

Human Resources Division

NOVEMBER 15, 2022



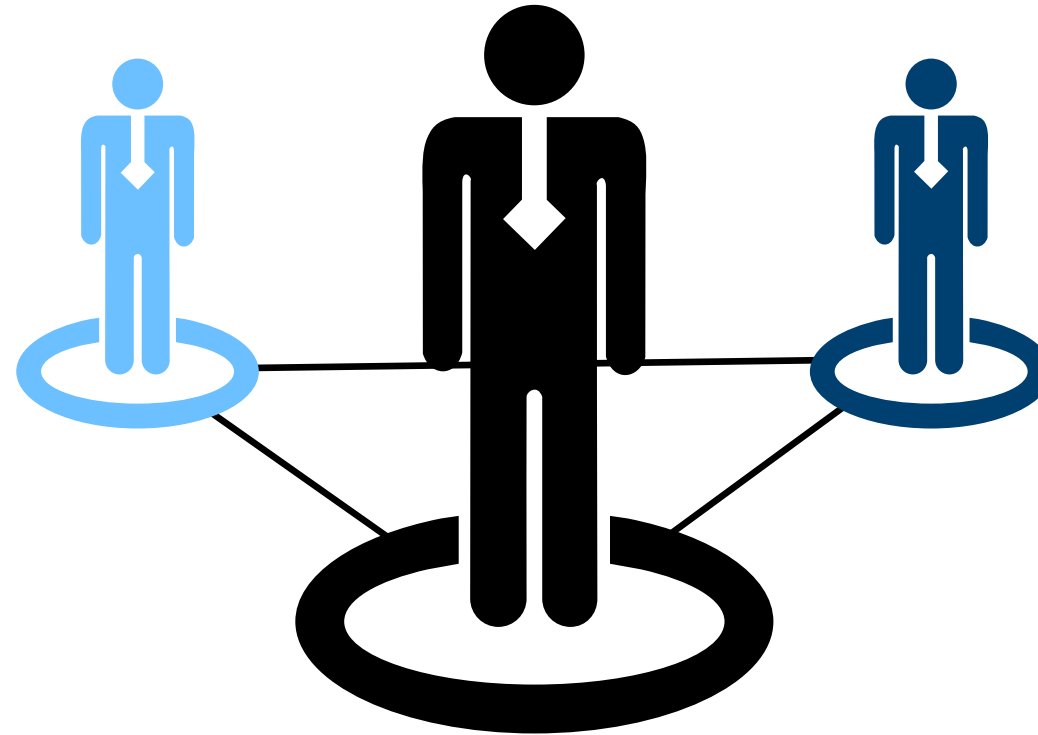
Overview

- Human Resources Department
- Hiring Process
- Merit System
- Classified Personnel Department

Human Resources Division

OVSD employs 889 employees

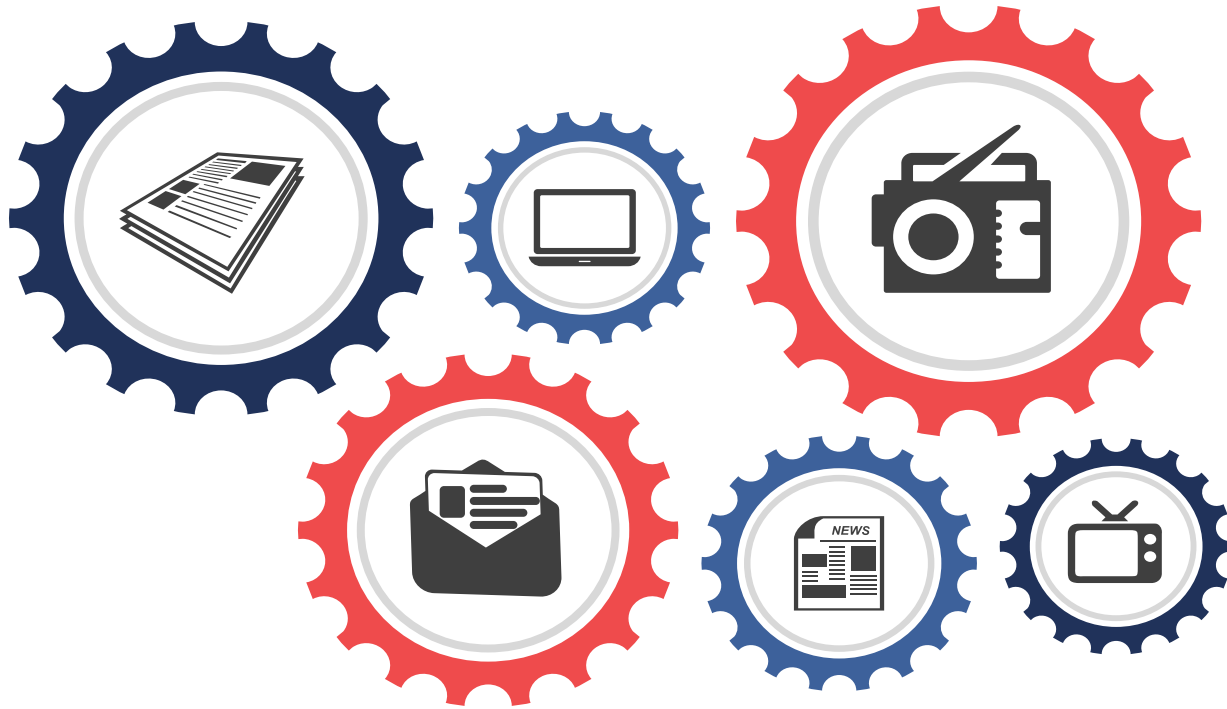
480 Classified



347 Certificated

61 Management

Human Resources Team



Reagan Headrick
Assistant Superintendent

Janet Worley

Administrative Assistant

Lorena Aceves

Human Resources Specialist

Blake Barton

Human Resources Analyst

Deb Thach

Human Resources Technician

Patti Bray

Benefits and Workers' Compensation Specialist

Priorities

Partnership with Labor and Management

- Activities that build a positive and trusting working relationship with all employees and labor associations

Recruitment & Selection

- A working environment that attracts and retains the best employees

Student Success

- Student success through the commitment and dedication of our teachers, classified staff, administrators, and supervisors

Personnel Function

- Promote and support effective personnel practices throughout the District



Innovation
Integrity
Equity

Key Duties

01

Establish criteria to hire properly credentialed teachers

02

Collective Bargaining for Classified and Certificated

03

Certificated Evaluations

04

Teacher and Administrator Induction

05

Advise employees in matters concerning personnel law

06

Coordinates employee retirements, unemployment insurance, and employee assistance programs

07

Serves as District Compliance Officer (Title IX and Williams Acts)

08

Enrollment / Staffing projections and reports

09

Volunteer Processing at all sites

10

Layoffs if required - Meets with Classified and Certificated representatives to discuss impacts

Key Responsibilities

01

Maintain Seniority Lists

02

Organize Classified Employee of the Year / Teacher of the Year

03

Monitor employee leaves

04

Manage annual and required trainings, including First Aid/CPR

05

Oversee releases and employee discipline

06

Manage the Absence Management System and Substitute Coverage

07

Health Benefits and Workers' Comp

08

Prepare State and County Reports

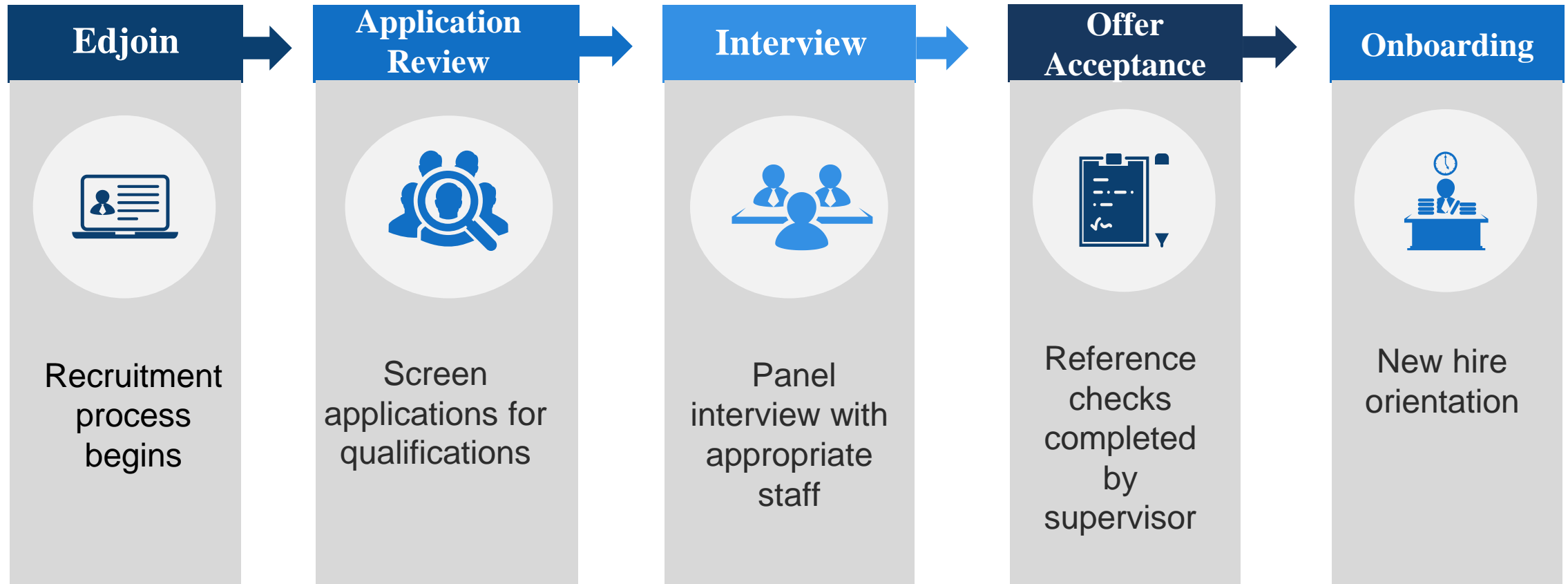
09

Review DOJ employee fingerprints

10

Maintain HR Social Media Page

Hiring Process



Concerns

Issues

Substitute Teacher Shortage

Speech Language Pathologist (SLP) Shortage

CLASSIFIED Substitute Shortage

Special Education Teacher Shortage

Slow Requisition Approvals

Solutions

Board approved increased daily substitute rates

Staff working with Universities to share vacancies with students

Strengthening local relationships (College, Trade & Adult Schools)

Consulting with the Special Education Department and Commission on Teacher Credentialing

Exploring streamlining requisition approval process with an updated OCDE online requisition system

Recruitment Campaigns



Classified Personnel Department



What is a Merit System?

- Established in 1935
- Similar to Federal and State Civil Service Systems
- Voted in by employees
- Fundamental purpose is to ensure classified employees are retained without favoritism or prejudice on the basis of merit and success demonstrated by competitive examinations and performance
- Designed to promote career service and guarantee equal and open access to public jobs
- Rules and procedures for Merit Systems are contained in California Education Code 45220



What are the Benefits of a Merit System?

- Fairness
- Objectivity
- Impartiality
- Efficiency
- Competition
- Equal opportunity for all applicants
- Protection of employees from arbitrary action, person
- Protection for administrators and school board from unlawful discrimination suits



Merit System at Ocean View School District

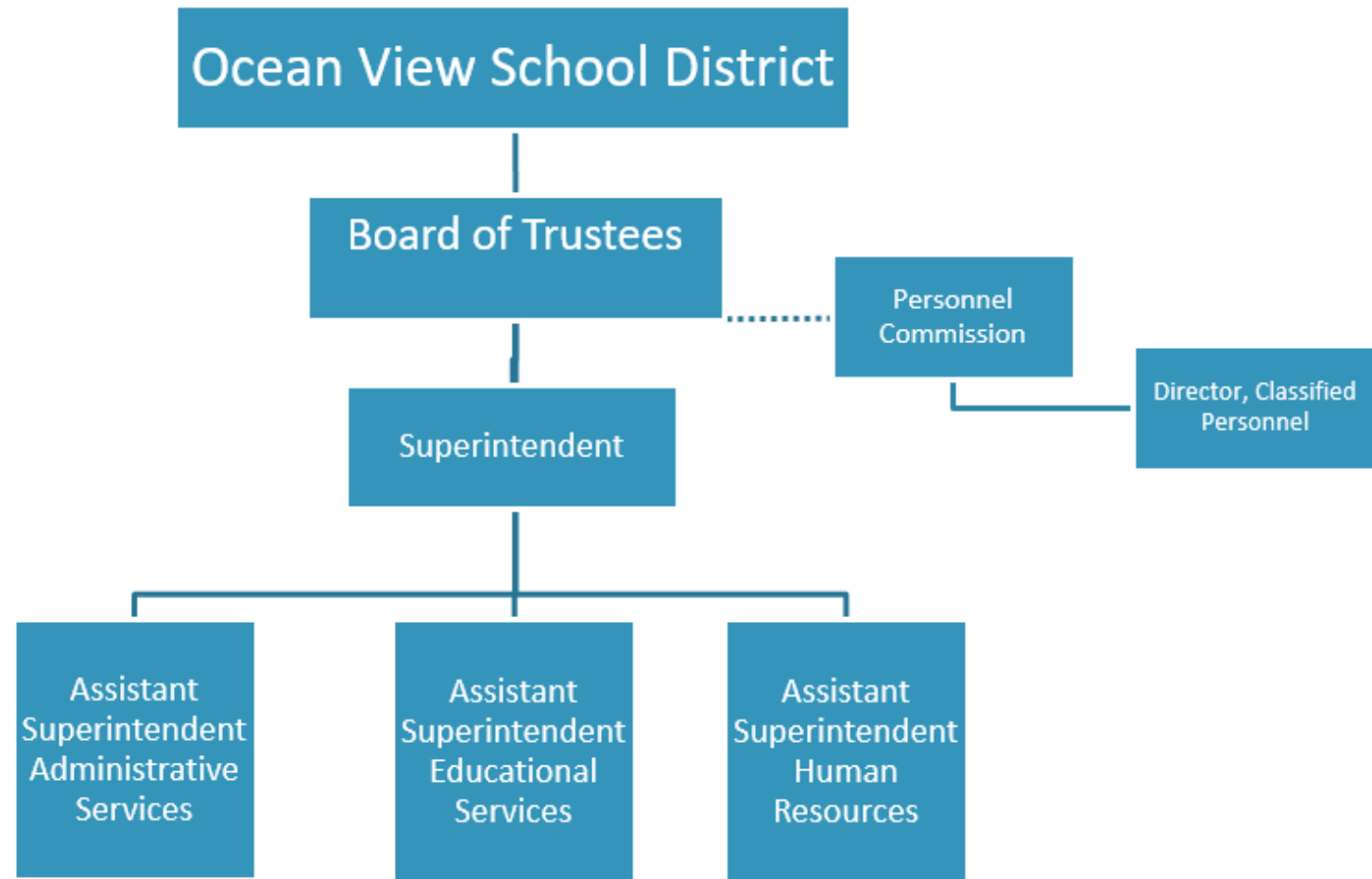
- Operating as Merit System since 1966
- Close to 100 merit system K-12 school and community college districts statewide
- Establishes a Personnel Commission consisting of:
 - Three person Commission
 - Director, Classified Personnel
 - Three staff members
- Director and staff comprise the Classified Personnel Department
 - Recruiting
 - Creating hiring lists (called eligibility lists)
 - Filling classified vacancies



Why is it called a Personnel Commission?

- Merit System establishes a three person Personnel Commission
- School district counterpart to a Civil Service Commission
- Commissioners are volunteers in support of Merit System functions
- Impartial forum within which classified concerns can be resolved
- Director, Classified Personnel and staff report directly to Commissioners
- Independent body with its own budget (Education Code 45253)

How Do We Fit?



Meet Our Personnel Commissioners

- Bob Ewing - Current Chair
 - CSEA's appointee
 - Serving since 2003
- Lance Bidnick - Current Vice-Chair
 - Board appointee
 - Serving since 2017
- Dan Gooch - Member
 - Joint appointee
 - Serving since 1997



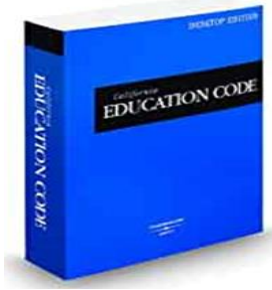
Personnel Commission Staff

- Director, Classified Personnel
 - Michelle Vellanoweth
 - Secretary to the PC
 - Leader to department staff
- Personnel Commission Staff
 - Assistant Michelle Eifert
 - Analyst Betzabeth Vazquez
 - Technician Diana Flores



Commission Functions

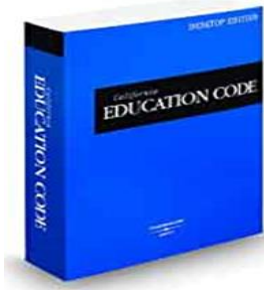
(Outlined in Education Code 45220-45320)



- Recruit qualified candidates and establish timely eligibility (hiring) lists to hiring authorities
 - . Open and/or promotional recruitments
 - . Reemployments & Reinstatements
 - . Transfers
 - . Promotions
- Maintain a classification plan, grouping positions into job classes based upon duties and responsibilities
- Develop job descriptions based upon duties prescribed by District
- Make salary recommendations to the governing board ensuring a hierarchy of positions and salaries so like pay is given for like work

Commission Functions

(Outlined in Education Code 45220-45320)



- Prescribe and amend rules and regulations necessary to ensure efficiency of classified service and retention of employees based upon merit and fitness
- Establish and maintain permanent personnel records for classified employees
- Serve as resource to District and CSEA in collective bargaining
- Investigate and conduct hearings on appeals of disciplinary actions and other matters with the authority of the PC

Personnel Commission Meetings

- Meet once each month
- Review and approve
 - Eligibility or hiring lists
 - Job descriptions
 - Personnel Commission budget
 - Reclassifications
 - New job classes necessary to meet district needs
 - Salary recommendations
- Hear appeals
 - Classified employees who have had disciplinary action imposed
 - Candidates eliminated from a selection process
- Hear other concerns from classified employees, District, and classified union



Advantages of Merit System

- Qualified candidates are selected solely on the basis of merit and fitness through competitive examination, not based on politics or favoritism, both at initial employment and for promotion
- Reduces likelihood of discrimination
- Ongoing system of classification so employees are not normally or continuously required to perform duties outside those required of their job class
- Protects employees from arbitrary discipline through right to appeal and formal hearing before an impartial body
(Three member Personnel Commission)



Advantages of Merit System

- Allows classified employees greater opportunity to resolve personnel issues since Commission concerns itself solely with classified personnel
- Protects administrators and school board from perception of favoritism or unlawful discrimination suits
- 55 years of successful support to Ocean View School District and school districts statewide



Department Functions

- Some Personnel Commissions only perform Merit System functions up to and including
 - Providing hiring lists
 - Candidates for interviews
- OVSD Personnel Commission Director and staff perform day to day HR activities in support of the District



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Functions in Support of District

- Support Assistant Superintendent HR with employment aspects of 700 full time, part time, substitute, and temporary classified employees
- Director serves on District's Leadership Team
- Recommend, review, process and document all classified employee in-service transactions
 - New hires and orientation
 - Reemployments and/or Reinstatements
 - Promotions
 - Transfer requests
 - Merit (step) and longevity increases
 - Changes in hours and/or sites
 - Resignations/Retirements
- Maintain personnel records
- Maintain employee database and provide pay info to Payroll



Ocean View
School District

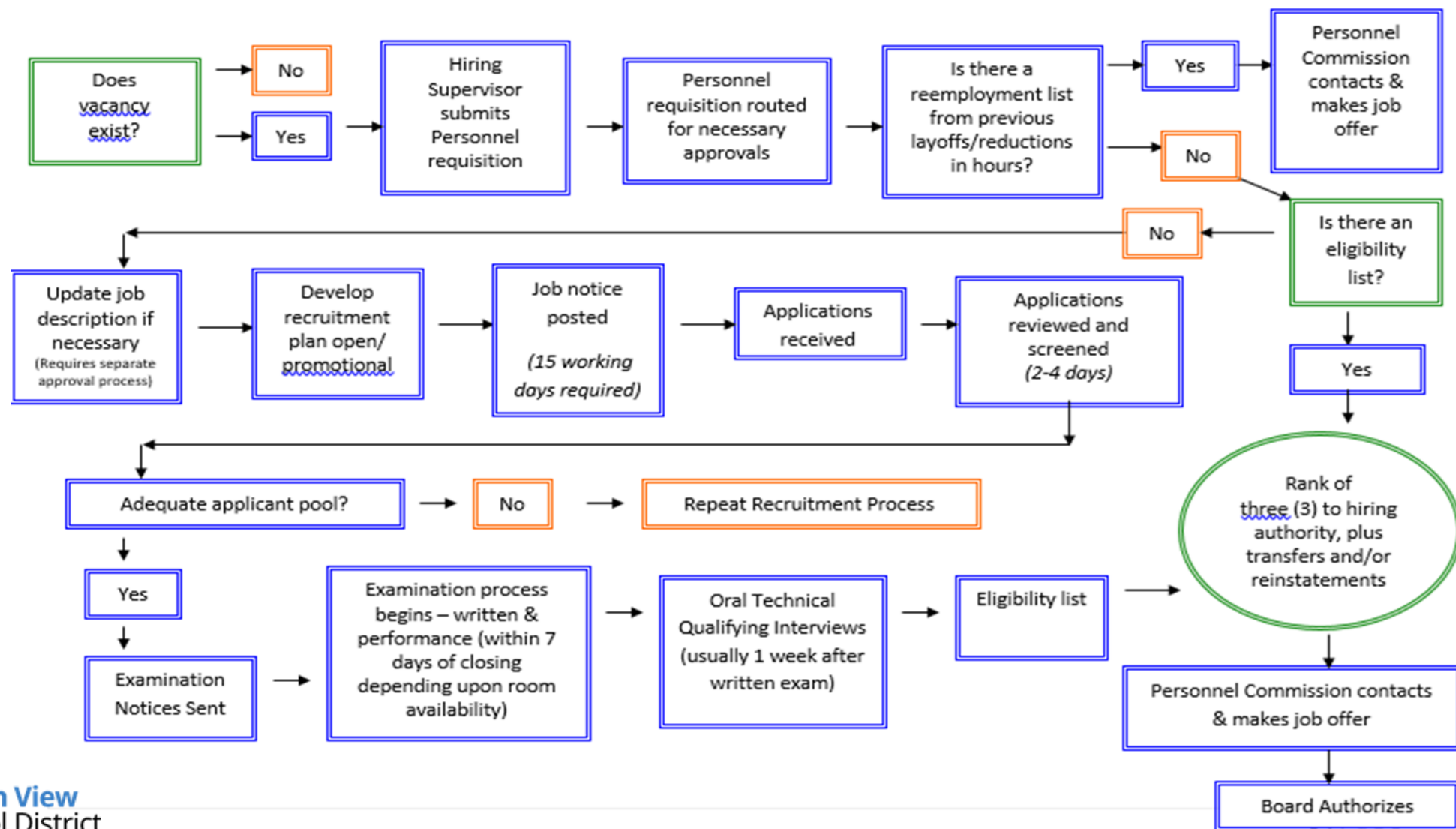
Functions in Support of District

- Coordinate and monitor evaluation process
- Interpret collective bargaining unit agreement (CSEA Contract)
- Maintain other employment lists
 - Transfer
 - Reinstatement
 - Reemployment
 - Seniority
- Prepare classified personnel activity lists to Board of T
- Coordinate layoff process notification, seniority displacement and reemployment
- Professional Growth Program



Ocean View
School District

RECRUITMENT AND HIRING PROCESS FLOW CHART **CLASSIFIED PERSONNEL**



Advancements and Relationship Building

- Established regular meetings with various departments to discuss recruitments, vacancies and resolve issues
 - Special Ed, Child Care/Preschool, Maintenance, Transportation, Fiscal
- PC Chair meets regularly with Superintendent
- Director meets at least weekly with Assistant Superintendent, HR
- Director meets regularly with CSEA Liaison to PC
- Developed excellent systems and processes that are documented
- Developed processes and safety protocols in response to COVID that now offer flexibility in testing and hiring
 - Virtual oral exam, final interview and on-boarding processes



Advancements and Relationship Building

- Bi-weekly recruitment updates to all employees
- Expanded recruitment efforts i.e. Peach Jar, social media, marquee, Government Jobs, EdJoin, local colleges and universities, Linked In, Indeed, Flyers, Job Fairs (Virtual & In Person)
- Allowing qualified substitutes to start work with minimal clearance without sacrificing safety of students or employees
- CSEA representation in final selection process for management level positions
- PAL collaboration to prioritize vacancies and discuss recruitment strategies
- More transparency in communications and PC agendas with recruitment status



Opportunities for Growth

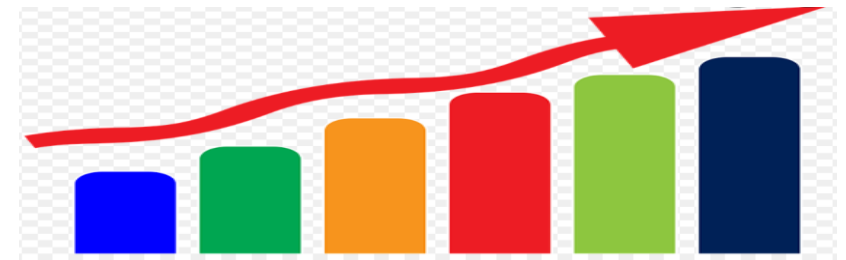
- Continually reviewing our processes; looking for ways to be more flexible and efficiently utilize available resources
- Engaging candidates by promoting the benefits of school district employment
 - Providing as much up front information about recruitment steps and timeline as possible
 - Marketing to share the non-monetary benefits of public sector employment
 - Paid holidays, paid sick leave and vacation, set schedule, weekends and summers off, consistent pay and stability, retirement
 - Providing more frequent communication
- Providing more frequent communication to supervisors regarding their job openings



Opportunities for Growth

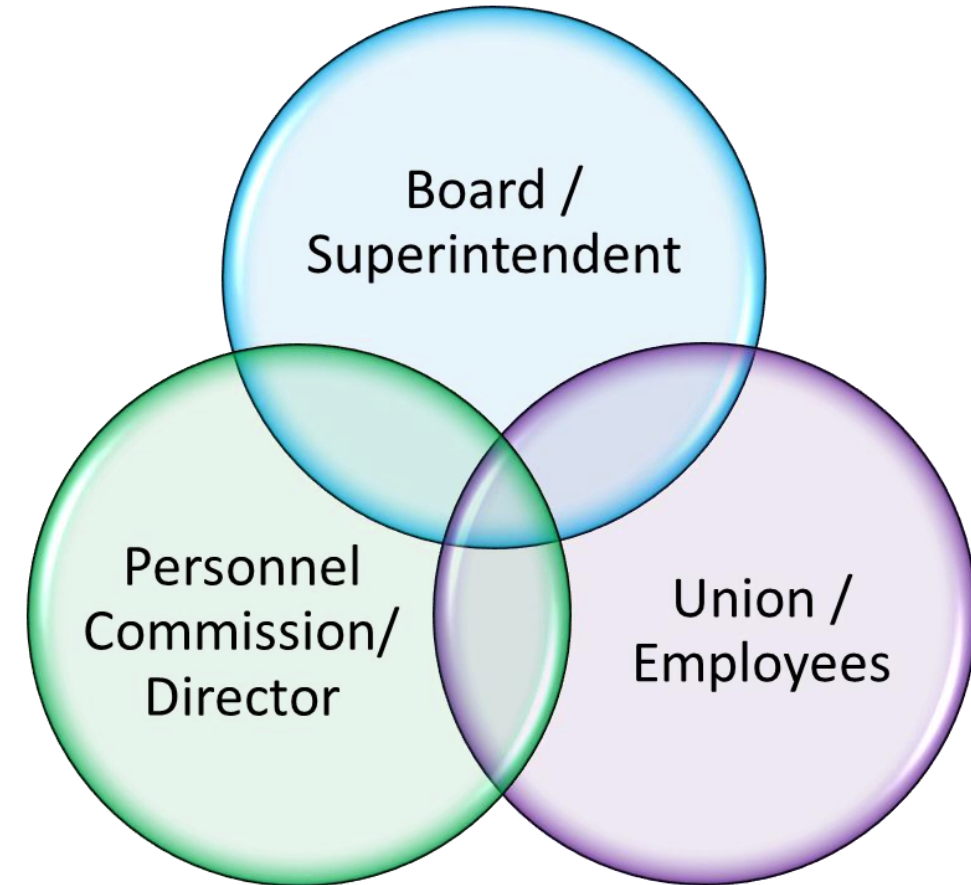
- Exploring innovative ideas and marketing to recruit limited candidates with available resources
 - OVSD Hiring Day for difficult to fill positions (IA-SE/SD/ABA/UIA, Noon Duty)
 - Connections to colleges and universities, both career centers and to specific departments
 - NeoEd which will help to reach more candidates and automate more processes
 - Classification for candidates who cannot pass IA exam to work providing classroom support without academics
 - Connect with High Schools to partner with graduates in the spring for district employment
 - Continue communication to union halls, supply houses and tech schools for trades positions
- Focusing on retention strategies
 - Last year had 110 new hires and 134 resignations

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Effective Relationships are Key

- Both the Commission and Board/Administration have specific roles and responsibilities
- It is critical that both work collaboratively, along with employees and unions, respecting those roles
- **Educating our students is the primary goal for all of us**





**Thank
you**

