



OCEAN VIEW SCHOOL DISTRICT



PERSONNEL COMMISSION AGENDA

Thursday, October 8, 2020

**REGULAR MEETING
4:30 p.m.
VIRTUAL MEETING**

Classified Employees
in **PARTNERSHIP** with **EDUCATION**
Personnel Commission
1966 – 2020

PERSONNEL COMMISSION:

Lance Bidnick, Chair
Dan Gooch, Vice-Chair
Bob Ewing, Member

A G E N D A

PERSONNEL COMMISSION

OCEAN VIEW

SCHOOL DISTRICT

THURSDAY,
OCTOBER 8, 2020
REGULAR MEETING
4:30 p.m.
VIRTUAL MEETING

In response to the Governor's Order regarding COVID-19, the Ocean View School District's Personnel Commission meeting will be held virtually. You can join the meeting by clicking on the URL below:

Join Zoom Meeting
www.ovsd.org/pcmeeting

Public comments must be emailed to the Director, Classified Personnel at mvellanoweth@ovsd.org no later than 4:00 p.m. on the day of the scheduled meeting. Comments will be read into the record. For information call (714) 847-2551, extensions 1400 or 1401 or email mvellanoweth@ovsd.org or meifert@ovsd.org.

1. CALL TO ORDER

TIME: _____

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PUBLIC COMMENTS: The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission. If you wish to address an item on the agenda, please indicate when, at this point, or at the time the agenda item is discussed.

5. APPROVAL OF MINUTES – REGULAR MEETING SEPTEMBER 10, 2020:
The Personnel Commission will receive the minutes of the September 10, 2020, Regular Personnel Commission Meeting for approval.

(ACTION)
Pages 1-3
Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

6. CONSENT CALENDAR: The Personnel Commission will receive the following items on the Consent Calendar:

(ACTION)
Page 4-9
Moved: _____
Second: _____
Vote: _____

A. JOB DESCRIPTION REVIEWS/REVISION:

1. Human Resources Technician

B. RECRUITMENT AND TESTING:

ELIGIBILITY LIST(S): The Personnel Commission will receive the Director's recommendation to certify the following eligibility lists. *(Eligibility lists provided to Commissioners only.)*

CONSENT CALENDAR CONTINUED:

ELIGIBILITY LIST(S):

- 2020-05 Instructional Assistant – ABA (*Correction to expiration date*)
- 2020-08 Instructional Assistant – Special Education
- 2020-09 Instructional Assistant – Severely Disabled
- 2020-10 Instructional Assistant – ABA

- 7. CLASSIFIED ACTIVITY LISTS:** The Personnel Commission will receive for information the following Classified Activity List received by the Board of Trustees for approval at the Ocean View School District, Regular Board Meetings of: **(INFORMATION)**
Pages 10-11

- September 15, 2020 (Exhibit A)

COMMUNICATIONS

- 8. SECOND PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission.

9. COMMISSIONER REPORTS

10. DIRECTOR AND STAFF REPORTS

11. ADJOURNMENT

TIME: _____

(ACTION)

Moved: _____

Second: _____

Vote: _____

The Ocean View School District Personnel Commission meets on the second Thursday of each month at 4:30 p.m. unless otherwise noted. Agendas are posted and are available 72 hours in advance of each regular meeting on the bulletin board outside the Board Room and on the District website, www.ovsd.org.

Agenda items must be submitted in writing to the Director, Classified Personnel no later than the end of the working day seven days preceding the next Commission meeting. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

- *Public comments must be emailed to the Director, Classified Personnel at mvellanoweth@ovsd.org no later than 4:00 p.m. on the day of the scheduled meeting. Comments will be read into the records. For information call (714) 847-2551, extensions 1400 or 1401 or email mvellanoweth@ovsd.org or meifert@ovsd.org.*

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation by contacting the Personnel Commission Office at 714-847-2551, extension 1400, 1401, or mvellanoweth@ovsd.org or meifert@ovsd.org at least 48 hours in advance of the meeting. (Government Code 54954.2 (a)1)

OCEAN VIEW SCHOOL DISTRICT
Regular Personnel Commission Meeting Minutes
September 10, 2020
4:30 p.m.
Zoom Meeting Link: www.ovsd.org/pcmeeting

CALL TO ORDER Commissioner Gooch called the September 10, 2020, Regular Personnel Commission Meeting to order at 4:40 p.m. via Zoom.

PLEDGE OF ALLEGIANCE Michelle Vellanoweth, Director of Classified Personnel, led the pledge of allegiance. After the pledge of allegiance, Commissioner Ewing requested a moment of silence in honor of the nearly 3,000 individuals who lost their lives 19 years ago on September 11, 2001.

ROLL CALL Personnel Commissioners Bob Ewing, and Daniel Gooch were present. Commissioner Lance Bidnick was absent.

STAFF MEMBERS PRESENT Michelle Vellanoweth, Director of Classified Personnel; Michelle Eifert, Personnel Assistant; Betzabeth Vazquez, Personnel Analyst.

PUBLIC COMMENTS There were no comments from the public.

APPROVAL OF MINUTES Motion by Commissioner Ewing to approve the minutes of the August 13, 2020, Regular Personnel Commission meeting, as amended.

Seconded by Commissioner Gooch, and carried with a 2:0 vote.

CONSENT CALENDAR The following job description reviews were received on the Consent Calendar:

A. Job Description Reviews/Revisions:

The following recruitment and testing – eligibility lists were received on the Consent Calendar:

B. Recruitment and Testing – Eligibility Lists

- 2020-02 Instructional Assistant – Special Education
- 2020-03 Instructional Assistant – Severely Disabled
- 2020-04 Early Learning Educator
- 2020-05 Instructional Assistant – ABA
- 2020-06 Child Care Attendant
- 2020-07 Early Learning Instructional Assistant

Motion by Commissioner Ewing to approve the Consent Calendar.

Seconded by Commissioner Gooch, and carried with a 2:0 vote.

MINUTES OF THE SEPTEMBER 10 , 2020, PERSONNEL COMMISSION MEETING – PAGE 2

CLASSIFIED ACTIVITY LISTS

The Personnel Commission received for information only, the Classified Activity Lists that were presented for approval at the Board of Trustees meetings of August 11, 2020, and September 1, 2020.

SECOND PUBLIC COMMENTS

Phi Tran, CSEA Chapter 375 Liaison to the Personnel Commission, welcomed everyone back to the 2020-2021 school year. Mr. Tran reminded members that CSEA is here for them as we continue to navigate through a difficult school year. He informed the Commission that CSEA received notification that AB2234, the bill that allows Personnel Commissions to employ their own counsel, was signed by the Governor yesterday. This is a big win, not only for the Governmental Relations department, but for the Merit System as a whole. He thanked everyone who supported the legislation. Mr. Tran stated that CSEA looks forward to engaging all of its members and all the stakeholders of the District as they do everything they can to ensure that classified professionals are well taken care of. If they are well taken care of they can really serve the students well and provide the highest quality education that Ocean View School District parents expect.

Commissioner Gooch asked Mr. Tran who carried the legislation. Mr. Tran answered that CSEA was the primary sponsor of the legislation and he believes CSPA cosponsored. But at the state level, CSEA's Governmental Relations department took the lead on it.

COMMISSIONER REPORTS

Commissioner Ewing stated that October 8, 2020, is the next scheduled meeting of the Personnel Commission.

Commissioner Gooch appreciates Commissioner Ewing's request to commemorate those lost souls on September 11, 2001, that will be remembered tomorrow nationwide.

DIRECTOR AND STAFF REPORTS

Director Vellanoweth shared that Orange County has moved from purple status to red status which means that the COVID numbers have gone down. If all goes as planned, we should be able to reopen to in-person instruction in a hybrid mode on September 22, 2020. She also stated that the Board of Trustees announced at their last meeting that Lance Bidnick is their intended appointee to the Personnel Commission. There will be a public hearing held at the Board Meeting of October 6, 2020. If his appointment is approved, his three year term will be begin in December. It seems like he was just sworn in as Commissioner and it is hard to believe three years have already gone by. On September 4, 2020, there was a virtual kick-off event to the school year for all employees. About 850 employees attended virtually. Superintendent Hansen and Board President Gina Clayton-Tarvin, as well as the presidents of OVTA and CSEA addressed the staff. Virtual staff meetings at individual sites followed, which included training on proper safety precautions and procedures related to COVID before they return to school in person with students.

**DIRECTOR AND
STAFF REPORTS
(CONTINUED)**

Director Vellanoweth shared that the first day of school went pretty smoothly, although things were a little different this year. All classified employees reported in person to work on the first day and have received training for COVID-19 safety protocols. Each site has attestations posted affirming that all employees have been trained and are following safety precautions to limit the spread of COVID-19. The District will begin with distance learning through September 22, 2020, at which time we plan to shift to the hybrid mode. There is still a lot of shifting and movement of staff members and new employees are being brought onboard, which is exciting.

ADJOURNMENT

Motion by Commissioner Ewing to adjourn the meeting.

Motion was seconded by Commissioner Gooch and carried with a 2:0 vote at 4:53 p.m.

Michelle Vellanoweth, Director, Classified Personnel
Secretary to the Personnel Commission

Date

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: October 8, 2020

SUBJECT: Agenda Item No. 6.A.1: Job Description Revision – Human Resources Technician

Background Information

The Personnel Commission Rules provide for a periodic review of the content of classification specifications to ensure they adequately and accurately represent duties being performed by incumbents, and that the requisite skills, knowledge and abilities required are appropriate. The Human Resources Technician classification was last fully reviewed by the incumbent and supervisor and updated in March 2015.

Recently in preparing for a recruitment, the job description was shared with the supervisor to ensure the description was still appropriate for recruitment purposes. Assistant Superintendent, Felix Avila, reviewed the description and provided feedback about the experience requirements. The proposed changes and updates were reviewed by the Director, Classified Personnel, modified as necessary, and incorporated into the existing job description. In addition, standard formatting changes and updates are proposed by the Director, Classified Personnel in order to maintain consistency with the current job description format.

The supervisor has reviewed and recommends the final draft of the job description which is attached. The draft was also shared and discussed with CSEA.

Attachment: Proposed revised job description for Human Resources Technician dated October 8, 2020.

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Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Human Resources Technician job description.



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

Human Resources Technician

JOB SUMMARY:

Under general supervision performs a variety of responsible technical human resources duties; assists in one or more technical human resources functions including: recruitment, selection, and records management and maintenance. Is responsible for the management and operation of the District absence reporting system; serves as a technical resource for assigned employees in specific functions within classified or certificated unit.

CLASS CHARACTERISTICS:

This is a position having responsibility for performing technical personnel work involved in employing certificated employees and ensuring certificated employees maintain appropriate and valid credentials to perform their assignments. The incumbent is the initial contact for all certificated applicants. Processes all certificated substitutes, verifying qualifications, processing required documentation and entry on the County payroll. The incumbent also oversees the daily staffing of absent certificated and classified employee positions on a pre-established priority basis, providing substitutes through the District absence reporting system. Answers the questions of administrators and/or substitutes and trouble shoots the District absence reporting system to resolve problems as necessary.

REPRESENTATIVE DUTIES *(E denotes an essential function of the job.):*

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.

Essential Duties:

- Serve as Human Resources Department receptionist, assist in answering questions, respond to requests; maintain an understanding of human resources functions;
- Assist in answering questions about and reviewing, maintaining and monitoring credentials of certificated employees;
- Process assigned employees, including inputting information into the County payroll system;
- Assist with recruitment by preparing and posting certificated job opportunities, and by screening applications for completeness following prescribed guidelines;
- Assist and schedule interviews for filling positions, assemble interview packets with rating forms, generate reply letters/invitations to applicants and advise candidates of results;
- Establish and maintain a wide variety of records and reports for certificated applicant tracking, prepare the annual district personnel directory, and ensure certificated staff compliance with mandatory tuberculosis testing requirements;
- Operate and provide support for the computerized substitute assignment management system, including: monitoring and making adjustments in assignments to ensure proper

substitute coverage for certificated and classified positions, updating/modifying the database to ensure optimal efficiency and updating the certificated substitute handbook as necessary;

- Review and reconcile employee absence records to monthly absence reports, researching and resolving discrepancies;
- Receive and respond to calls from site administrators, certificated, classified staff and substitutes regarding District absence reporting system questions; may make recommendations to site administrators regarding long term substitutes;
- Request and respond to requests for confidential information and file materials of applicants for certificated employment; provide written and verbal employment verifications;
- Inputs personnel related information and data into the computer system including updating information as necessary;
- Maintain the human resources staff development calendar, maintain record of attendance and ensure coverage for attendees;

Other Related Duties:

- Assist with the staffing for all non-classified/non certificated employees keeping accurate accounting of minimum qualifications, processing new hire paperwork;
- Assist other human resources staff during peak demand periods;
- Retrieve, sort and distribute department mail;
- ~~Perform other duties as required to accomplish the objectives of the position.~~

SUPERVISION:

General supervision is received from the Assistant Superintendent, Human Resources. Leadership and/or guidance and direction are provided by the Human Resources Analyst.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Practices and procedures related to certificated personnel;
- Modern office methods, procedures, practices, terms and equipment used in a personnel office;
- Applicable sections of the Education Code and other rules and regulations related to assigned areas;
- Word processing, spreadsheet, database, Internet and E-mail computer applications;
- Methods of making mathematical and statistical calculations;
- English usage, spelling, grammar and punctuation;
- Standard record keeping and filing system procedures;
- Basic research methods;
- Business office telephone techniques and etiquette.

Ability to:

- Learn the laws, rules, regulations and policies governing employment, credentialing, and appropriate assignment of certificated school personnel;
- Understand, interpret and apply complex rules, regulations, procedures and policies;
- Perform a variety of technical duties related to the processing and employment of classified or certificated personnel;
- Work independently using sound judgment and discretion in a wide variety of situations to provide quality customer service;
- Carry out oral and written instructions, and plan, organize and prioritize work;
- Research, gather data and information and prepare complex and comprehensive written and oral reports;
- Compose and edit routine correspondence independently;
- Operate various office and specialized equipment including a PC (personal computer) and effectively utilize word processing, spreadsheet, data base, Internet and E-mail software;
- Keyboard at a net corrected speed of 45 words per minute;
- Maintain confidentiality of information;
- Work effectively, efficiently and cooperatively in a busy modern office environment;
- Communicate effectively with a wide variety of audiences both orally and in writing;
- Effectively and efficiently maintain accurate records and files;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy;
- Perform basic mathematical calculations accurately.

EMPLOYMENT STANDARDS:**Education:**

- High school diploma or equivalent,;
- Graduation from a recognized four-year college or university with a major in public administration, business management, industrial relations or related field may be substituted for two years of the required experience.

Experience:

- Any combination equivalent to
 - Three (3) years of responsible varied clerical/general office experience including
 - One (1) year in a human resources office (preferably in a California school district personnel/human resources office) OR One (1) year of responsible clerical experience in Ocean View School District
 - Experience managing a substitute management system is highly desirable.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

Works inside exclusively; has direct contact with public and other district staff, occasionally in difficult interpersonal situations; frequently works with high volume and tight deadlines, without guidance from supervisor. ~~Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.~~

Physical Demands:

Safely lift, carry, push up to 25 pounds; frequently sits, stands, walks; occasionally stoops, bends, and reaches over head; repetitively uses fingers, on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment; uses a computer and telephone.

SALARY RANGE

Range 36

Classified Bargaining Unit Salary Schedule

New Classification adopted 10/12/06

Job Description Review and Revisions Effective: 10/10/13

Revisions effective 3/5/15

Proposed revisions effective 10/8/2020

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: October 8, 2020

SUBJECT: Agenda Item No. 6B.: ELIGIBILITY LIST(S)

Background Information

The following eligibility list(s) are forwarded for approval. These lists are confidential within the meaning of Education Code Section 45274 and Government Code Section 6254(g) along with other examination records and data. (Eligibility Lists to Commissioners only).

- 2020-05 Instructional Assistant – ABA (*Correction to expiration date*)*
- 2020-08 Instructional Assistant – Special Education
- 2020-09 Instructional Assistant – Severely Disabled
- 2020-10 Instructional Assistant - ABA

*Eligibility list 2020-05 is for a recruitment that has an eligibility period of one year. It was erroneously sent to the Commission for approval on September 10, 2020, with an eligibility period of six months. This list comes to the Commission again for approval as corrected.

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Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2020-05 as corrected, and 2020-08 through 2020-10.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: October 8, 2020

SUBJECT: Agenda Item No. 7: CLASSIFIED PERSONNEL ACTIVITY LIST(S)

Background Information

At the Ocean View School District, Regular Board Meeting(s) of:

- September 15, 2020 (Exhibit A)

The Board of Trustees received the above Classified Personnel Activity List(s) for approval.

These lists are provided for the Personnel Commissioners to review classified employee activity recently processed by Classified Personnel staff.

Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List(s) of September 15, 2020.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
September 15, 2020

Approve Separation - Resignation
In accordance with Merit System Rules 8.1 to 8.6:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Adams, Amy	Noon Duty Supervisor	Westmont	10/14/19	06/18/20
Burke, Joni	School Health Technician	Circle View	12/16/13	08/27/20
Carlton, Donna	Child Care Attendant	Lake View	01/24/18	06/18/20
Conover, Jane	Instructional Assistant	Lake View	10/22/07	06/18/20
Ensley, Kathryn	Noon Duty Supervisor	Spring View	01/30/01	06/18/20
Gibbs, Tracy	Instructional Assistant – Severely Disabled	Lake View	03/27/18	06/18/20
Hutchinson, Misty	Instructional Assistant	Lake View	09/10/15	06/18/20
Mayorga, Karin	Instructional Assistant	Hope View	09/25/02	06/18/20
Nelson, Kyanna-Rae	Child Care Attendant	Hope View	05/20/19	08/27/20
Nguyen, Victor	Instructional Assistant – Sign Language	College View	10/10/16	08/06/20
Ransom, Courtney	Instructional Assistant – ABA	Hope View	03/09/09	06/18/20
Rasheed, Nadia	Instructional Assistant – Special Education	Marine View	09/23/19	06/18/20
Sanchez, Mario	Instructional Assistant – ABA	Lake View	04/16/18	06/18/20
Williams, Craig	Instructional Assistant – ABA	College View	10/22/18	06/18/20

Approve Retirement

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Buerk, Elaine	School Office Clerk	Circle View	01/31/05	06/19/20
McKee, Lynda	Noon Duty Supervisor	Golden View	09/04/13	06/18/20

Approve Leave of Absence Without Pay
In accordance with Merit System Rules 8.10:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>ENDING DATE</u>
Broberg, Melissa	Instructional Assistant – ABA	Oak View	09/09/20	01/04/21
Guzman, Guadalupe	Instructional Assistant – Special Education	Village View	09/09/20	01/04/21
LaValley, Megan	Instructional Assistant	Circle View	09/09/20	01/04/21
Siesser, Amy	Speech and Language Assistant	Spring/Star View	09/09/20	03/09/21