – 9  | Personnel Analyst    |
| 2014 – 10 | Instructional Aide   |
| 2014 – 11 | Child Care Attendant |

Motion by Commissioner Gooch to approve the Consent Calendar.

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

**RECOMMENDATION  
TO REACTIVATE  
CLASSIFICATION OF  
DIRECTOR OF  
MAINTENANCE,  
OPERATIONS, AND  
FACILITIES AND  
RECOMMENDATION  
TO RECLASSIFY  
INCUMBENT, GARY  
JORDAN, FROM  
MAINTENANCE AND  
OPERATIONS  
MANAGER TO  
DIRECTOR OF  
MAINTENANCE,  
OPERATIONS, AND  
FACILITIES**

Director Vellanoweth stated that there have been some changes to the Maintenance and Operations Department. The District asked Ms. Vellanoweth to take a look at what changes have taken place, especially those of the Maintenance and Operations Manager.

Maintenance and Operations Manager is currently the top level management position in the Maintenance Department. The position has changed over the course of time. Shortly after the incumbent, Gary Jordan, accepted the position the District's Senior Facilities Planner, which was another management level position, resigned. Many of the tasks that were performed by the Senior Facilities Planner were assumed by the Maintenance and Operations Manager.

There have been some major projects going on throughout the District, as Superintendent Balderas mentioned. There is a huge modernization project going on that will be taking place over the course of the next two years, including ADA compliance, fire alarms, bathrooms, and roofing. The renovation of the four middle school gymnasium floors was just recently completed. Mr. Jordan has been assuming the responsibility for these projects in his current position.

**RECOMMENDATION  
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MAINTENANCE,  
OPERATIONS, AND  
FACILITIES  
(CONTINUED)**

As you see in the agenda item, Mr. Jordan has not been performing these duties for a full two years, which would consequently allow him to be reclassified without benefit of examination. However, there is a provision in the Commission rules that states a qualifying examination could be administered, which would be a pass/fail. If the incumbent passes the examination, he may be reclassified.

In reviewing Mr. Jordan's position, it appears from the Director's perspective, that a reclassification is in order. With that, Director Vellanoweth would like to recommend that the Commission reactivate the former job classification of Director of Maintenance, Operations, and Facilities and recommend that incumbent Gary Jordan be reclassified to that position, pending his passing a qualifying examination administered by the Personnel Commission staff.

Commissioner Gooch stated that he thinks it is an important part of the process to put aside inactivated classifications and leave them on a shelf, so that they may be brought back forward when needed, such as in this instance.

Commissioner Gooch had a question regarding the type of qualifying examination Director Vellanoweth mentioned. He asked whether Director Vellanoweth and/or the Personnel staff would be developing the exam, and who would administer it. He wanted to make sure it is completely independent and would avoid scrutiny if anyone were to ask questions. Director Vellanoweth answered that it is her goal that any test that the Commission administers be conducted in a fair and impartial manner. Her plan is to develop an oral technical interview by developing and obtaining questions from CODESP, our testing cooperative, that would be relevant to this position based upon the minimum qualifications and essential duties in the job description. Then there would be an oral panel with more than one person, with at least one panel member being an expert in the field who would be able to assess the incumbent's qualifications.

Commissioner Gooch asked if at the end of the examination, the panel members would be polled to find out if it was pass/fail, yes/no, right/wrong. Director Vellanoweth answered that she has not had experience in qualifying exams, but from the research she has done, it would be very similar to any other test given under a normal recruitment process. The only difference would be there is only one candidate going through the process. The panelists would be provided with a set of job relevant questions and a rating sheet with specific criteria, and then at the end instead of giving a numerical score, they would rate the candidate as pass or fail.

Motion by Commissioner Gooch to approve the reactivation of the classification of Director of Maintenance, Operations, and Facilities.

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

Motion by Commissioner Gooch to approve the reclassification of Gary Jordan from Maintenance and Operations Manager to Director of Maintenance, Operations, and Facilities, pending his passing a qualifying examination.

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

**MINUTES OF THE SEPTEMBER 11, 2014  
REGULAR PERSONNEL COMMISSION MEETING**

**PAGE 4**

**RATIFY ADVANCED  
STEP PLACEMENT –  
JOEL ROSE,  
MAINTENANCE  
PLUMBER**

Director Vellanoweth stated that the Personnel Commission has recently conducted a recruitment for Maintenance Plumber. This is a new position for the District. Mr. Joel Rose seemed to be well above and beyond the qualifications that were required for the position. In order to provide Mr. Rose with a competitive salary to what he was earning in his previous position, and due to his level of training and experience, it is recommended that he be hired at Step 3 of the salary range.

Motion by Commissioner Gooch to approve the ratification of advanced step placement, Joel Rose, Maintenance Plumber.

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

**SECOND PUBLIC  
COMMENTS**

There were no further comments from the public.

**COMMISSIONERS'  
REPORTS**

Commissioner Pogrund stated that it is wonderful when a district recognizes talent within and moves employees into positions that they can fill and promotes them. He welcomed Roni Ellis and congratulated her on her new appointment.

Commissioner Pogrund mentioned the challenges of the District mentioned by Superintendent Balderas. He stated that he is excited about the prospect of change and that having a more diverse population is wonderful and gives the District strength. While there may be challenges, there are also opportunities to help children and that is what is important.

Commissioner Gooch mentioned that at the last meeting there was a comment made by a member of the public regarding the bilingual aspects of some job classifications. He had asked the Director for some information relative to this which was provided in the monthly memo given to the Commissioners, which he appreciates. He asked that if a member of the public were to come back to a subsequent meeting and inquire about this, would this information be made available to them.

Director Vellanoweth stated that she would be happy to share the information. She stated that as Superintendent Balderas mentioned, the District's bilingual student and family population has changed drastically over the course of the last few years. In response to the public comments from the last meeting, Director Vellanoweth wanted to outline the role of the District and the Board of Trustees, and the role of the Personnel Commission.

The role of the Board of Trustees and the District is to provide input to the Commission on the duties that are required for a position. With that, they also identify any skills that are relevant to the position, for example being able to read, write, or speak in a language other than English.

The Commission's role is to take those duties, responsibilities, and skill levels and to match them with a job classification, either a current job classification or by

**MINUTES OF THE SEPTEMBER 11, 2014  
REGULAR PERSONNEL COMMISSION MEETING**

**PAGE 5**

**COMMISSIONERS'  
REPORTS  
(CONTINUED)**

developing a new one. This is what has been happening over the course of time.

During the last meeting's public comments, there was mention of several positions that were designated as bilingual. The District, in its role, did identify the duties required of these positions and indicated that certain bilingual skills would be required of the positions. With this, the Commission took the information and matched it to specific job classifications and conducted either a competitive recruitment or took the steps necessary to fill the positions.

Director Vellanoweth stated that at the last meeting, Commissioner Gooch had asked about a "trigger" that would trigger a bilingual position. There is information in the Education Code, § 45401, that provides that when at least 15% of the pupils enrolled in a K-12 school speak a primary language other than English, the Board shall hire a bilingual person for the administrative office of the school as soon as a position is available to serve as a bilingual employee. These circumstances prompted the District to recommend that certain classified positions be designated as bilingual.

As to how those positions are filled, it is the responsibility of the Commission and the Director, Classified Personnel, to make sure that the Merit System Rules and the C.S.E.A. contract are followed when conducting a recruitment or filling a position, whether it be competitively or through an administrative transfer. The Director's job it to make sure that anyone who is eligible for the position through a transfer is considered and that the process is conducted properly.

Commissioner Pogrund asked whether C.S.E.A. was aware of these triggers. Director Vellanoweth answered that she believes they are but she will share them with C.S.E.A.

**DIRECTOR AND  
STAFF REPORTS**

Director Vellanoweth announced that Shristie Nair has promoted from Personnel Technician to Personnel Analyst, and we are currently in the process of a recruitment to replace her.

**ADJOURNMENT**

Motion by Commissioner Gooch to adjourn the September 11, 2014, Regular Personnel Commission Meeting.

Motion was seconded by Commissioner Pogrund, and carried with a 2:0 vote at 4:54 p.m.

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

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Date



OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** November 13, 2014

**SUBJECT: Agenda Item No. 6.A.1: Job Description Revision – Child Care Program Supervisor**

## **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 Child Care Program Supervisor classification was established in September 2003, reviewed in June 2007 and updated due to legislative changes in October 2010.

Recently the incumbent of the class was provided a copy of their job description for review as part of the third phase of the job description review cycle and in preparation for an upcoming recruitment. They also provided detailed information about their current position by working with the Personnel Analyst and Director, Classified Personnel to answer more detailed questions about the tasks they perform in their jobs. Draft revisions were prepared and reviewed by the incumbent and supervisor to provide feedback.

Based upon information provided, modifications are proposed to the Child Care Program Supervisor 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 Child Care Program Supervisor job description.

Attachment: Proposed revised job description for Child Care Program Supervisor dated November 13, 2014.

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**Recommendation**

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Child Care Program Supervisor job description.



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## CHILD CARE PROGRAM SUPERVISOR

### JOB SUMMARY:

### DEFINITION:

Under general administrative direction of the Director, ~~Student Support Services~~ Assistant Superintendent, Educational Services, coordinates and provides administrative direction for the District's Child Care Program. Ensures the District offers a quality Child Care Program and directs early childhood education activities in accordance with established laws and procedures. Interviews, hires, evaluates and recommends discipline for Child Care Program staff. Prepares and administers the Child Care Program Budget and budgeted expenditures. ~~Assumes and performs related work as necessary or required.~~

### CLASS CHARACTERISTICS:

The class of Child Care Program Supervisor is distinguished from the Child Care Program Facilitator class in that the incumbent is responsible for District wide operations of the Child Care Program, while positions in the Child Care Program Facilitator class are responsible for the operation of the Child Care Program at a single site. The incumbent is expected to work with considerable independence to develop and implement District wide Child Care Program standards and policies. The incumbent meets frequently with school administrators, child care staff, and parents to communicate information and data. The Child Care Program Supervisor is responsible for directing and supervising the day-to-day operations of the District's Child Care Program, including the supervision of the Child Care Program Facilitators, Child Care Attendants and other classified personnel as assigned.

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

### EXAMPLES OF DUTIES:

Plan, organize, and supervise all activities of the District's Child Care Program in accordance with established licensing regulations and child development content standards; E

~~Plans, organizes and supervises all components of the District's Child Care Program; E~~

Formulate, s and develop and recommend adaptations to thes Child Care Program policies, and procedures and changes to be made in the programto ensure adherence to legal policy mandates and regulations; E

Review, monitor and supervise the functions and activities of the Child Care Program staff to ensure that care and educational instructional standards are maintained; E

Oversees Child Care Program Facilitator's preparation of site staff schedules, and makes adjustments to ensure compliance with enrollment and staffing ratios; *E*

Approves requisitions for site staffing, purchase orders and arrangements for field trips and transportation schedules; *E*

Communicates with administrators, District personnel and contractors to coordinate activities and programs, resolves issues and conflicts and exchanges information; *E*

Makes all preparations for the Child Care Program conducted during Winter, Spring and Summer breaks, when regular school is not in session, including: preparing work schedules, planning and ordering supplies as needed and overseeing all related activities; *E*

Travels to various school sites to provide support to child care staff; attends a variety of meetings including training of personnel; *E*

Provides technical expertise, information, assistance and counseling to Child Care Program Facilitators regarding assigned functions; *E*

Prepares agendas for and conducts weekly staff meetings with Child Care Program Facilitators; *E*

Maintains contact with parents of Child Care Program participants by telephone and attending parent conferences; enrolls participants, resolves concerns, answers questions, assists in making arrangements for behavior contracts, dismisses/readmits participants from the program as necessary, and collects delinquent fees; *E*

Prepares the annual budget for the entire Child Care Program, reviewing current and projected enrollment, costs of the District's program in relation to other school age child care programs in the County and ensuring the program remains self-supporting; *E*

Prepares evaluations of District Office Child Care Program staff and reviews and provides input to Principals/site administrators on site based staff's evaluations; *E*

Reviews, revises and coordinates the preparation of Parent, Staff, Facilitator and Attendant Handbooks;

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel;

May substitute for absent Child Care Program Facilitators as necessary;

Attends other related training sessions as assigned;

Perform other tasks and assume responsibility as may be assigned by proper authority.

**SUPERVISION:**

General administrative direction is received from the ~~Director, Student Support Services~~  
Assistant Superintendent, Educational Services.

Supervision of the District Child Care Program staff is exercised and provides input into the evaluations of site based program staff in conjunction and cooperation with Principals and/or site administrators.

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

- Child care program operations and their relationship to the regular school program;
- Child care regulations, laws, legal mandates, codes, policies and procedures;
- Policies and objectives of the child care program;
- Physical and emotional development of children;
- Child growth and development principles and theories;
- Accounting and budgeting basics, including budget preparation and expenditure controls;
- Appropriate safety and health procedures and precautions;
- Principles and practices of good supervision and staff training; Supervision and training methods;
- Oral and written communication skills;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Interpersonal skills using tact, patience and courtesy;
- Modern record keeping practices and procedures;
- Operation of personal computers and applicable software.

**Ability to:**

- Plan, organize and supervise the overall operation of the Child Care Program consistent with optimum growth and development of school age children;
- Interpret provisions of law, rules, regulations and district policy to staff, other agencies, and the public;
- Build and maintain strong home-school-parent-teacher child care center relationships;
- Work well with diverse groups including site facilitators, district personnel, parents, community interest groups and students;
- Assign and counsel personnel to provide a positive environment for children;
- Plan and supervise the implementation of a variety of age appropriate children's activities;
- Develop and administer the District's Child Care Program budget;
- Provide support to various school sites;
- Establish and maintain cooperative and effective working relationships with diverse groups, including site facilitators, administrators and teachers, District personnel, parents, community interest groups and children students;
- Communicate effectively both orally and in writing with staff, parents, children, public and district personnel demonstrating poise, patience, sensitivity and understanding;
- Work independently with little direction;
- Plan and organize work;
- Prepare, present clear and concise reports;
- Meet schedules and time lines;

- Establish and maintain effective interpersonal relationships using tact, patience and courtesy.

**EMPLOYMENT STANDARDS:**

**Education:**

- An Associate degree in Child Development, Child Psychology, Physical Education, Recreation or a related field;
- A Bachelor's degree in education or related field from an accredited college or university is desirable.

**Experience:**

- Three years of increasingly responsible experience in a child care program, including one year supervisory experience or completion of a supervisory training program.

**LICENSES REQUIRED:**

Possession of a valid First Aid and CPR Certificate;

Possession of a valid and appropriate California Driver License;

Activity Supervisor Clearance Certificate (ASCC) issued by California Commission on Teacher Credentialing or any other certificate or credential issued by the Commission on Teacher Credentialing.

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

The job requires standing, walking, sitting, and physical agility sufficient to move about, lead and/or participate in activities; frequently lifts objects weighing up to 30 pounds, occasionally up to 50 pounds, frequently uses arms, hands and fingers on both hands, and reaches overhead; occasionally kneels and bends, and must be able to maintain balance; needs speech and vocal capacity sufficient to be heard by children in a noisy environment; must hear normal voice conversation and be able to tell when a child is having difficulty or being disruptive, is exposed to noise generated by children involved in activities; needs visual acuity sufficient to see small details and observe children's activities and behavior, both indoor and outdoor, have normal depth perception, and be able to distinguish colors and color shades; drives a vehicle, uses a computer, telephone. The working environment is both inside and outside, exposed to sunlight, wind and weather elements found in a Southern California beach community. Has direct contact with public, students, and district staff, in negative interpersonal situations with crying children or upset parents. Is frequently exposed to various diseases carried by children. Works without direct guidance from supervisor, with high volume and tight deadlines. 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.

Established 9/11/03

Last Revised 6/14/07

Revisions effective 10/14/10

Job Description Review and Proposed Revisions Effective: 11/13/14

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

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

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

**DATE:** November 13, 2014

**SUBJECT:** Agenda Item No. 6.A.2: Job Description Revision – Lead Mechanic

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## 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 Lead Mechanic classification was fully reviewed in September 2002 and updated with minor revisions in September 2010 for recruitment purposes.

Recently the incumbent of the class was 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 temporary supervisor, Director of Maintenance, Operations and Facilities, the temporary Director of Transportation as well as the Driver Instructor, who were asked to review the proposed changes as well as provide feedback on identifying essential duties.

Based upon information provided by the incumbent, the supervisor, and key transportation staff, modifications are proposed to the Lead Mechanic job description. In addition, standard formatting changes and updates are proposed by the Director, Classified Personnel in order to maintain consistency with the current job description format. The 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 Lead Mechanic job description.

Attachment: Proposed revised job description for Lead Mechanic dated November 13, 2014.

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## Recommendation

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



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## LEAD MECHANIC

### **DEFINITIONJOB SUMMARY:**

Under the general supervision of the Director, Maintenance, Operations and FacilitiesMaintenance and Operations Manager, serves as the working leader of the transportation mechanic garage; plans, oversees and performs a variety of skilled and semi-skilled automotive repair, -and automotive maintenance work at the expert level; responsible for and administrative tasks to ensure the District's school bus and white fleet vehicles are properly maintained and repaired; -assumes and performs related work as necessary or required; -prioritizes, plans, and leads the work of assigned mechanics and other garage personnel.

### **CLASS CHARACTERISTICS:**

This is a single position class with responsibility of overseeing and ensuring the District's school bus and white fleet are properly repaired and maintained to meet the requirements of the California Highway Patrol Safety Inspections. The incumbent is expected to work independently in concert with the requirements and general procedures established by the Chief Operations and Facilities Officer District. Trains and instructs mechanics in performing maintenance repair work.

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

#### **EXAMPLES OF DUTIES:**

Performs in a working lead capacity providing daily direction and/or instruction to mechanics; prioritizes and assigns the work in the District's vehicle repair shop; assist in training new garage employees; -E

Inspects, diagnoses and repairs District automotive and other powered equipment including: the performance of a wide variety of maintenance, repair and rebuilding work such as major and minor engine and transmission overhauls, tune-ups, carburetor rebuilding, electrical systems repair, hydraulic and air brake system adjustment, repair and replacement, axle and wheel bearing replacement, vehicle lubrication, and tire changing and repair; - E

Determines which vehicle repair work is to be sent out of the District and prepares the necessary documentation and repair orders.; E

Operates District vehicles including: driving to disabled vehicles to diagnose problems, returning vehicles repaired on the road to the District garage, and/or performing road tests on vehicles to diagnose faults and ensure safe operating condition; -E



Oversees the proper maintenance of vehicle maintenance and inspection records to ensure compliance with the California Highway Patrol (CHP) requirements and keeps records on Hazardous Materials and Material Safety Data Sheets to comply with County Health requirements; *E*

Assists CHP Inspector with annual safety inspections on District buses and or County Health Inspectors during compliance reviews; *-E*

Responds to calls for automotive field assistance, effecting necessary emergency repairs; *E*

Interacts with vendors regarding parts, products, and maintenance vehicles, evaluating same and making purchase recommendations, prepares requisitions and inventories parts and supplies; *E*

Introduces new methods and technologies to improve workplace efficiency, quality and safety; *-E*

Coordinates a vehicular preventive maintenance program; *-E*

Assist in purchasing new or used vehicles and buses;

May assist in gathering and preparing information needed for bus grants;

Monitors compliance of maintenance vehicles with state licensing and registration requirements;

Fabricates parts as required;

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

#### **SUPERVISION:**

General supervision is received from the Maintenance and Operations Manager Director, Maintenance, Operations and Facilities.

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

#### **MINIMUM QUALIFICATIONS:**

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

- Methods, materials, tools and equipment used in the maintenance and repair of automotive equipment including buses, trucks, automobiles and other powered

equipment;

**Lead Mechanic – Continued**

Page 3

- Provisions of the California Motor Vehicle, Education and other Codes, District and Administrative rules and regulations applicable to the use and repair of vehicles utilized in the transportation of students and others;
- Defensive driving methods and techniques;
- Appropriate safety precautions and procedures used in a vehicle repair facility;
- Principles and methods of leadership.
- ~~Basic understanding of the use of a PC (Personal Computer) including Internet and E-mail computer applications;~~
- Basic mathematics used in a vehicle maintenance and repair facility;
- Preventative maintenance schedules and procedures;
- Operation, use and care of hand power-tools and equipment used in the repair and maintenance of related parts and equipment;
- Rules, regulations and methods for the safe storage and disposal of flammable and hazardous materials;
- Standard record keeping and filing procedures.

**Ability to:**

- Plan, organize and prioritize work of self and effectively provide leadership and direction to the work of others;
- Perform and lead others in performing skilled repair, maintenance, diagnostic testing and overhaul work on a wide variety of automotive and other powered equipment utilizing varied test instruments, tools, gauges and instruments;
- Plan, schedule, and implement a preventative maintenance program;
- Read, understand, work from and explain to others information contained in technical and shop manuals;
- Operate vehicles and buses utilizing legal and defensive driving practices;
- Operate a PC (Personal Computer) and effectively utilize shop specific, Internet and E-mail software;
- Establish and maintain inventories and records;
- Maintain reports and records related to safety inspections, preventative maintenance and work performed;
- Understand, carry out and give oral and written instructions;
- Observe health and safety regulations;
- ~~Establish and maintain effective working relationships~~ Establish and maintain effective interpersonal relationships using tact, patience, and courtesy.

**EMPLOYMENT STANDARDS:**

**Education:**

- High school diploma or equivalent;

Experience:

- Five (5) years of recent progressively responsible and varied journey level experience in the repair and maintenance of automotive equipment (preferably involving repairs to heavy duty equipment such as diesel trucks and buses), including supervising or leading other skilled mechanics.

LICENSES REQUIRED:

~~Possession of a valid and appropriate California Class B, P endorsement Driver's License and valid D.O.T. Medical Examiners Certificate.~~

- Valid and appropriate California Class A or B Commercial driver license including air brake certification with Passenger "P" and restricted School Bus "S" endorsements;
- Valid California Special Driver Certificate for school bus with no restrictions preferred except numbers "1" (automatic transmission only) and "6" (first aid test waived);
- Certification of successfully passing a DMV medical examination; ~~of a valid medical examiner's card;~~
- Recent 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 stands, walks, climbs stairs and ladders, maintains balance, stoops, bends repeatedly, kneels, crawls, and reaches over head; lift, push, pull, carry up to 100 pounds; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands; uses both hands/legs simultaneously; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; requires hearing over a broad range of frequencies; has good depth perception and normal color vision; visual acuity sufficient to see small details and long distances in an outdoor environment and/or inside with marginal lighting; operates motorized or air powered repair and electric/electronic diagnostic equipment; drives District vehicles and school buses; uses a telephone and computer; works inside and outside with temperature changes and heat frequently over 90 degrees F; works in confined spaces, wet/damp areas, and as necessary with inadequate lighting; works with loud noises and vibrations; works

with sharp objects, dangerous machinery with moving parts, and moving vehicles; frequently exposed to chemicals, odors, explosive substances, fumes, dust, gases, and toxic materials; has direct contact with district staff and vendors; occasionally works with tight deadlines, often without direct guidance from supervisor; is required to wear eye protection, steel toe boots, and occasionally gloves, respirator, and hearing protection. Employment is contingent upon passing a pre-employment drug testing the (D.O.T.) physical and a back evaluation test. 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 Class B, P endorsement Driver's License and valid D.O.T. Medical Examiners Certificate.~~

Revised 9/99

Last Revised 9/5/02

Reviewed 4/6/06

Revisions effective 12/16/10

Job Description Review and Proposed Revisions Effective: 11/13/14

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** November 13, 2014  
**SUBJECT:** Agenda Item No. 6.A.3: Job Description Revision – Mechanic

## Background Information

The Personnel Commission Rules provide for a periodic review of the content of classification specifications, to ensure they adequately and accurately represent duties being performed by incumbents, and that the requisite skills, knowledge and abilities required are appropriate. The Mechanic classification was fully reviewed in September 2002 and updated with minor revisions in September 2010 for recruitment purposes.

Recently the incumbent of the class was 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 temporary supervisor, Director of Maintenance, Operations and Facilities, the temporary Director of Transportation as well as the Driver Instructor, who were asked to review the proposed changes as well as provide feedback on identifying essential duties.

Based upon information provided by the incumbent, the supervisor, and key transportation staff, modifications are proposed to the Mechanic job description. In addition, standard formatting changes and updates are proposed by the Director, Classified Personnel in order to maintain consistency with the current job description format. The 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 Mechanic job description.

Attachment: Proposed revised job description for Mechanic dated November 13, 2014.

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## Recommendation

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



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## MECHANIC

### DEFINITIONJOB SUMMARY:

Under general supervision of the ~~Director, Maintenance and Operations~~Maintenance, Operations and Facilities Manager and daily direction and leadership of the Lead Mechanic, performs a variety of skilled and semi-skilled automotive repair and maintenance tasks on school buses and other District vehicles; ~~assumes and performs related work as necessary or required.~~

### CLASS CHARACTERISTICS:

This class is a full journey level heavy duty automotive repair mechanic and is distinguished from the Lead Mechanic in that incumbents are not expected to provide leadership and direction to other garage employees.

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

Inspects, diagnoses and repairs District automotive and other powered equipment including: the performance of a wide variety of maintenance, repair and rebuilding work such as major and minor engine and transmission overhauls, tune-ups, carburetor rebuilding, electrical systems repair, hydraulic and air brake system adjustment, repair and replacement, axle and wheel bearing replacement, vehicle lubrication, and tire changing and repair; *E*

Operates District vehicles including: driving to disabled vehicles to diagnose problems, returning vehicles repaired on the road to the District garage, and/or performing road tests on vehicles to diagnose faults and ensure safe operating condition; *-E*

Performs California Highway Patrol (CHP) required periodic bus inspections to identify and/or repair potential problems before they occur and document compliance, including a visual walk through, adjusting brakes, checking suspension part and tire wear and for leaks of any kind; *E*

Performs preventive maintenance on District's maintenance vehicles; *-E*

Responds to calls for automotive field assistance, effecting emergency repairs as necessary; *-E*

~~Does~~ Perform electrical and gas welding;

Checks batteries and drains air tanks;

May repair and replace damaged upholstery items in District school buses and other vehicles;

Prepares, keeps and maintains records of work and material;

Maintains an orderly and safe work area;

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

**SUPERVISION:**

General supervision is received from the Director, Maintenance, and Operations and Facilities Manager, while daily leadership and direction is provided by the Lead Mechanic.

Supervision is not exercised over other employees.

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

- Methods, materials, tools and equipment used in the maintenance and repair of automotive equipment, including buses, trucks, automobiles and other powered equipment;
- Provisions of the California Motor Vehicle, and other Codes applicable to the use and repair of vehicles utilized in the transportation of students and others;
- Defensive driving methods and techniques;
- Basic mathematics used in a garage;
- Standard record keeping and filing procedures;
- Safe operation of related tools, equipment and procedures necessary for the repair and adjustment of motorized equipment;
- Appropriate safety precautions and procedures used in a vehicle repair facility.

**Ability to:**

- Locate, and diagnose, repair a variety of mechanical defects on heavy duty equipment such as diesel trucks and buses;
- Read and understand test instruments, gauges and meters;
- Efficiently perform skilled repair and overhaul work on a variety of automotive and other powered equipment utilizing varied test instruments, tools, gauges and instruments;
- Operate vehicles and buses utilizing legal and defensive driving practices;
- Learn District and Administrative regulations applicable to vehicles utilized in the transportation of
- students and others;
- Read, understand, and work from information contained in technical and shop manuals;
- Maintain simple records;
- Understand and carry out oral and written instructions;
- Demonstrate time management;
- Establish and maintain effective interpersonal relationships using tact, patience, and courtesy.
- ~~Establish and maintain good work relationships.~~

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

- High school diploma or equivalent.

~~Individuals possessing the skills, knowledge and abilities listed above are considered to have attained education sufficient to succeed in the classification.~~

**Experience:**

- Two-Three (3) or more years of journey level vehicle repair and servicing experience (preferably involving repairs to heavy duty equipment such as diesel trucks and buses);-

**LICENSES REQUIRED:****At time of hire:**

- Valid and appropriate Class C California driver license;
- Recent Department of Motor Vehicle (DMV) driving record dated within the last 30 days of application or certification for interview.

Shall within the first five (5) months of employment obtain: a valid and appropriate California Class B, P endorsement Driver's License. This license must be maintained as a condition of employment;

- Valid and appropriate California Class A or B, Commercial driver license including air brake certification with passenger "P" and restricted School Bus "S" endorsements;
- Valid California Special Driver Certificate for school bus with no restrictions preferred except numbers "1" (automatic transmission only) and "6" (first aid test waived);
- Certification of successfully passing a DMV medical examination; -of a valid medical examiner's card;
- 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 stands, walks, climbs stairs and ladders, maintains balance, stoops, bends repeatedly, kneels, crawls, and reaches over head; lift, push, pull, carry up to 100 pounds; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands; uses both hands/legs simultaneously; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; requires hearing over a broad range of frequencies; has



good depth perception and normal color vision; visual acuity sufficient to see small details and long distances in an outdoor environment and/or inside with marginal lighting; operates motorized or air powered repair and electric/electronic diagnostic equipment; drives District vehicles and school buses; uses a telephone and computer; works inside and outside with temperature changes and heat frequently over 90 degrees F; works in confined spaces, wet/damp areas, and as necessary with inadequate lighting; works with loud noises and vibrations; works with sharp objects, dangerous machinery with moving parts, and moving vehicles; frequently exposed to chemicals, odors, explosive substances, fumes, dust, gases, and toxic materials; has direct contact with district staff and vendors; occasionally works with tight deadlines, often without direct guidance from supervisor; is required to wear eye protection, steel toe boots, and occasionally gloves, respirator, and hearing protection. Employment is contingent upon passing a pre-employment drug testing (D.O.T.), physical and a back evaluation test. 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:**

~~Shall within the first five months of employment obtain a valid and appropriate California Class B, P endorsement Driver's License. This license must be maintained as a condition of employment.~~

Last revised 9/5/02

Reviewed 4/6/06

Revisions effective 12/16/10

Job Description Review and Proposed Revisions Effective 11/13/14

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** November 13, 2014  
**SUBJECT:** Agenda Item No. 6.A.4: Job Description Revision – Mechanic Assistant

## 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 Mechanic Assistant classification was fully reviewed in September 2002.

Recently the incumbent of the class was 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 temporary supervisor, Director of Maintenance, Operations and Facilities, the temporary Director of Transportation as well as the Driver Instructor, who were asked to review the proposed changes as well as provide feedback on identifying essential duties.

Based upon information provided by the incumbent, the supervisor, and key transportation staff, modifications are proposed to the Mechanic Assistant 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 Mechanic Assistant job description.

Attachment: Proposed revised job description for Mechanic Assistant dated November 13, 2014.

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## Recommendation

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



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## MECHANIC ASSISTANT

### DEFINITIONJOB SUMMARY:

Under general supervision of the Director, Maintenance, Operations and Facilities Chief ~~Operations and Facilities Officer~~ and daily direction and leadership of the Lead Mechanic, services and makes repairs and adjustments to the District's automotive equipment and other vehicles as assigned; learns specifics of the trade and assists skilled mechanics; ~~assumes and performs related work as necessary or required.~~

### CLASS CHARACTERISTICS:

This class is an automotive repair mechanic, not yet at the full journey level, and is distinguished from journey Mechanics in that incumbents are in training to learn various aspects of the heavy duty automotive repair trade and provide assistance to other mechanics as necessary or required.

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

Makes routine mechanical and electrical repairs or adjustments to vehicles, or assists a mechanic in major repair work; *-E*

Assist Mechanics in Pperformings California Highway Patrol (CHP) required periodic bus inspections to identify and/or repair potential problems before they occur and document compliance, including a visual walk through, adjusting brakes, checking suspension parts and tire wear and for leaks of any kind; *E*

Operates District vehicles and equipment as assigned, including: driving to disabled vehicles to diagnose problems, returning vehicles repaired on the road to the District garage, and/or performing road tests on vehicles to diagnose faults and ensure safe operating condition; *-E*

Lubricates vehicles and equipment, changes oil and replaces oil filters; *-E*

Checks and maintains vehicles' operating fluids, batteries, tires, belts, hoses and other equipment to ensure a safe operating condition, reports needed repairs, and performs repairs as assigned; *E*

Answers road calls and makes emergency repairs as necessary; *-E*

Keeps records of work performed;

Picks up and delivers parts;

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

**SUPERVISION:**

General supervision is received from the ~~Chief Operations and Facilities Officer~~ Director, Maintenance, Operations and Facilities.

Leadership/direction, guidance and/or training is received from the Lead Mechanic and Mechanic.

Supervision is not exercised over other employees.

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

- Principles of preventive maintenance, methods of lubricating and servicing automotive and other mechanical, motor-driven equipment;
- Basic methods, materials, tools and equipment used in the maintenance and repair of automotive equipment;
- Basic mathematics used in a vehicle maintenance and repair facility;
- Standard record keeping and filing procedures;
- Appropriate safety precautions and procedures used in a vehicle repair facility.

**Ability to:**

- Perform semi-skilled tasks involved in repairing and servicing standard automotive equipment such as cars, vans, and pick-up trucks;
- Learn to perform skilled and semi-skilled tasks involved in locating, diagnosing, repairing and servicing heavy duty automotive equipment such as trucks and buses;
- Learn to make CHP required vehicle inspections;
- Learn provisions of the California Motor Vehicle and other Codes, District, and Administrative regulations applicable to the use and repair of vehicles utilized in the transportation of students and others;
- Learn to operate District vehicles and buses utilizing legal and defensive driving practices defensive driving methods and techniques;
- Read and understand test instruments, gauges and meters and work from information contained in technical and shop manuals;
- Maintain simple records;
- Work in a safe and efficient manner;
- Understand and carry out oral and written instructions;
- Establish and maintain effective working relationships.

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

- High school diploma or equivalent;

**Experience:**

- Two (2) years of vehicle repair and servicing experience.

~~One year of successful vehicle repair and servicing experience; individuals possessing the skills, knowledge and abilities listed above are considered to have attained education sufficient to succeed in the classification.~~

**LICENSE REQUIRED:**

~~Must obtain within the first five months of employment a valid and appropriate California Class B,P endorsement Driver's License. This license and a valid D.O.T. Medical Examiners Certificate must be maintained as a condition of employment.~~

**At time of hire:**

- Valid and appropriate Class C California driver license;
- Recent Department of Motor Vehicle (DMV) driving record dated within the last 30 days of application or certification for interview.

**Shall within the first five (5) months of employment obtain:**

- Must obtain within the first five (5) months of employment a Valid and appropriate California Class A or B Commercial Driver License including air brake certification with passenger "P" and restricted School Bus "S" endorsements;:
- Valid California Special Driver Certificate for school bus with no restrictions preferred except numbers "1" (automatic transmission only) and "6" (first aid test waived);
- Certification of successfully passing a DMV medical examination; ~~of a valid Medical Examiner's card;~~
- 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 stands, walks, climbs stairs and ladders, maintains balance, stoops, bends repeatedly, kneels, crawls, and reaches over head; lift, push, pull, carry up to 100 pounds; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands; uses both hands/legs simultaneously; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; requires hearing over a broad range of frequencies; has good depth perception and normal color vision; visual acuity sufficient to see small details and long distances in an outdoor environment and/or inside with marginal lighting; operates motorized or air powered repair and electric/electronic diagnostic equipment; drives District vehicles and school buses; uses a telephone and computer; works inside and outside with temperature changes and heat frequently over 90 degrees F; works in confined spaces, wet/damp

areas, and as necessary with inadequate lighting; works with loud noises and vibrations; works with sharp objects, dangerous machinery with moving parts, and moving vehicles; frequently exposed to chemicals, odors, explosive substances, fumes, dust, gases, and toxic materials; has direct contact with district staff and vendors; occasionally works with tight deadlines, often without direct guidance from supervisor; is required to wear eye protection, steel toe boots, and occasionally gloves, respirator, and hearing protection. Employment is contingent upon passing a pre-employment drug testing (D.O.T), Employment is contingent upon passing the D.O.T. physical and a back evaluation test. 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.

**LICENSE REQUIRED:**

~~Must obtain within the first five months of employment a valid and appropriate California Class B, P endorsement Driver's License. This license and a valid D.O.T. Medical Examiners Certificate must be maintained as a condition of employment.~~

Revised 9/99

Revised for testing purposes 3/01

Revisions effective 9/5/02

Job Description Review and Proposed Revisions Effective: 11/13/14

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

## Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** November 13, 2014

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

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### Background Information

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

Following are the current lists for ratification:

2014 – 12	Preschool Educator
2014 – 13	District Receptionist
2014 – 14	School Office Manager - Bilingual
2014 – 15	Personnel Technician
2014 – 16	Senior Purchasing Clerk
2014 – 17	Community Liaison Bilingual Assistant - Arabic

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### Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists, 2014 – 12, 2014 – 13, 2014 – 14, and 2014 – 15, 2014 – 16, and 2014 – 17.

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

## Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** November 13, 2014

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

### Background Information

At the Ocean View School District, Regular Board Meeting of October 7, 2014, (Exhibit A), and the Regular Board Meeting of November 4, 2014, (Exhibit B), the Board of Trustees received the Classified Personnel Activity Lists for approval.

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

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### Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity Lists of October 7, 2014, and November 4, 2014.



**OCEAN VIEW SCHOOL DISTRICT**  
Huntington Beach, California  
Classified Personnel  
October 7, 2014

**Approve Employment**

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

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE STEP</u>	<u>EFFECTIVE DATE</u>
Barsky, Dena	School Library Specialist	\$16,470 per month	27.1	09/03/14
Brandlin, Derek	Painter	\$3815.00 per month	40.1	09/04/14
Davidson, Ashley	Speech and Language Aide	\$15,296 per hour	24.1	09/03/14
Lew, Robert	Instructional Assistant - Computer I	\$14,921 per hour	23.1	09/03/14
Lopez, Colette	School Office Clerk	\$16,890 per hour	28.1	09/17/14
Miles, Nancy	School Office Clerk (substitute)	\$16,890 per hour	28.1	08/18/14
Olivarez, Mallory	Intermediate Clerk Typist	\$16,890 per hour	28.1	09/04/14
Rivera, Alexander	Custodian	\$17,735 per hour	28.1	08/25/14
Sample, Garrett	Custodian	\$16,890 per hour	28.1	08/21/14
Valdez, Shaun	Custodian (substitute)	\$20,577 per hour	28.5	08/21/14
Velasquez, Gladys	Instructional Assistant - EL	\$14,921 per hour	23.1	09/03/14
Wilkening, Colette	Department Secretary (substitute)	\$21,615 per hour	36.2	08/16/14

**Approve Reemployment**

**In accordance with Merit System Rules 8.5.2:**

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE STEP</u>	<u>EFFECTIVE DATE</u>
Portillo, Jennifer	Instructional Assistant - Special Education	\$14,554 per hour	22.1	09/03/14

**OCEAN VIEW SCHOOL DISTRICT**  
Huntington Beach, California  
Classified Personnel  
October 7, 2014

**Approve Reinstatement**

**In accordance with Merit System Rules 8.4.1:**

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE STEP</u>	<u>EFFECTIVE DATE</u>
Congelliere, Colleen	Instructional Assistant - Physical Education	\$19,095 per hour	25.5	09/03/14
Funk, Jette	Instructional Assistant - ABA	\$19,580 per hour	26.5	09/03/14
Sullivan, Heather	Instructional Assistant - ABA	\$19,580 per hour	26.5	09/03/14

**Approve Reclassification**

**In accordance with Merit System Rules 3.3.4:**

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE STEP</u>	<u>EFFECTIVE DATE</u>
Daniel, Kelly	Driver Instructor	\$4,436.73 per month	35.5	08/15/14
Jordan, Gary	Director of Maintenance, Operations, and Facilities	\$7,490.00 per month	M65.2	10/01/14

**Approve Professional Growth Payment**

**In accordance with Board Policy 4133:**

<u>NAME</u>	<u>POSITION</u>	<u>STIPEND</u>	<u>EFFECTIVE DATE</u>
Turner, Brenda	Instructional Assistant - Special Education	\$618.75	10/08/14

**Approve Promotion**

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

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE STEP</u>	<u>EFFECTIVE DATE</u>
Nair, Shristie	Personnel Analyst	\$3,909.00 per month	41.1	08/22/14
Sinks, Amanda	Child Care Program Facilitator	\$18,635 per hour	32.1	08/25/14
St. Pierre, Claudine	Instructional Assistant - ABA	\$19,635 per hour	26.4	09/03/14
Turner, Ruth	OVPP Associate Preschool Educator	\$19,095 per hour	29.3	08/28/14

**OCEAN VIEW SCHOOL DISTRICT**  
Huntington Beach, California  
Classified Personnel  
October 7, 2014

**Approve Separation**

**In accordance with Merit System Rules 8.1 to 8.6:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>REASON</u></b>	<b><u>START DATE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Ayvazian, Anna	Instructional Assistant - ABA	Resignation - Personal	11/29/10	06/17/14
Banks, Tram	Instructional Aide	Resignation - Another Job	09/30/02	06/17/14
Batchelor, Brittany	Instructional Assistant - ABA	Resignation - School	02/25/13	06/17/14
Davison, Nicole	Department Secretary	Resignation - Another Job	07/12/10	08/25/14
Espindola, Carolina	Instructional Aide	Resignation - Another Job	03/25/14	06/17/14
Foster, Maggie	Instructional Assistant - Special Education	Layoff	04/23/96	08/22/14
Horner, Madeline	Instructional Assistant - ABA	Resignation - School	03/12/12	06/17/14
Jaramillo, Gloria	Instructional Aide - Bilingual	Resignation - Moving	09/18/06	06/17/14
Jones, Laura	Child Care Attendant	Resignation - Personal	10/07/13	06/17/14
Konogeris, Kathi	Speech and Language Assistant	Resignation - Another Job	09/07/11	06/17/14
Laraway, Dianna	Child Care Facilitator (substitute)	Resignation - No Longer Available	03/05/12	04/22/14
McCready, Melissa	Instructional Assistant - ABA	Resignation - Another Job	09/28/09	6/17/2014
Nguyen, Henry	Bus Driver Trainee	Sub Services No Longer Needed	07/21/14	08/29/14
Pakdel, Christopher	Instructional Assistant - ABA	Resignation - Another Job	09/28/09	06/17/14
Reza, Martha	Bus Driver	Resignation - Another Job	08/09/02	09/05/14

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
October 7, 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>
Rivera, Jose	Instructional Assistant - ABA	Resignation - Personal	01/09/89	06/17/14
Santana Baiza, Maria	Instructional Aide	Resignation - Another Job	09/13/12	06/17/14
Wadsworth, Tracie	Child Care Attendant (substitute)	Resignation - No Longer Available	05/21/14	06/13/14
Walsh, Rebecca	Instructional Assistant - Severely Disabled	Resignation - Moving	10/31/13	06/17/14

Approve Leave of Absence

In accordance with Merit System Rules 8.10:

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>START DATE</u>	<u>EFFECTIVE DATE</u>
Hall, Denise	Food Distribution Worker	Personal Unpaid Leave	09/15/14	12/19/14
Leon, Tyler	Instructional Assistant - ABA	Student Teaching within OVSD	9/3/2014	12/09/14

**OCEAN VIEW SCHOOL DISTRICT**  
Huntington Beach, California  
Classified Personnel  
November 4, 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>
Alexanians, Jennifer	Instructional Aide	\$14,199 per hour	21.1	09/19/14
Bray, Tyler	Maintenance/Grounds Helper (substitute)	\$16,890 per hour	28.1	09/11/14
Chanco, Patricia	Preschool Educator (substitute)	\$19,580 per hour	32.2	08/27/14
Clark, Sheila	Preschool Instructional Assistant (substitute)	\$17,730 per hour	22.5	09/15/14
Guite, Janae	Instructional Assistant - Special Education (substitute)	\$14,554 per hour	22.1	09/12/14
Horner, Madeline	Instructional Assistant - ABA (substitute)	\$16,890 per hour	26.2	07/01/14
Hunter, Travis	Custodian (substitute) Head Custodian (substitute)	\$16,890 per hour \$18,635 per hour	28.1 32.1	08/26/14 08/26/14
Landau, Diana	Instructional Aide (substitute) Instructional Assistant - EL (substitute) Instructional Assistant - Severely Disabled (substitute)	\$17,303 per hour \$18,176 per hour \$19,095 per hour	21.5 23.5 25.5	09/02/14 09/02/14 09/02/14
Ledezma, Candelaria	Preschool Instructional Assistant - Bilingual (substitute)	\$14,921 per hour	23.1	08/29/14
Moore, Robbyn	Instructional Assistant - Special Education (substitute) Instructional Assistant - Physical Education (substitute) Instructional Assistant - Adapted Physical Education (substitute)	\$19,148 per hour \$20,622 per hour \$20,622 per hour	22.5 25.5 25.5	08/22/14 08/22/14 08/22/14
Pinto, Michelle	District Receptionist (substitute)	\$23,925 per hour	31.5	09/12/14
Ramirez, Catherine	School Office Clerk (substitute)	\$16,890 per hour	28.1	08/22/14
Rose, Joel	Maintenance Plumber	\$4,316.00 per month	41.3	09/17/14
Valadez, Jr., Noah	Custodian (substitute)	\$20,577 per month	28.5	08/18/14

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

Approve Reemployment

In accordance with Merit System Rules 8.5.2:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE</u> <u>STEP</u>	<u>EFFECTIVE</u> <u>DATE</u>
Seminario de Pierola, Violeta	Instructional Aide (Bilingual)	\$17,730 per hour	22.5	09/03/14

Approve Separation

In accordance with Merit System Rules 8.1 to 8.6:

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>START</u> <u>DATE</u>	<u>EFFECTIVE</u> <u>DATE</u>
Chacon, Marco	Custodian (substitute)	Sub Services No Longer Needed	12/12/13	07/23/14
Clark, Shirley	Instructional Aide	Resignation - Personal	06/19/95	06/17/14
Duong, Janey	Parent/Teacher Conference Interpreter (temporary)	No Response to Sub Questionnaire	10/15/13	10/31/13
Hendrickson, Matthew	Instructional Assistant - Physical Education	Resignation - Another Job	09/02/05	09/19/14
Jackson, Casey	Food Distribution Worker (substitute)	Resignation - No Longer Available	05/12/14	06/17/14
Luick, Maria	Parent/Teacher Conference Interpreter (temporary)	Resignation - No Longer Available	10/22/13	09/04/14
Myburgh, Lelani	Speech and Language Assistant	Resignation - Personal	11/13/07	10/08/14
Ochoa, Carlos	Custodian (substitute)	Sub Services No Longer Needed	04/07/14	09/09/14
Portillo, Jennifer	Instructional Assistant - Special Education	Resignation - Another Job	02/08/13	09/12/14

