

# **Ocean View School District**

**OVSD Connections**

**Human Resources Division**

**Felix Avila, Assistant Superintendent**

# Overview

- ◆ The Human Resources Division supports:
  - ◆ A culture that builds a positive and trusting working relationship with all employees and their respective labor associations
  - ◆ A working environment that attracts and retains the best employees
  - ◆ Student success through the commitment and dedication of our teachers, classified staff, administrators, and supervisors

# Human Resources Division

- ◆ Provides leadership in assisting administrators and supervisors with interpretation and clarification of Board Policies, Collective Bargaining Agreements, and Education Codes to support and enhance the managing of assigned staff.
  - ◆ Establish hiring criteria, recommend employment and assignment for both contracted and substitute staff
  - ◆ Individual and group meetings
  - ◆ Workshops/trainings
  - ◆ Mandated Trainings (Child Abuse Reporting, Sexual Harassment)
  - ◆ Negotiations with OVTA and CSEA
  - ◆ Employee recognition programs
  - ◆ Health and Welfare Benefits
  - ◆ New Teacher Induction

# Human Resources Department

- ◆ Felix Avila                      Assistant Superintendent
- ◆ Janet Worley                     Administrative Assistant
- ◆ Lorena Aceves                  Human Resources Analyst
- ◆ Teresa Jojola                    Human Resources Technician
- ◆ Patti Bray                         Benefits & Workers Compensation Specialist
- ◆ Karen D'Abusco                 Coordinator, BTSA/Induction
- ◆ Sandy Vaughan                  Department Secretary

# Highlights of the HR Department

- ◆ New Volunteer Policy (BP and AR) and Procedures
  - ◆ **556** Tier 1 and **899** Tier II volunteers have been processed
- ◆ Evaluation Training - Certificated and Classified Managers
  - ◆ **21** Certificated and **7** Classified managers trained
- ◆ Recruitment process
  - ◆ **34** recruitments and **928** applicants in 2016-2017
  - ◆ Hired **30** Certificated and **7** Administrators for 2016-2017
- ◆ Settled Collective Bargaining Agreements with OVTA and CSEA
  - ◆ Teacher evaluation form and contractual language
  - ◆ Classified absence reporting

# Highlights of the HR Department

- ◆ Teachers Granted Permanent Status
  - ◆ 2014 – 2015                      **6**
  - ◆ 2015 – 2016                      **36**
  - ◆ 2016 – 2017                      **22**
- ◆ Reduced the number of teachers on “Consent” waivers
  - ◆ Core Classes                      **9** in 2015-16      to                      **6** in 2016-17
  - ◆ Elective Classes                      **17** in 2015-16      to                      **9** in 2016-17
- ◆ Revised certificated Substitute Handbook and provided training
  - ◆ New Substitute Hires
    - ◆ 2015-16      **63**
    - ◆ 2016-17      **51**
- ◆ Employee Recognition
  - ◆ Classified **State** Employee of the Year 2015 -2016
  - ◆ Two Classified County finalists for 2016-2017

# Personnel Commission

## ◆ Personnel Commissioners

- ◆ Allan Pogrund      Selected by OVSD 2008
- ◆ Bob Ewing         Selected by CSEA 2003
- ◆ Dan Gooch         Selected by Commissioners 1997

## ◆ Personnel Commission Staff

- ◆ Michelle Vellanoweth      Director
- ◆ Michelle Eifert             Personnel Assistant
- ◆ Yvonne Nguyen             Personnel Analyst
- ◆ Bophary Ngin                Personnel Technician

# Personnel Commission

- ◆ Provides leadership in prescribing and amending rules and regulations to ensure efficiency of classified service and retention of staff based on merit and fitness
  - ◆ Adhere and maintain Merit System rules and procedures
  - ◆ Recruit qualified candidates and establish eligibility lists
  - ◆ Maintain classification plan, job classes based upon duties and responsibilities
  - ◆ Develop and revise job descriptions
  - ◆ Maintain classified personnel records
  - ◆ Employee Recognition
  - ◆ Resource to HR in collective bargaining



# Highlights of the Personnel Commission

- ◆ In 2015 - 2016
  - ◆ Conducted over **40** recruitments
  - ◆ New hires regular – **83**
  - ◆ New hires substitutes – **161**
- ◆ In 2016 – 2017
  - ◆ Conducted over **41** recruitments
  - ◆ New hires regular – **68**
  - ◆ New hires substitutes – **53**
- ◆ Classified Staff Development
  - ◆ 2014 – 2015                      Participation **333**
  - ◆ 2015 – 2016                      Participants **408**
  - ◆ 2016 – 2017                      Participants **420\***

# Alignment with the LCAP

- ◆ The Human Resources Division supports and aligns actions, services and resources to support students across the LCAP priorities (Goals 1.7 and 2.1).
  - ◆ Recruit, hire, and retain qualified professionals to deliver direct and indirect support for programs and services for all students
    - ◆ Collaborative work with OVTA and CSEA (problem solving)
    - ◆ Committee work (Special Education, Staff Development)
    - ◆ PAL Partnership Trainings and professional development (classified survey)
  - ◆ Appropriately assigned certificated staff
    - ◆ Individual support and assistance
    - ◆ Reassignments as needed

# How We Connect to Student Success

- ◆ The Human Resources Division is charged with:
  - ◆ hiring highly qualified teachers to support the Educational Plan for Student Success
  - ◆ hiring quality classified staff to support all schools and district departments to meet their goals
  - ◆ hiring administrators and managers who provide the necessary leadership to meet the goals and directives of the Superintendent and the Board of Trustees



The Human Resources Division supports all employees in building a culture of professionalism and pride in the Ocean View School District.

Student success drives what we do on a daily basis.