

## **Personnel Commissioners**

Commissioner Bob Ewing  
CSEA Appointee

Commissioner Daniel Gooch  
Joint Appointee

Commissioner Allan Pogrund, Ed.D.  
Board Appointee

## **Classified Personnel**

Michelle Vellanoweth  
Director

Michelle Eifert  
Personnel Assistant

Shristie Nair  
Personnel Analyst

Yvonne Nguyen  
Personnel Technician

## **Board of Trustees**

John Briscoe  
Gina Clayton-Tarvin  
Debbie Cotton  
Joseph Gaglione  
Jack Souders

## **District Superintendent**

Gustavo Balderas

# **OCEAN VIEW SCHOOL DISTRICT**

## Annual Report of the **PERSONNEL COMMISSION**

### 2014 – 2015



# 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.

## 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.

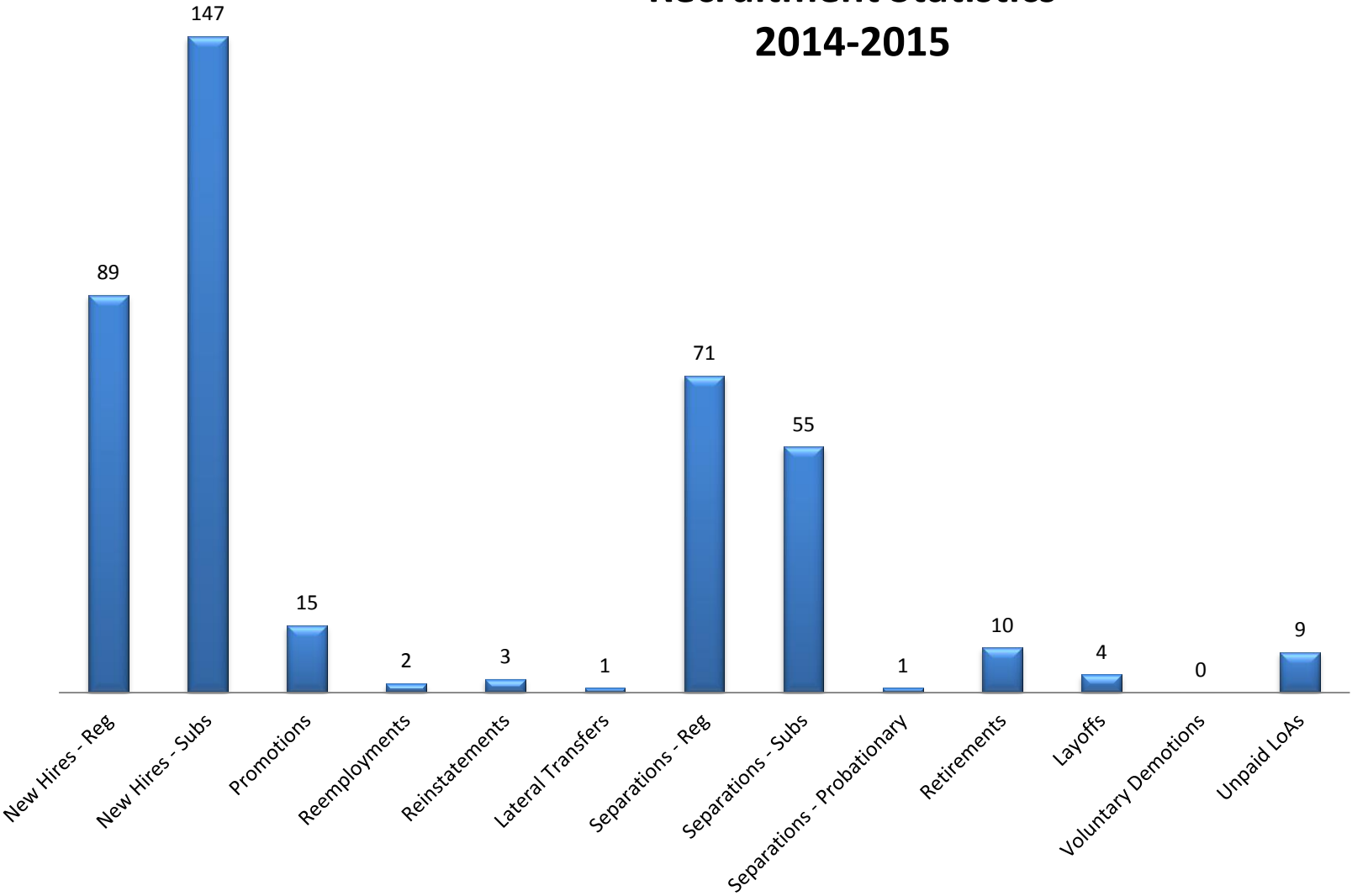
The Commission office is located at District Office facilities. Regular Personnel Commission office hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. The Commission posts and accepts applications for all current job opportunities with the District at [www.EdJoin.org](http://www.EdJoin.org) and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

# Employment Actions & Recruitment Statistics 2014-2015



## **Class Workforce Statistics**

84	Active CSEA Classes
2	Active Confidential Classes
8	Active Management Classes
594	Total Regular Class Employees

## **Recruitment and Testing Statistics**

1704	Applicants
1293	Examinees
164	Disqualified
439	Eligibles
53	Exams (44 Classes)
546	No Shows to Exams
104	OVSD interview panelists
23	Panelists from other districts

## **Employment Actions**

89	New Hires – Regular Employees
147	New Hires – Substitutes
4	Reemployments from Layoff
3	Reinstatements
15	Promotions of current employees
1	Lateral Transfer
71	Separations – Regular Employees
55	Separations – Substitutes
1	Separation within Probation
10	Retirements
0	Voluntary Demotions
4	Layoffs
9	Unpaid Leaves of Absence

# 53 Exams Were Proctored

- Bus Driver
- Central Kitchen Coordinator
- Child Care Attendant (3)
- Child Care Program Facilitator
- Child Care Program Supervisor
- Community Liaison Bilingual Assistant – Arabic (2)
- Community Liaison Bilingual Assistant – Spanish (2)
- Custodian
- Delivery Worker
- Department Secretary
- Director of Maintenance, Operations, and Facilities
- Director of Transportation
- District Receptionist
- Food Distribution Worker
- Grounds Maintenance Worker
- Groundskeeper I
- Human Resources Technician
- Instructional Assistant (3)
- Instructional Aide Bilingual – Spanish
- Instructional Assistant – ABA (2)
- Instructional Assistant – EL
- Instructional Assistant – Severely Disabled (2)
- Instructional Assistant – Sign Language
- Instructional Assistant – Special Education (2)
- Intermediate Clerk Typist
- Maintenance Plumber
- Maintenance Worker
- Mechanic
- OVPP Associate Preschool Educator
- Painter
- Payroll Technician
- Personnel Analyst
- Personnel Technician
- Preschool Educator
- Preschool Instructional Assistant
- Preschool Instructional Assistant Bilingual – Spanish
- Public Information Assistant
- Reprographic Technician
- School Office Clerk
- School Office Manager Bilingual – Spanish
- Senior Purchasing Clerk
- Skilled Maintenance Worker
- Speech and Language Assistant
- Storekeeper



# 38 Job Descriptions Were Reviewed

- Associate Preschool Educator
- Bus Driver
- Child Care Program Supervisor
- Community Liaison
- Custodian
- Delivery Worker
- Director of Transportation (2)
- Driver Trainer
- Food Distribution Worker
- Head Custodian
- Human Resources Analyst
- Human Resources Technician
- Instructional Assistant
- Instructional Assistant Bilingual
- Instructional Assistant – Computer
- Instructional Assistant – APE
- Instructional Assistant – PE
- Instructional Assistant – Severely Disabled
- Instructional Assistant – Special Education
- Lead Mechanic (2)
- Mechanic (2)
- Mechanic Assistant (2)
- OVPP Associate Preschool Educator
- OVPP Preschool Educator
- Preschool Educator (2)
- Preschool Instructional Assistant
- Preschool Instructional Assistant Bilingual
- Senior Facilities Planner
- Speech and Language Aide
- Speech and Language Assistant
- Storekeeper
- Switchboard Operator/Receptionist
- Transportation Dispatcher



# Other Classification Actions

## **1 New Classification was developed**

- Instructional Assistant Computer II

## **1 Classification was reactivated**

- Director of Maintenance, Operations, and Facilities

## **3 Reclassifications**

- Bus Driver to Driver Instructor
- Instructional Assistant to Preschool Instructional Assistant
- Maintenance and Operations Manager to Director of Maintenance, Operations, and Facilities

## **6 Classifications were deactivated**

- Equipment Mechanic
- Grounds/Gardener Lead Worker
- Health & Welfare Technician
- HVAC Energy Conservation Coordinator
- IT Support Specialist
- Sprinkler Repair Worker

## **3 Professional Growth Payments**

## **2 Evaluation Forms were adopted**

- Classified Bargaining Unit
- Classified Management/Confidential

## **3 Merit Rules were revised**

- 7.2.2 Step Advancement
- 8.11 Classified Evaluations
- 11.1.7 Health Exams

## **1 Eligibility List was extended**

- School Office Manager

## **3 Names were removed from Eligibility Lists**

- Custodian (2)
- Delivery Worker (1)

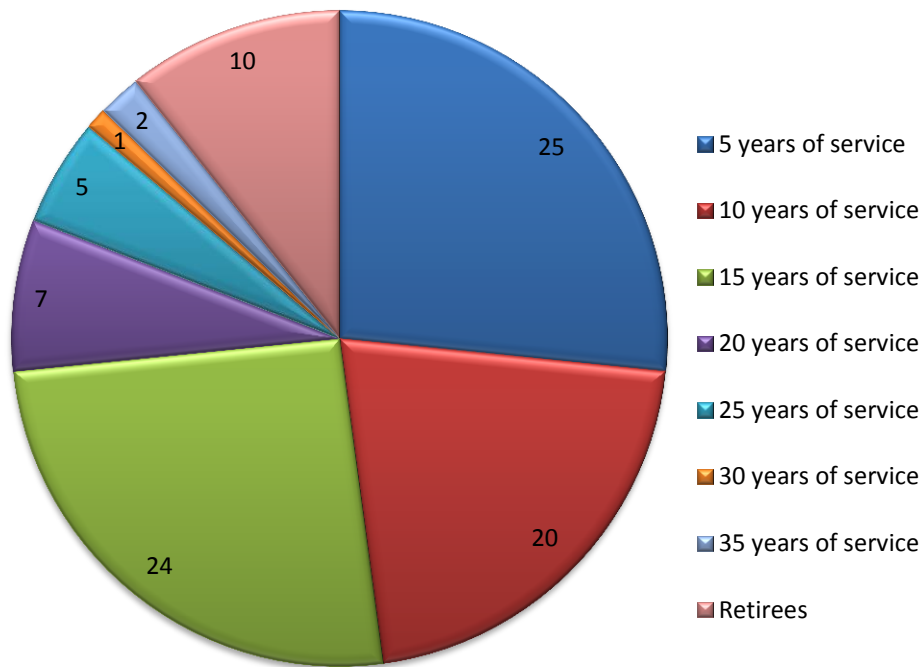
## **3 Advance Step Placements**

- Assistant Superintendent, Administrative Services
- Director of Maintenance, Operations, and Facilities
- Maintenance Plumber



# Service Awards Retirements Classified School Employees of the Year

## Service Awards and Retirees



## Classified School Employees of the Year

- Sandy Vaughan, Department Secretary - Induction (BTSA)
- Craig Sample, Groundskeeper II – Maintenance, Operations, and Facilities

May 11-15, 2015 was designated as the Week of the Employee.

Classified School Employees of the Year and Teachers of the Year were recognized at the May 19, 2015 Board Meeting and District retirees were recognized at the Board Meeting of June 2, 2015.

# About Ocean View School District

- Ocean View School District is the seventeenth largest school district in Orange County.
- The District boundaries encompass portions of:
  - Huntington Beach,
  - Fountain Valley,
  - Westminster, and
  - Midway City.
- The District operates eleven elementary schools, four middle schools, and two preschools.
- Student enrollment is currently slightly less than 10,000 students.
- The District currently employs:
  - 462 certificated staff
  - 604 classified staff
  - 482 substitute & exempt staff



# How To Reach Us:

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