



OCEAN VIEW SCHOOL DISTRICT

Annual Report of the PERSONNEL COMMISSION

2016-2017

Personnel Commissioners

Commissioner Bob Ewing, CSEA Appointee
Commissioner Daniel Gooch, Joint Appointee
Commissioner Allan Pogrund, Ed.D., Board Appointee

District Administration

Carol Hansen, Ed.D., Superintendent
Michael Conroy, Ed.D., Deputy Superintendent
Felix Avila, Assistant Superintendent
Jodee Brentlinger, Assistant Superintendent

Board of Trustees

Gina Clayton-Tarvin, President
Jack C. Souders, Vice President
John Briscoe, Clerk
Joseph Gaglione, Member
Norm Westwell, Member

Classified Personnel

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

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 ensure 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.

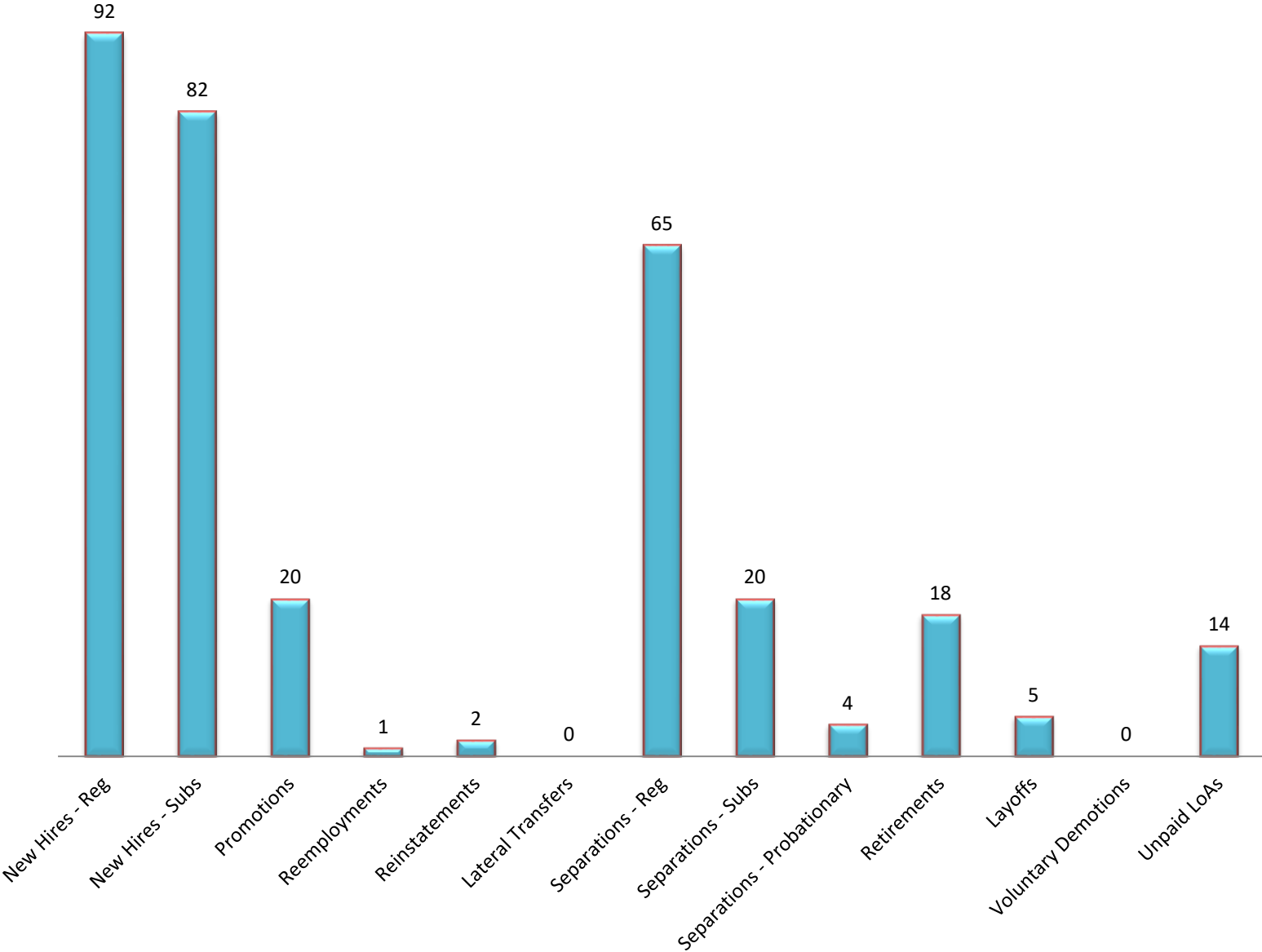
What We Do

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 2016-2017



2016-2017 Statistics

Class Workforce Statistics

95	Active CSEA Classes
2	Active Confidential Classes
13	Active Management Classes
563	Total Regular Classified Employees

Recruitment and Testing Statistics

1313	Applicants
1140	Examinees
197	Disqualified/Failed
337	Eligibles
52	Exams (34 Classes)
531	No Shows to Exams
98	OVSD interview panelists
20	Panelists from other districts

52 Recruitments Were Conducted

- Accountant
- Accounting Technician
- ALC Attendant
- Benefits & Workers Compensation Specialist
- Bus Driver (2)
- Child Care Attendant (4)
- Child Care Program Facilitator
- Clerk Typist
- Delivery Worker
- Department Secretary
- Director of Fiscal Services
- Director of Food Services (2)
- Food Distribution Worker
- Instructional Assistant
- Instructional Assistant – ABA (3)
- Instructional Assistant – Bilingual (Spanish) (2)
- Instructional Assistant – Physical Education (2)
- Instructional Assistant – Severely Disabled (4)
- Instructional Assistant – Sign Language
- Instructional Assistant – Special Education (4)
- Maintenance and Operations Manager
- Maintenance Electrician
- OVPP Associate Preschool Educator
- OVPP Preschool Educator
- OVPP Preschool Instructional Assistant
- Parent Educator – Bilingual
- Parent Liaison Instructional Assistant – Bilingual (2)
- Payroll Technician
- Reprographic Technician
- School Library Specialist (2)
- School Office Clerk
- School Office Manager
- Skilled Maintenance Worker
- Speech and Language Assistant

24 Job Descriptions Were Reviewed

- Administrative Secretary
- Buyer
- Custodian (2)
- Delivery Worker
- Department Secretary
- Department Secretary – Bilingual
- Food Distribution Worker
- Head Custodian (2)
- Lead Food Service Worker
- Lead Reprographic Technician
- Maintenance and Operations Supervisor
- Maintenance Electrician
- Payroll Technician (2)
- Personnel Commissioner
- Program Support Specialist
- Reprographic Technician
- School Library Specialist
- School Office Manager
- School Office Manager – Bilingual
- Senior Purchasing Clerk
- Storekeeper

Other Classification Actions

4 New Classifications Developed

Accountant

Director, Child Development Programs

Lead Evening Custodian

Lead Food Service Worker

1 Reclassification

Reprographic Technician to Lead Reprographic Technician

1 Merit Rule Revision

7.2.12 Rate of Appointment as Provisional, Limited Term, and Substitute

5 Advance Step Placements

Accountant

Accounting Technician

Director, Fiscal Services

Director, Food Services

Speech & Language Assistant

11 Names Removed From Eligibility Lists

ALC Attendant (1)

Custodian (1)

Food Service Worker (1)

Instructional Assistant – Bilingual (2)

Instructional Assistant – Severely Disabled (2)

Instructional Assistant – Special Education (2)

Parent Liaison Instructional Assistant – Bilingual (1)

School Office Clerk (1)

1 Professional Growth Payment

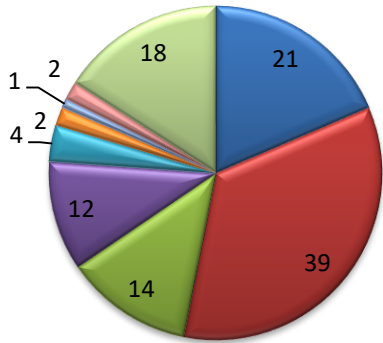
Instructional Assistant – Severely Disabled

1 Classified Bargaining Unit Salary Study Conducted

1 Personnel Commissioner Procedure Developed

Classified School Employees of the Year

Service Awards & Retirements



- 21 at 5 years
- 39 at 10 years
- 14 at 15 years
- 12 at 20 years
- 4 at 25 years
- 2 at 30 years
- 1 at 35 years
- 2 at 40 years
- 18 Retirements

Employee	Site	Classification	Category
Susan Burdette	District Office	Administrative Secretary	Office & Technical
Shelly Fernandez	Village View	School Health Technician	Support Services & Security
Tannya Ghiotto	Westmont	Central Kitchen Coordinator	Child Nutrition
Alicia Helm**	Transportation	Bus Driver	Transportation
Clare Shweyk**	Hope View	School Library Specialist	Instructional Assistance
Eric Taylor	Head Custodian	Golden View	Maintenance & Operations

****Special congratulations to Clare Shweyk and to Alicia Helm who both made it all the way to the County Employee of the Year level!!! 😊**

May 15-19, 2017 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 April 4, 2017 Board Meeting.

District retirees were recognized at the Board Meeting of June 13, 2017.

Service Awards were presented at the Employee Recognition Banquet, which was held at Mile Square Golf Course, on June 2, 2017.

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
 - Midway City
 - Seal Beach
- The District operates seventeen schools – 2 preschools, 11 elementary schools, and 4 middle schools.
- As of June 2017, there were 8,786 students enrolled.
- The District currently employs:
 - 437 certificated staff
 - 563 classified staff
 - 358 substitute & exempt staff

How To Reach Us:

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