



OCEAN VIEW SCHOOL DISTRICT

Annual Report of the PERSONNEL COMMISSION

2017-2018

Personnel Commissioners

Commissioner Lance Bidnick, Board Appointee
Commissioner Bob Ewing, CSEA Appointee
Commissioner Daniel Gooch, Joint 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

John Briscoe
Gina Clayton-Tarvin
Patricia Singer
Jack C. Souders
Norm Westwell

Classified Personnel

Michelle Vellanoweth, Director
Michelle Eifert, Personnel Assistant
Betzabeth Vazquez, 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.

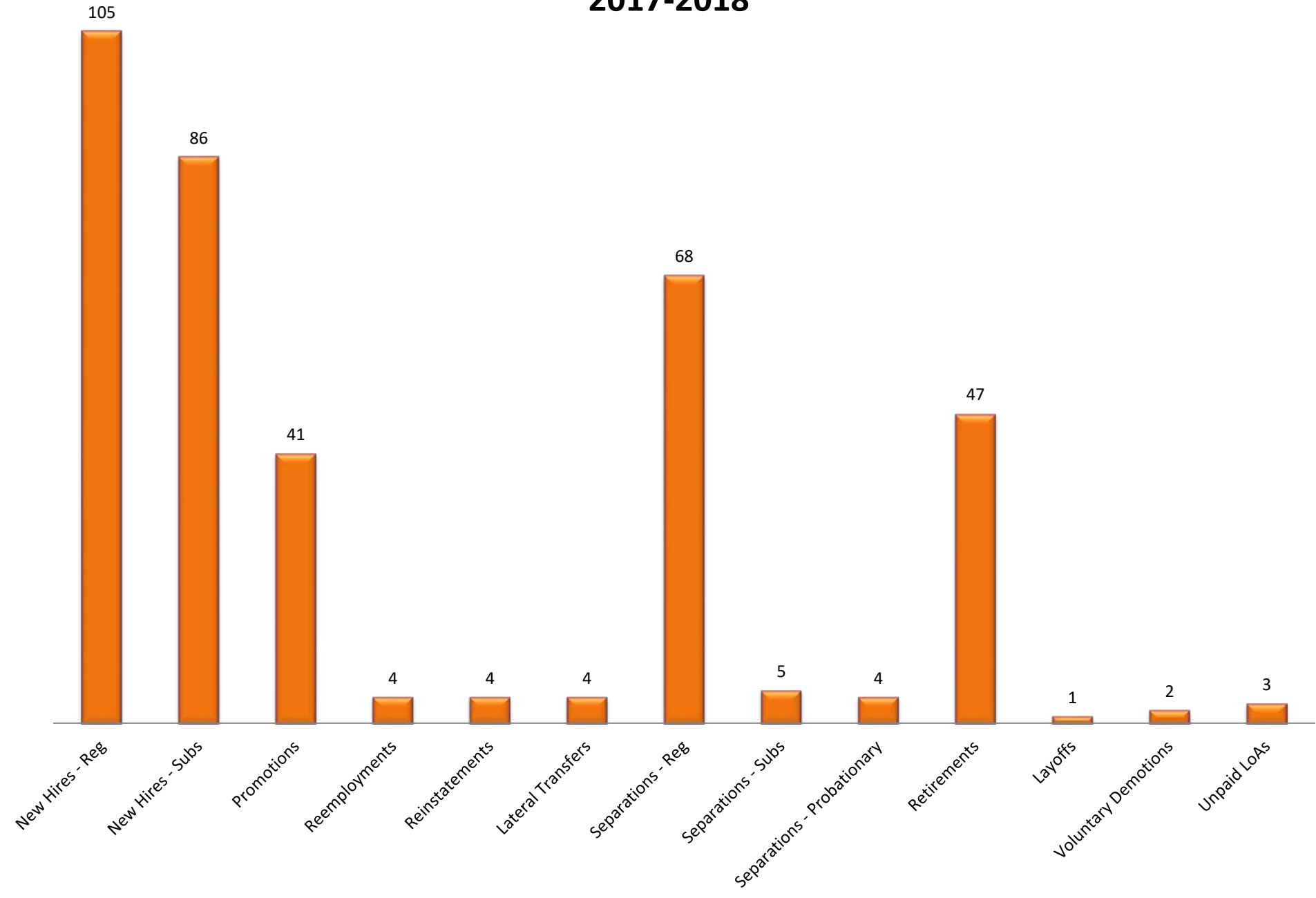
What We Do

Authority for Personnel Commission functions is provided by Sections 45220 through 45320 of the State Education Code and appropriate sections of the Government Code.

- Establishes eligibility lists for appointment or promotion. (EC 45272 through EC 45284)
- 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)
- 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 2017-2018



2017-2018 Statistics

Class Workforce Statistics

98	Active CSEA Classes
2	Active Confidential Classes
10	Active Management Classes
562	Total Regular Classified Employees

Recruitment and Testing Statistics

1770	Applicants
1719	Examinees
261	Disqualified/Failed
502	Eligibles
72	Recruitments (47 Classes)
752	No Shows to Exams
122	OVSD interview panelists
28	Panelists from other districts
85	Final Interviews Scheduled

Job Description Reviews

- Locksmith
- Maintenance HVAC Mechanic
- School Health Technician

72 Recruitments Were Conducted

- Accounting Technician
- Administrative Assistant
- Bus Driver
- Buyer (2)
- Child Care Attendant (4)
- Child Care Program Facilitator
- Computer Multimedia Technician
- Custodian (3)
- Data and Assessment Technician
- Department Secretary
- Director, Child Development Programs
- Director, Fiscal Services
- District Receptionist
- Field Service Technician
- Food Service Worker
- Groundskeeper I
- Head Custodian
- Human Resources Technician
- Instructional Assistant (2)
- Instructional Assistant – ABA (6)
- Instructional Assistant – English Learner
- Instructional Assistant – Severely Disabled (6)
- Instructional Assistant – Special Education (6)
- Intermediate Clerk Typist
- Lead Behavior Intervention Assistant
- Lead Evening Custodian
- Lead Food Service Worker
- Lead Groundskeeper
- Lead Reprographics Technician
- Locksmith
- Maintenance Electrician
- Maintenance HVAC Mechanic (2)
- Parent Educator – Bilingual
- Parent Liaison Instructional Assistant – Bilingual
- Personnel Analyst
- Preschool Educator
- Preschool Instructional Assistant
- School Health Technician
- School Office Clerk
- School Office Clerk – Bilingual
- School Office Manager
- School Office Manager – Bilingual
- Senior Purchasing Clerk
- Speech and Language Assistant (2)
- Sprinkler Mechanic

Other Classification Actions

1 New Classification Developed

Data and Assessment Technician

1 Classification Reactivated

Lead Groundskeeper

1 Merit Rule Revision

7.2.1 Initial Salary Placement and Advance Step Placement Form

2 Advance Step Placements

District Receptionist

Instructional Assistant – Special Education

8 Names Removed From Eligibility Lists

Custodian (5)

Lead Evening Custodian (1)

Instructional Assistant – Special Education (1)

Instructional Assistant – Severely Disabled (1)

1 Extension of Eligibility List

Lead Food Service Worker

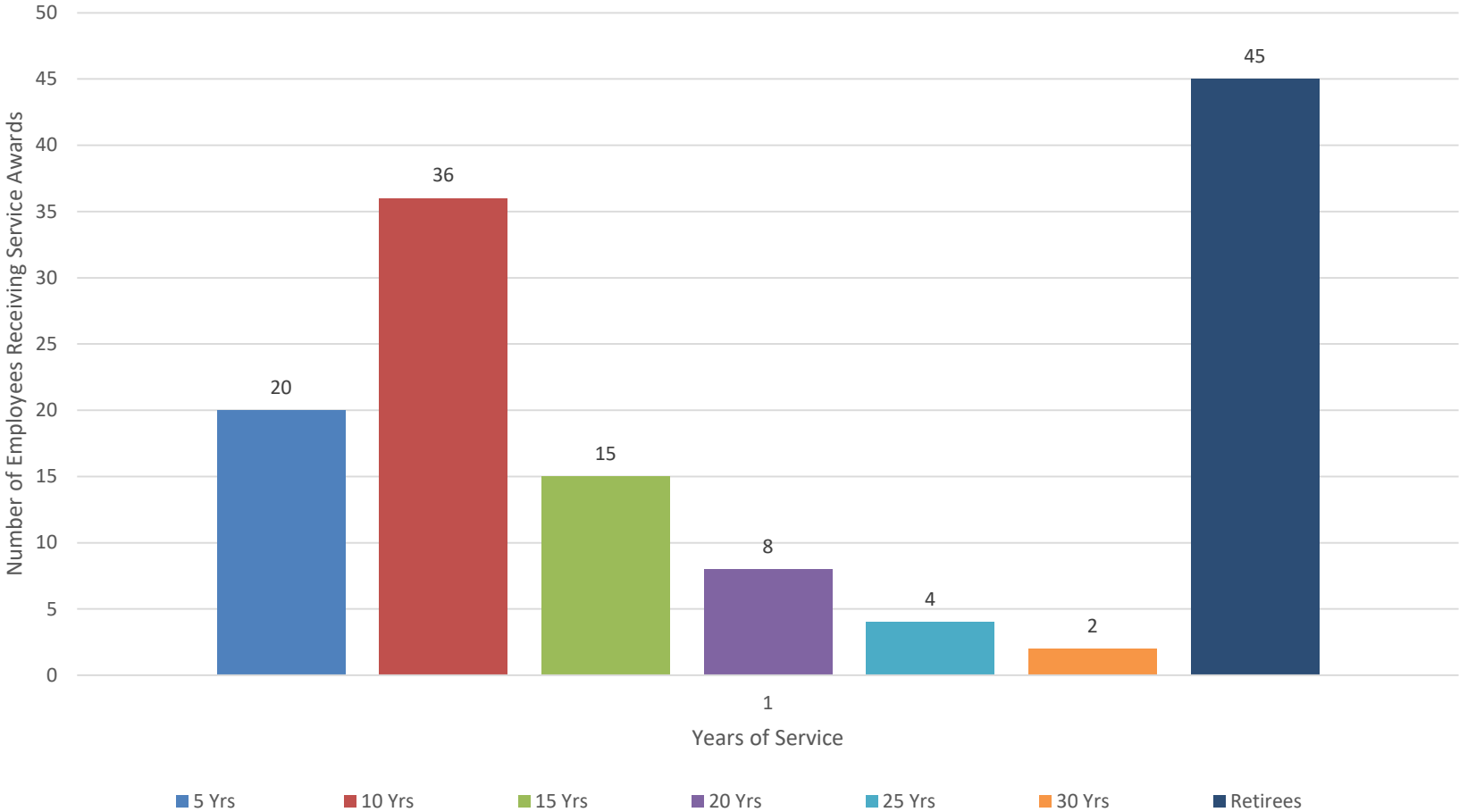
Classified School Employees of the Year

Employee	Site	Classification	Category
Arthur Camarena	Harbour View	Head Custodian	Maintenance and Operations
Laurie Gorham	Spring View	Lead Food Service Worker	Child Nutrition
Ryan Keel	Lake View	School Office Manager	Office and Technical
Jason Kina	Lake View/ Westmont	Speech and Language Assistant	Instructional Assistance
Thomas Wroniak	Transportation	Bus Driver	Transportation

~ Congratulations to Arthur Camarena who was selected as a County Employee of the Year! ~

- May 14-18, 2018 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 10, 2018 Board Meeting.
- Classified School Employees of the Year were also recognized at the April 12, 2018 Personnel Commission Meeting.
- District retirees were recognized at the Board Meeting of June 12, 2018.
- Service Awards were presented at the Employee Recognition Banquet, which was held at the Costa Mesa County Club, on June 1, 2018.

Service Awards & Retirements



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 2018, there were 8,263 students enrolled,
- And 1,413 employees:
 - 434 certificated staff
 - 562 classified staff
 - 426 substitute & exempt staff

How To Reach Us:

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