

OCEAN VIEW SCHOOL DISTRICT

Annual Report of the **PERSONNEL COMMISSION**

2015 - 2016



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
Yvonne Nguyen, Personnel Analyst
Bophary Ngini, Personnel Technician

Board of Trustees

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

District Administration

Carol Hansen, Ed.D., Superintendent
Michael Conroy, Ed.D., Deputy Superintendent, Administrative Services
Felix Avila, Assistant Superintendent, Human Resources
Jodee Brentlinger, Assistant Superintendent, Educational Services

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 and maintains a District web-page address, www.ovsd.org.

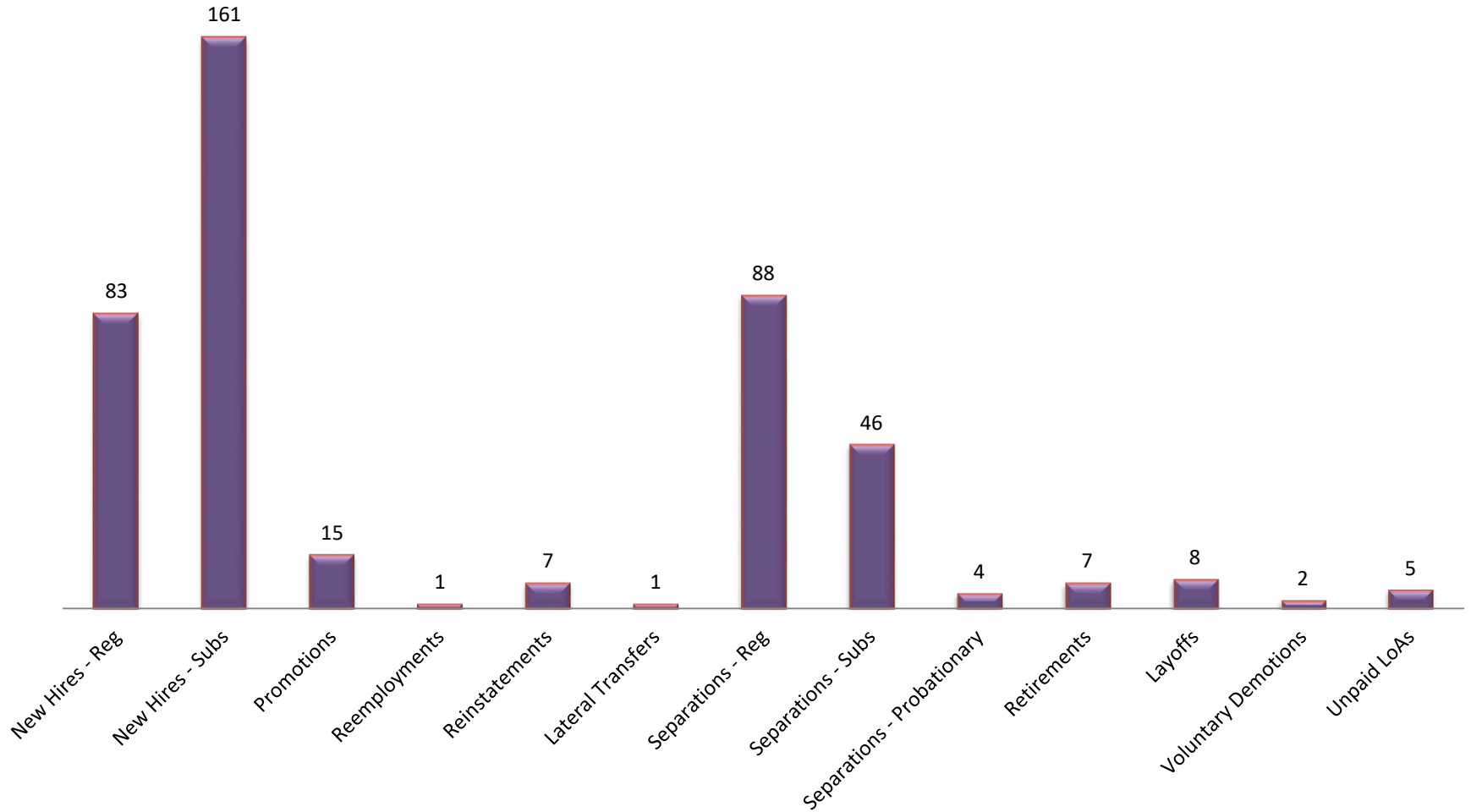
What We Do

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)

The Ocean View School District is committed to equal opportunity and access for all individuals in education in accordance with law. District programs, activities, practices and employment shall be free from discrimination or sexual harassment based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics, or association with a person or group with one or more of these actual or perceived characteristics.

Employment Actions & Recruitment Statistics 2015-2016



Class Workforce Statistics

87	Active CSEA Classes
2	Active Confidential Classes
12	Active Management Classes
571	Total Regular Classified Employees



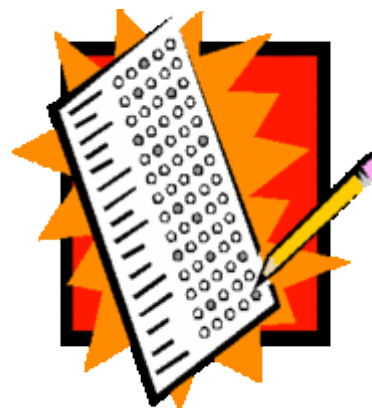
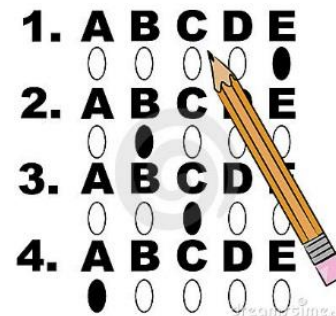
Recruitment and Testing Statistics

1083	Applicants
910	Examinees
112	Disqualified
292	Eligibles
40	Exams (27 Classes)
447	No Shows to Exams
69	OVSD interview panelists
19	Panelists from other districts



40 Recruitments Were Conducted

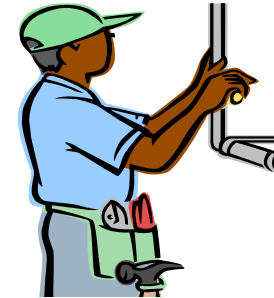
- Bus Driver
- Child Care Attendant (5)
- Clerk Typist (2)
- Custodian
- Department Secretary – Bilingual
- Director of Transportation
- District Receptionist
- Food Distribution Worker
- Head Custodian
- Instructional Assistant
- Instructional Assistant – ABA
- Instructional Assistant – Bilingual (2)
- Instructional Assistant – English Learner
- Instructional Assistant – Severely Disabled (3)
- Instructional Assistant – Special Education (3)
- Intermediate Clerk Typist (2)
- Maintenance & Operations Supervisor
- Maintenance Worker
- Painter
- Personnel Analyst
- Personnel Technician
- Public Information Manager
- School Health Technician (2)
- School Office Clerk – Bilingual
- School Office Manager – Bilingual
- Senior Facilities Planner
- Speech & Language Assistant (2)



39 Job Descriptions Were Reviewed

- Accounting Technician
- ALC Attendant
- Benefits & Workers Compensation Specialist
- Child Care Attendant
- Child Care Program Facilitator
- Child Care Program Supervisor
- Clerk Typist
- Community Liaison – Bilingual
- Director, Classified Personnel
- Director, Fiscal Services
- Director, Food Services
- Director, Information Services
- Director, Maintenance Operations & Facilities
- Director, Purchasing
- Director, Transportation
- District Receptionist
- Financial Analyst
- Grounds Supervisor
- Instructional Assistant – ABA
- Instructional Assistant – Computer I
- Instructional Assistant – Computer II
- Instructional Assistant – English Learner
- Instructional Assistant – Farm Facility
- Instructional Assistant – Sign Language
- Intermediate Clerk Typist
- Intermediate Clerk Typist – Bilingual

- Lead Behavior Instructional Assistant
- Lead DTT/ABA Instructional Assistant
- Parent Educator – Bilingual
- Parent Liaison Instructional Assistant - Bilingual
- Personnel Analyst
- Personnel Assistant
- Personnel Technician
- School Health Technician
- School Office Clerk
- School Office Clerk – Bilingual
- Senior Account Clerk
- Translator Interpreter



Other Classification Actions

2 New Classifications were developed

Lead Reprographic Technician

Public Information Manager

1 Classification was reactivated

Maintenance and Operations Supervisor

2 Reclassifications

Instructional Assistant – Bilingual to

Parent Liaison – Instructional Assistant Bilingual

School Office Manager to

School Office Manager – Bilingual

4 Classifications were deactivated

American Indian Education Program Assistant

American Indian Education Project Coordinator

Community Resource Coordinator

Lead Preschool Educator (Oak View Preschool)

1 Merit Rule revision

7.2.14 Longevity (revised twice)

5 Names were removed from Eligibility Lists

Custodian (1)

Painter (1)

Instructional Assistant – Severely Disabled (1)

Instructional Assistant – Special Education (2)

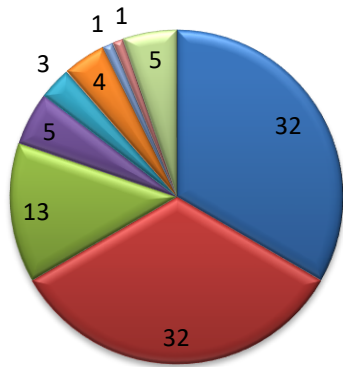
2 Advance Step Placements

Senior Facilities Planner

Speech and Language Assistant



Service Awards & Retirements



■ 32 at 5 years
 ■ 32 at 10 years
 ■ 13 at 15 years
 ■ 5 at 20 years
 ■ 3 at 25 years
 ■ 4 at 30 years
 ■ 1 at 35 years
 ■ 1 at 40 years
 ■ 5 Retirements

Classified School Employees of the Year

Employee	Site	Classification	Category
**Efren Barrera	College View	Head Custodian	Maintenance & Operations
Kari Grace	College View	Child Care Attendant	Instructional Assistance
Gayle Hoeker	Westmont	Food Distribution Worker	Child Nutrition
Lori Letcher	District Office	Department Secretary	Office & Technical
Sherri Medrano	Oak View	Community Liaison	Support Services & Security
Ruth Nelson	Transportation	Dispatcher	Transportation

****Special congratulations to Efren Barrera who made it all the way to the State Employee of the Year level!!! 😊**

May 9-13, 2016 was designated as the Week of the Employee, which recognizes all certificated, classified, and management employees.

Classified School Employees of the Year and Teachers of the Year were recognized at the May 24, 2016 Board Meeting.

District retirees were recognized at the Board Meeting of June 7, 2016.

Service Awards were presented at the Employee Recognition Banquet which was held at Mile Square Golf Course on May 20, 2016.

About Ocean View School District

- Ocean View School District is the seventeenth largest school district in Orange County.
- The District operates eleven elementary schools, four middle schools, and two preschools.
- The District currently has 8,760 students enrolled.
- The District currently employs:
 - 460 certificated staff
 - 571 classified staff
 - 400 substitute & exempt staff
- The District boundaries encompass portions of:
 - Huntington Beach
 - Fountain Valley
 - Westminster
 - Midway City
 - Seal Beach



How To Reach Us:

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