

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

Regular Meeting

AGENDA

Fountain Valley School District
10055 Slater Avenue
Fountain Valley, CA 92708

June 22, 2017
4:30 p.m.

Mrs. Carol Davis, Chairperson
Mr. William Mullin, Vice Chairperson
Rabbi Stephen Einstein, Member
Mr. Ross Hessler, Director, Human Resources

- **CALL TO ORDER**
- **PLEDGE OF ALLEGIANCE**
- **ROLL CALL**
- **APPROVAL OF AGENDA**

GENERAL FUNCTIONS

1. **Introduction of Guests**
2. **Introduction of Staff**
3. **Reading and Approval of Minutes - Regular Meeting of the Personnel Commission, May 26, 2017** *Action*
(Attachment #1)
4. **Agenda, Regular Meeting of the Board of Trustees, June 15, 2017** *Information*
(Attachment #2)
5. **Director's Report** *Information*
6. **Commissioner's Report** *Information*
7. **Public Comments**
Members of the community and staff are welcome to address the Personnel Commission on any item listed on the Agenda or Business or any other item or specific concern within the jurisdiction of the Personnel Commission. Speakers are requested to limit their presentation to four minutes.

ADMINISTRATION

8. **Classification Plan Amendment – Reclassification of Maintenance Supervisor** (Attachment #3) *Action*
9. **Classification Plan Amendment-Job Description Update and Retitling For Community Liaison** (Attachment #4) *Action*
10. **Classification Study Update-Ross Hessler** *Information*
11. **Extension of Eligibility List for Instructional Science Materials Asst.** *Action*

PERSONNEL

12. **Job Announcements** *Information*
(Attachment #5)

FINANCIAL

13. **Personnel Commission budget 2017-18: Review and Adoption** *Action*
(Attachment #6)
14. **Approval of Invoices for CODESP and CSPCA memberships** *Action*
(Attachment #7)

CLOSED SESSION

15. **Closed Session**
The Commission may discuss one or more of the following topics in Closed Session:
1. Personnel
 2. Legal Advice

NEXT MEETING

16. **The next meeting of the Personnel Commission will be:**
- August 24, 2017
4:30 p.m.
PDC Room

ADJOURNMENT

17. **Adjournment**

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **MINUTES, PERSONNEL COMMISSION-REGULAR
MEETING OF MAY 26, 2017**

DATE: June 12, 2017

Attached for your approval are the minutes of the Personnel Commission regular meeting of May 26, 2017.

RECOMMENDATION

The Personnel Commission approve the minutes of the May 26, 2017 Personnel Commission regular meeting.

Attachment #1

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

REGULAR MEETING

MINUTES

May 26, 2017

2:00 p.m.

Carol Davis called the Regular Meeting of the Personnel Commission to order at 2:03 p.m. in the Board Room, 10055 Slater Avenue, Fountain Valley, California. Mr. Chris Mullin led the Pledge of Allegiance.

Present for the entire meeting:

Mrs. Carol Davis, Chairperson

Mr. William Mullin, Vice Chairperson

Mr. Ross Hessler, Director, Human Resources

GENERAL FUNCTIONS

Approval of Agenda

Mr. Mullin moved to approve the agenda as presented. Automatic second used due to the absence of Rabbi Einstein. Motion carried.

Introduction of Guests

Ms. Cathie Abdel, Mr. Chris Mullin and Ms. Christine Fullerton were in attendance.

Introduction of Staff

Ms. Donna Johnson was in attendance.

Minutes, Regular Meeting of the Personnel Commission, April 27, 2017

Mr. William Mullin moved to approve the minutes of the April 27, 2017 meeting. Automatic second used due to the absence of Rabbi Einstein. Motion carried.

Minutes, Regular Meeting of the Board of Trustees, April 13, 2017

Presented as an information item only

Minutes, Special Meeting of the Board of Trustees, April 27, 2017

Presented as an information item only

Agenda, Regular Meeting of the Board of Trustees, May 18, 2017

Presented as an information item only

Director's Report

Mr. Hessler stated we are entering into a busy time with retirements and resignations at the end of the school year. The Classification study is on schedule and will have the next step completed before the end of June.

Commissioners' Comments

Mrs. Carol Davis requested information regarding the school construction and the site priorities. Ms. Cathie Abdel stated the site priorities had been determined and the first two schools to begin construction are Courreges and Masuda. Each group of school sites will be completed before moving on to the next group.

Public Comments

None.

ADMINISTRATION

“Updates in Education and the Classified Impact”

This information was presented by Principal Chris Mullin. He discussed his classified staffing and gave the Personnel Commission updates on Newland and the District math and reading programs.

“Financial State of the District”

This information was presented by Assistant Superintendent, Business Services, Christine Fullerton. She gave the Personnel Commission an update on the District’s budget and the first sale of Fountain Valley School District’s Measure O bond sale.

Classification Plan Amendment- New classification of Health Technician- LVN

Mr. Hessler reported that Fountain Valley School District has a requirement for one position at this time. The hours for the position are not set but will be determined within the next week. Mr. Mullin moved to certify the new classification of Health Technician – LVN at range 56. Automatic second used due to the absence of Rabbi Einstein. Motion carried.

Classification Study Update

Mr. Hessler reported that EMS Consulting sent the new job descriptions yesterday and most were sent out to the employees today. The employees will have one week to make and return any necessary changes. EMS hopes to have the final draft returned by the end of June. The compensation study will take place in the fall. Mr. Hessler has been very pleased with the new format and how easy the company has been to work with. Everything is currently running on schedule.

Eligibility Lists

No lists were presented.

PERSONNEL

Job Announcements

The Interdepartmental Transfer job postings for limited-term Extended School Year positions were reviewed and for CDC Preschool Instructor at Oka.

FINANCIAL

The Personnel Commission first reading budget for 2017-2018 was reviewed.

CLOSED SESSION

No closed session.

NEXT MEETING

The next meeting of the Personnel Commission will be:

Regular Meeting:

June 22, 2017

4:30 p.m.

PDC Room

ADJOURNMENT

The May 26, 2017 regular meeting of the Personnel Commission was adjourned at 3:10 p.m.

Mrs. Carol Davis, Chairperson

Mr. William Mullin, Vice Chairperson

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **AGENDA, OF THE BOARD OF TRUSTEES REGULAR
MEETING OF JUNE 15, 2017**

DATE: June 12, 2017

Attached for your information is the agenda of the Board of Trustees regular meeting of June 15, 2017.



Fountain Valley School District

BOARD OF TRUSTEES
REGULAR MEETING

AGENDA

Board Room
10055 Slater Avenue
Fountain Valley, CA

June 15, 2017

- CALL TO ORDER: 6:15PM
- ROLL CALL
- APPROVAL OF AGENDA

M ___
 2nd ___
 V ___

- PUBLIC COMMENTS

Speakers may address the Board of Trustees on Closed Session Items. Please comply with procedures listed on the goldenrod form “For Persons Wishing to Address the Board of Trustees” and give the form to the Executive Assistant.

- CLOSED SESSION

The Board of Trustees will retire into Closed Session to address the following:

- Personnel Matters: *Government Code 54957 and 54957.1*
Appointment/Assignment/Promotion of employees; employee discipline/dismissal/release; evaluation of employee performance; complaints/charges against an employee; other personnel matters.
- Pupil Personnel: *Education Code 35146*
- Negotiations: *Government Code 54957.6*
Update and review of negotiations with the FVEA and CSEA Bargaining Units with the Board’s designated representative, Cathie Abdel.
- Conference with Real Property Negotiator: *Government Code Section 54956.8*
Property: Approximately 12.9 acres of District land improved with approximately 40,073 sq. ft. of facilities located at 9790 Finch Avenue, Fountain Valley, California (former Fred Moiola School Site) (“Property”).

Negotiating Parties: Fountain Valley School District, real property negotiators

Our mission is to promote a foundation for academic excellence, mastery of basic skills, responsible citizenship, and a desire by students to achieve their highest potential through a partnership with home and community.

Christine Fullerton, Assistant Superintendent, Business Services and District legal counsel (Lessor), and LePort Schools, Greg Marick, Vice President, Operations & Development (Lessee).

Under Negotiation: Instruction to negotiators will concern price and terms of payment issues associated with the possible amendment of the existing Lease Agreement for the identified Property.

- Public Employee Performance Evaluation: *Government Code Section 54957 & 54957.1*
The Board will meet in closed session to discuss the annual performance evaluation of the superintendent.
- OPEN SESSION: 7:00PM
- PLEDGE OF ALLEGIANCE will be led by Cub Scout Pack 567.

SPECIAL PRESENTATIONS

1. CELEBRATION OF FVSD TEACHERS COMPLETING TWO-YEAR BTSA INDUCTION PROGRAM

It is an interest of the Board of Trustees to recognize dedication to the teaching profession and our students and therefore, the Board wishes to recognize the following eight teachers who have completed the Fountain Valley School District's rigorous two-year Induction Program and are now eligible to receive their clear teaching credential: Rob Covacevich, Sarah Hughes, Jeremy LaMantia, Jimmy Cao, Kelly Coleman, Ashley Holmes, Tracy Querry, and Ana Shin. The District recognizes their commitment and hard work as well as that of their mentors who supported them while they completed the program.

2. TALBERT STEAM PROGRAM PRESENTATION

From Talbert Middle School, Principal Jennifer Morgan, teacher John Wood, and PTO President Nicola Weiss will join students Mariana Swete, Ian Weiss and Bradley Shannon in presenting an overview of their STEAM (Science Technology Engineering Art and Math) program to the Board of Trustees.

- RECESS

3. RESULTS FROM GENERAL OBLIGATION BONDS ISSUANCE

Assistant Superintendent of Business Services, Christine Fullerton, will be joined by Lori Raineri, from Government Financial Strategies Inc., to review and discuss the results from the District's recent General Obligation Bonds issuance.

STAFF REPORTS AND PRESENTATIONS

4. BUDGET UPDATE (ORAL AND WRITTEN)

Assistant Superintendent, Business, Christine Fullerton and Director, Fiscal Services, Isidro Guerra will provide an update for the Board of Trustees on the State Budget and its effect on the Fountain Valley School District.

BOARD REPORTS AND COMMUNICATIONS

Board Members will make the following reports and communicate information to fellow Board Members and staff.

PUBLIC HEARINGS

5. PUBLIC HEARING ON LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) (EDUCATION CODE SECTION 52062)

The Board of Trustees will hold a public hearing for the purpose of receiving public comment on the Local Control Accountability Plan. Public input is welcomed.

6. PUBLIC HEARING FOR 2017-18 BUDGET

A public hearing shall be held for the purpose of discussing the proposed 2017-18 final budget prior to approval by the Board of Trustees. Public input is welcomed.

PUBLIC COMMENTS

Members of the community and staff are welcome to address the Board of Trustees on any item listed on the Agenda of Business or any other item of specific concern. Speakers are requested to limit their presentation to four minutes unless the time is waived by a majority of the Board Members present. If a member of the audience requests a response to their comments, the Board of Trustees may ask the Superintendent/Staff to respond to them personally or in writing after the meeting, or direct that additional information be provided to the Board on a future agenda.

*** BOARD MEMBERS WHO WISH TO DISCUSS WITH STAFF ANY ITEMS LISTED UNDER LEGISLATIVE SESSION SHOULD INFORM THE BOARD PRESIDENT AT THIS TIME.

LEGISLATIVE SESSION

7. BOARD POLICY 5127 PROMOTION CEREMONIES AND ACTIVITIES (FIRST READING AND ADOPTION)

M _____
2nd _____
V _____

Board Policy 5127 Promotion Ceremonies and Activities was in place prior to the

recent global adoption of the new Board Policies manual in January 2017. BP 5127 is being brought back to the Board of Trustees for approval for first reading.

Superintendent's Recommendation: It is recommended that the Board of Trustees approves the revisions to Board Policy 5127 for first reading and adoption, with necessary changes as indicated by the Board of Trustees.

8. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS

M _____
2nd _____
V _____

All items listed under the Consent Calendar and Routine Items of Business are considered by the Board of Trustees to be routine and will be enacted by the Board in one action. There will be no discussion of these items prior to the time the Board votes on the motion unless members of the Board, staff, or public request specific items to be discussed and/or removed from the Consent Calendar.

Superintendent's Recommendation: The Board of Trustees approves all items listed under the Consent Calendar and Routine Items of Business in one action.

Routine Items of Business

- 8-A.** Board Meeting Minutes from May 18 regular meeting
- 8-B.** Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- 8-C.** Donations
- 8-D.** Warrants
- 8-E.** Purchase Order Listing
- 8-F.** Budget Adjustments
- 8-G.** Resolution 2017-24: Payment to Mrs. Schultz for missed meeting due to illness.

Consent Items

8-H. SCHOOL-BASED MEDI-CAL ADMINISTRATIVE ACTIVITIES (SMAA) PARTICIPATION AGREEMENT

Superintendent's Comments: It is recommended that the Board of Trustees approves the School-based Medi-Cal Administrative Activities (SMAA) Participation Agreement for the term of July 1, 2017 through June 30, 2018 and authorizes the Superintendent or designee to sign all documents.

8-I. APPROVAL OF THE AGREEMENT FOR STUDENT TRANSPORTATION SERVICES BETWEEN THE ORANGE COUNTY SCHOOL DISTRICTS

Superintendent's Comments: It is recommended that the Board of Trustees approves the Agreement for Student Transportation Services between the Orange County School Districts

8-J. MEMORANDUM OF UNDERSTANDING WITH COTSEN FOUNDATION

FOR THE ART OF TEACHING AND FOUNTAIN VALLEY SCHOOL DISTRICT, COURREGES AND OKA ELEMENTARY SCHOOLS

Superintendent's Comments: It is recommended that the Board of Trustees approve the Memorandums of Understanding between the Cotsen Foundation and the Fountain Valley School District for two-year funding for teacher mentoring, resources and professional development at Courreges and Oka Elementary Schools.

8-K. CHANGE OF DISTRICT EMPLOYEE GROUP TERM LIFE INSURANCE

Superintendent's Comments: It is recommended that the Board of Trustees approves the participation in MetLife Group Term Life and AD&D insurance, as administered by Keenan & Associates, and further, employee enrollments and monthly premium reconciliation by the District Insurance Benefits, for a guaranteed three year contract (until August 1, 2020). Insurance current in-force premium rates guaranteed through August 1, 2020.

8-L. CONSOLIDATED APPLICATION - SPRING 2017 DATA COLLECTION

Superintendent's Comments: It is recommended that the Board of Trustees approves transmittal of the Consolidated Application Spring Data Collection to the California State Department of Education.

8-M. MOU BETWEEN OCDE AND FVSD FOR SPECIAL SCHOOLS PROGRAM

Superintendent's Comments: It is recommended that the Board of Trustees approves the MOU between Orange County Department of Education and Fountain Valley School District for the Special Schools Program.

8-N. PARADIGM HEALTHCARE SERVICES, LLC SERVICE AMENDMENT TO AGREEMENT

Superintendent's Comments: It is recommended that the Board of Trustees approve the Paradigm Healthcare Services Amendment to Service Agreement for the term of June 1, 2017 through June 30, 2018 and authorize the Superintendent or designee to sign all documents.

8-O. SPECIAL ED SETTLEMENT AGREEMENT REF: 053017_JG

Superintendent's Comments: It is recommended that the Board of Trustees approves this settlement agreement.

8-P. SPECIAL ED SETTLEMENT AGREEMENT REF: 0532317_SL

Superintendent's Comments: It is recommended that the Board of Trustees approves this settlement agreement.

8-Q. SPECIAL ED SETTLEMENT AGREEMENT REF: 0533017_IU

Superintendent’s Comments: It is recommended that the Board of Trustees approves this settlement agreement.

8-R. AUTHORIZATION TO USE SAN GABRIEL VALLEY CO-OP FROZEN RFP (#1173-15/16)

Superintendent’s Comments: It is recommended that the Board of Trustees approves the 2017-2018 rollover of the San Gabriel Valley Co-Op Frozen RFP (#1173-15/16).

8-S. NON-PUBLIC AGENCY CONTRACTS

Superintendent’s Comments: Under current consortium budget agreements, any unfunded cost of non-public school or non-public agency placement is a cost to the general fund of the resident district. It is recommended that the following non-public school/agency contracts/addendums be approved and that the West Orange County Consortium for Special Education be authorized to receive invoices and process payment.

Non-Public School/Agency	100% Contract Cost	Effective Dates
Cornerstone Therapies	\$1,700	5/23/17-12/31/17
Olive Crest Academy	\$1,802.38	4/25/17-6/30/17

SUPERINTENDENT’S COMMENTS/NEW ITEMS OF BUSINESS

The Board President will receive any announcements concerning new items of business from board members or the superintendent.

- CLOSED SESSION
- APPROVAL TO ADJOURN

The next regular meeting of the Fountain Valley School District Board of Trustees is on Thursday, June 22, 2017 at 7:00pm.

A copy of the Board Meeting agenda is posted on the District’s web site (www.fvsd.us). Materials related to this agenda submitted to the Board of Trustees less than 72 hours prior to the meeting are available for public inspection by contacting the Superintendent’s Office at 10055 Slater Avenue, Fountain Valley, CA 92708 or call 714.843.3255 during normal business hours.

Regular Board meeting proceedings are tape recorded.

Reasonable Accommodation for any Individual with a Disability: Any individual with a disability who requires reasonable accommodation to participate in a board meeting may request assistance by contacting the Superintendent’s office: 10055 Slater Avenue, Fountain Valley, CA 92708 or call (714) 843-3255 or FAX (714) 841-0356.



Fountain Valley School District

10055 Slater Avenue, Fountain Valley, CA 92708 (714) 843-3228 www.fvdsd.us

MEMORANDUM

TO: Personnel Commissioners

FROM: Ross Hessler, Director – Human Resources

SUBJECT: CLASSIFICATION REVIEW – MAINTENANCE SUPERVISOR

DATE: June 15, 2017

The request for a review of this position is from the Asst. Superintendent, Business and necessitated by the retirement of the Grounds Supervisor. The proposal is considered a reclassification due to the major changes which took place over a matter of years, though there are additional new responsibilities being assigned in the revised job description.

Background

Following the retirement of the Director, District Operations in November, 2010, the position was not filled. All three supervisors working under that position began to report to the Assistant Superintendent, Business Services. These were the supervisors of Maintenance, Grounds, and Custodial/Energy Conservation. During this transition, some responsibilities were taken on by the Assistant Superintendent, but others were delegated to the remaining supervisors.

In the case of the Maintenance Supervisor, there have been some duties added over time as well. The main area of duty accretion has occurred in the planning of projects within maintenance. The Maintenance Supervisor's representative duties state "Plan, oversee and participate in maintenance projects and activities of the District" and "Plan and lay out complex jobs; estimate costs of repair projects in terms of labor, materials, and overhead...", however the complexity and skill necessary to implement the projects under his purview require higher level skills than that of a supervisor-level position. In this area, the incumbent has taken on the following duties previously the responsibility of the Director, District Operations:

- Meeting and conferring with the architect in order to identify and prepare the scope of work,
- Preparing the Board item for bid/RFQ/RFP approval
- Preparing bid, RFP, RFQ document,
- Coordinating required advertisement,
- Job walks with potential contractors,
- Bid openings and/or RFP/RFQ scoring,
- Developing the project book for auditing and compliance purposes,

- Managing the project – including weekly meetings with architects, project managers, contractors and/or DSA inspector
- Inspecting and evaluate work upon completion
- Filing the Notice of Completion with the County, which releases retention payment
- Preparing the Board item to close the project.

The projects for which the Supervisor has been responsible range from maintenance, such as roofs, to the design and construction of a new parking lot, and have taken place over a number of years. Projects include:

- Talbert portables roofing project – 2010
- Newland parking lot 2013-2014
- Talbert PE & band portables – 2013-2014
- Solar Project – 2013
- Fulton PE portables – 2014
- Prop 39 lighting and Plavan HVAC – 2014
- Wi-Fi and cabling installation project - 2016
- Temporary portable for Child Care at Tamura – 2016
- Development of a plan for Tamura parking lot and permanent portables for CDC

Additional duties assumed, which were once the duties of the Director of District Operations are:

- Planning and organizing a long term vision for our facilities through the development of the Facilities Master Plan. The incumbent is the expert in our facilities, assisting the original Facilities Committee, as well as acting as the District liaison to LPA, throughout the master planning process.
- Researched the use of CMAS and piggy backing to procure labor and equipment, including the development of the agenda items for Board approval.
- Managed E-Rate when it was used for telecommunication, and has provided guidance for the IT Supervisor as it transitions to technology support.
- Working with architect and inspectors to determine the scope of work needed to achieve DSA closeout on past modernization projects, not close out by the previous Director District Operations.
- Develops and monitors the maintenance and operations budget, using a variety of sources including General Fund, Routine Restricted maintenance, Developer Fees, and Deferred Maintenance.
- Acts as the liaison between District tenants (DO, Moiola, Hilltop Preschool) and the maintenance department, even negotiating the scope of maintenance in the Moiola lease contract in 2014.

The following duties, previously the responsibility of the Grounds Supervisor, were assumed by the Maintenance Supervisor upon the Grounds Supervisor's retirement in May:

- Manages the use of District facilities by the community, including the scheduling, approval and assessment of fees as appropriate
- Oversees all aspects of grounds care at all District sites
- Coordinates pesticide and herbicide application program and communicates with stakeholders regarding pest control chemicals and related health hazards

In addition, over the last six months, the incumbent has been instrumental in the development of the Measure O architect RFQ, the choice of construction delivery method, the implementation of the Pre-construction and Lease Leaseback Services RFP, and the development of pre-qualification criteria, and the approval of pre-qualified vendors. It is anticipated that the Maintenance Supervisor's role will expand further as Measure O design and construction begins.

There are no other supervisors under the direction of the Asst. Superintendent, Business with responsibility for the depth and complexity of tasks that the Maintenance Supervisor is asked to perform. He appears to be performing duties typically outlined in the job description of a Director, and has been doing so for a number of years.

Title

The responsibilities proposed warrant an increase within the management hierarchy to that of a director. Besides the complexity of the work performed, the general scope of work now includes grounds and facilities to a larger degree. The title of Director, Maintenance, Operations and Facilities better reflects the multiple areas of responsibility.

Salary review

The increased level of responsibility also warrants review of the salary range for the position. We were not able to get an internal evaluation from EMS on this class due to the recency of the changes in the position. However, we are able to compare to other related, prior management classes in the department. Several years ago we had the class of Director, Maintenance and Operations at range 13. That class was very similar to the proposed class; however, the former class did not have the same responsibility level regarding facilities of this updated class, either in terms of the formal project specification in building and repair projects and working with contractors, as well as with facilities use by the public.

In addition, we had the classification of Director, District Operations in use following the above class, until 2007. This was a higher level class with responsibility for more departments than the Director, M & O (maintenance, grounds, warehouse, and purchasing) and was therefore placed at range 15. An external search found that there are no local districts with a classification match, so there is no data to provide there.

Based on the information available and the comparison and analysis of classes, the recommendation is to place this classification at range 14 on the management schedule.

Recommendations

1. It is recommended that the Personnel Commission approved the title change from Maintenance Supervisor to Director, Maintenance, Operations and Facilities.
2. It is recommended that the Personnel Commission approved the revised job description for Director, Maintenance, Operations and Facilities.
3. It is recommended that the Personnel Commission approve the placement of the class of Director, Maintenance, Operations and Facilities at range 14 on the Management Salary Schedule.

JOB DESCRIPTION
Fountain Valley School District

Director, Maintenance, Operations & Facilities ~~Maintenance Supervisor~~

Purpose Statement

The job of Director, Maintenance, Operations and Facilities is done for the purpose/s of planning, organizing and directing maintenance and repair services and activities; overseeing assigned personnel; directing construction projects and related activities; providing information to others; and scheduling work assignments within established time frames and standards.

This job reports to the Assistant Superintendent, Business Services

Essential Functions

- Assists Assistant Superintendent and other administrators (e.g. provide technical expertise and assistance on construction and procurement matters, etc.) for the purpose of supporting the development of policies, procedures, and programs and the implementation of the facilities maintenance program.
- Collaborates with administrators, personnel and outside organizations (e.g. project/repair status, bid process, work requests/priorities, etc.) for the purpose of coordinating activities, resolving issues and conflicts and exchanging information.
- Coordinates District facility usage with internal personnel and community group members (e.g. scheduling, usage approval, maintenance, etc.) for the purpose of ensuring buildings and outdoor areas are available and in good working order as per District policies and guidelines.
- Coordinates pesticide and herbicide application program for the purpose of meeting district requirements and informing staff, parents, students and others present at job sites for the purpose of providing information on pest control chemicals and related health hazards.
- Develops and monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Develops long and short-term maintenance programs for buildings and equipment for the purpose of ensuring that the district's resources (budget, personnel) are effectively used.
- Develops and implements specifications for maintenance, repair, modification and new construction projects (e.g. educational specifications, cost analysis, project schedules, cost analysis, permits, purchasing/bid time and construction, etc.) for the purpose of providing them to architects, contractors, asbestos abatement specialists, construction management firms, etc. for selection and awarding of contracts.
- Evaluates requisitions, change orders, bids, etc. used in the acquisition of supplies, equipment and/or services for the purpose of ensuring compliance with bid and/or order documentation ensuring proper use of district funds.
- Evaluates programs and/or projects (e.g. maintenance projects carried out by internal or external suppliers, etc.) for the purpose of carrying out and achieving objectives including timeline, project design, and budget.
- Facilitates meetings and workshops (e.g. staff meetings, safety training, construction project meetings, vendor meetings, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.

- Inspects safety of buildings, vehicles and workplaces (e.g. playgrounds, landscape, parking lots, etc.) for the purpose of ensuring compliance with regulatory requirements and district preventive maintenance processes.
- Inspects new construction, repair work, projects, equipment, work orders for the purpose of ensuring that jobs are completed efficiently; specifications are within regulatory requirements; and approving inspection reports and payment requests.
- Inspects district playground and landscape areas (e.g. fencing concrete/masonry, parking lots, field markings, athletic fields, etc.) for the purpose of ensuring that staff performance is meeting established standards for proper maintenance and care.
- Manages formal bidding, RFP and RFQ processes (e.g. prepare specifications, evaluate bids, recommend vendors, etc.) for the purpose of securing items and/or services within budget specifications and in compliance with regulatory requirements.
- Manages telecommunications needs for the District including providing assistance with mobile devices for the purpose of providing efficient and cost effective service.
- Manages and operates remote thermostat system for the purpose of assuring proper function and maximum efficiency.
- Prepares a variety of written materials (e.g. regulatory compliance reports, project status, open work order report, safety reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Provides oversight for the operation and upkeep of the maintenance facility for the purpose of ensuring the safety and security of the facility in accordance with District policy and regulatory requirements.
- Researches a variety of topics for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, recommending and taking appropriate actions, and/or responding to requests.
- Responds to emergency situations both during and outside regular work hours (e.g. vandalism, break-ins, fires, etc.) for the purpose of addressing immediate safety concerns.
- Reviews landscape and outside maintenance plans (e.g. interpret blueprints, estimate costs, create schedule, etc.) for the purpose of advising school organizations on purchases of landscape material, equipment, fencing and playground equipment.
- Supervises department functions (e.g. hiring, firing, training, planning, scheduling, etc.) for the purpose of ensuring that the department functions in a safe and efficient manner.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; and administering personnel policies and procedures.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: tools, methods, materials, and equipment used in carpentry, plumbing, painting, and electrical work; pertinent laws, codes, policies, and/or regulations; personnel processes; grounds maintenance and standard business practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing multiple departments; supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in some varying atmospheric conditions.

Experience Job related experience with increasing levels of responsibility is required.

Education Targeted, job related education with study in job-related area.

Equivalency

Required Testing

Job-Related Skills Proficiency Test

Certificates

Valid CA Class C Drivers License

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Background Clearance

DOJ Fingerprint Clearance

Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

Salary Range

FOUNTAIN VALLEY SCHOOL DISTRICT

CLASS TITLE: MAINTENANCE SUPERVISOR

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Business Services, oversee and perform skilled maintenance activities for the District; supervise and participate in building and facilities maintenance, remodeling or construction and the repair of equipment; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

Plan, oversee and participate in maintenance projects and activities of the District. *E*

Plan and schedule preventive maintenance programs for buildings and related systems and equipment maintenance. *E*

Review work orders and assign work to proper personnel; establish priorities on repair projects; review and approve orders for materials, parts and equipment used in repair work. *E*

Plan and lay out complex jobs; estimate costs of repair projects in terms of labor, materials and overhead; coordinate efforts with maintenance personnel to successfully complete jobs; communicate with District administrators regarding work requests. *E*

Inspect and evaluate maintenance work in progress and upon completion; discuss problems or concerns with subordinates; schedule and inspect maintenance projects performed by outside contractors. *E*

Conduct safety inspections of District facilities as required; perform periodic inspections of buildings and vehicles and prepare inspection reports; conduct monthly safety meetings. *E*

Provide technical expertise, information and assistance to the Assistant Superintendent, Business Services regarding assigned functions; assist as needed in the formulation and development of policies, procedures and programs. *E*

Supervise and evaluate the performance of assigned staff; interview and select employees; recommend transfers, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates. *E*

Communicate with other administrators, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information. *E*

Assist in budget preparation, providing estimates and recommendation as requested; monitor accounts and expenditures. *E*

Prepare and maintain a variety of narrative and statistical reports, records and files related to assigned activities and personnel. *E*

Respond to calls during work, and non-work hours, regarding vandalism, break-ins, fires, and other emergencies at District sites, as required. *E*

Manage telecommunications needs for the district including providing assistance with cell phones.

REPRESENTATIVE DUTIES (continued):

Attend and conduct a variety of meetings as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of various maintenance activities.

Methods, materials and equipment used in the various trades including painting, plumbing, heating and ventilating, electrical, carpentry, glazing, locksmithing and electronics.

Applicable laws, codes, regulations, policies and procedures.

Principles and practices of supervision and training.

Budget preparation and control.

Oral and written communication skills.

ABILITY TO:

Plan, schedule and utilize departmental personnel effectively.

Estimate costs of repairs in construction work.

Interpret and work from shop drawings, sketches, plans and specifications.

Read and interpret trades manuals, instructions and guides.

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Analyze situations accurately and adopt effective courses of action.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school graduation or equivalent and four years maintenance experience. Supervisory or lead experience is a plus.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Seeing to inspect buildings and facilities.

Dexterity of hands and fingers to operate various tools and equipment.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing or pulling moderately heavy objects.



Fountain Valley School District

10055 Slater Avenue, Fountain Valley, CA 92708 (714) 843-3228 www.fvsd.us

MEMORANDUM

TO: Personnel Commissioners

FROM: Ross Hessler, Director – Human Resources

SUBJECT: CLASSIFICATION PLAN AMENDMENT – REVISION AND RETITLING TO JOB DESCRIPTION FOR COMMUNITY LIAISON

DATE: June 14, 2017

The job description for Community Liaison is being brought forward for revision and approval due to the announced retirement of the incumbent in this classification. Ha Nguyen has been in the position for over 25 years and will be leaving the District at the end of July.

The job description was reviewed as part of the classification study, with Mrs. Nguyen and her supervisor, Julianne Hoefler, participating. The result is a newly formatted job description. In general, the plan is to bring all revisions forward for approval at the conclusion of the study; however, since this position needs to be filled right away, and the updates to the class are significant, the revisions are being brought forward for approval and inclusion now.

Background

This classification has been changing over the last several years to require less community outreach and parent contact. The most significant changes to this classification have resulted from the increase in English learners. In 2009, there were 485 English learners and in 2017, 882. Of the 882 English learners, approximately 60% speak Vietnamese. Because five schools have more than 15 percent of their students whose primary language is Vietnamese, they are required to translate all documents into Vietnamese. This includes district documents. The higher number of Vietnamese speakers has also increased the number of requests for interpretation at meetings. In addition, this position provides support with English language testing for all English learners.

Classification title review

The focus of this position is no longer “community” related as the prior title indicated. The focus for quite a while now has been on providing translations, primarily of written documents, with some verbal work, from English to Vietnamese and vice-versa. The proposed title change reflects that emphasis on translations. Most districts in our area use the title “Translator” or “Translator/Interpreter.” The recommendation is to use the more complete term of “Bilingual Translator” to eliminate any misunderstanding with deaf/hard of hearing interpretation.

Salary review

Though the compensation part of the district’s study has not really started, EMS was asked to provide information on their internal class valuation that would be useful in determining whether a salary change would be warranted. This would aid in the recruitment process, if a higher salary is warranted. They were able to share preliminary, but significant information. Staff also checked salary information externally with our relevant labor market of Orange County elementary school districts.

Recommendations

1. It is recommended that the Personnel Commission approved the title change from Community Liaison to Bilingual Translator.
2. It is recommended that the Personnel Commission approved the revised job description for Bilingual Translator.
3. It is recommended that the Personnel Commission approve the placement of the class of Bilingual Translator at range 36 on the CSEA Salary Schedule.

FOUNTAIN VALLEY SCHOOL DISTRICT

CLASS TITLE: COMMUNITY LIAISON

BASIC FUNCTION:

Under the direction of the Director of Categorical Programs/Technology, assist with State and primary language testing; maintain EL student records, provide interpretation services to parents and teachers and the translation of written materials in a designated second language, and serve as a liaison between parents, students, and the school site.

REPRESENTATIVE DUTIES:

Assist with the administration of initial and annual CELDT testing for English learner students; conduct primary language testing activities utilizing appropriate materials for new students; order, schedule, process, and arrange for pick-up of all state required testing materials; develop testing schedules for all needed testing at the District Office and at the school sites; and follow-up in obtaining all necessary and required CELDT and primary language assessment information from other school districts. E

Maintain and monitor EL Assessment center testing database calculations in Aeries for all required and requested data functions; provide statistical data regarding assessment results; annual Language Census (R-30) and SNOR reports; and other required compliance documents. E

Coordinate and prepare requests for written translation services in student's primary language with items such as parent notification, bus schedules, redesignation, student health history, report cards, flyers, STAR test parent letter, and other requests from schools and the District. E

Provide interpretation services in student's primary language such as parent conferences, Student Study Team (SST), Individual Education Plan (IEP) meetings, Student Attendance Review Board (SARB) and Kindergarten Round-Up. E

Make home visits as needed to discuss and interpret school educational programs; communicate to parents various pupil problems; encourage parents to attend and participate in school and District parent activities; and conduct parent classes as necessary. E

Provide articulation and interpretation at the District and site-level English Language Advisory Committees regarding student program; assessment, program and reclassification. E

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct oral and written usage of English and a designated second language, including usage, grammar, spelling, punctuation and vocabulary.

Policies and objectives of assigned program.

Cultural issues.

Record-keeping techniques.

Office equipment and related software applications such Microsoft Word and Excel.

Basic math and statistics.

ABILITY TO:

Interpret at parent/teacher conferences and translate written materials in a designated second language.

Serve as liaison between parents, students, and community.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Prepare and maintain accurate records.

Utilize time and available resources in an effective manner.

Exercise discretion and independent judgment in handling confidential information.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of experience working with school-age children and adults; computer skills. Vietnamese bilingual oral and written proficiency required.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment

Driving a vehicle to conduct work

PHYSICAL ABILITIES:

Hearing and speaking to exchange information

Seeing to read a variety of materials

Sitting or standing for extended periods of time

Bending at the waist, kneeling or crouching to assist students

Lifting, carrying, pushing or pulling light to moderately heavy objects

Revised April 2010

Revised April, 2010

JOB DESCRIPTION
Fountain Valley School District

Bilingual Translator Community Liaison

Purpose Statement

The job of Bilingual Translator is done for the purpose/s of coordinating the English Learner program and related activities; providing translation and interpretation to English from the student's native language and from the student's native language to English; implementing and maintaining bilingual services within established guidelines and standards.

This job reports to the Director, Educational Services

Essential Functions

- Collaborates with others (e.g. other district personnel, community, etc.) for the purpose of implementing and maintaining English learner services and/or programs.
- Communicates with parents and guardians (e.g. testing needs, test result, assessment schedules, etc.) for the purpose of ensuring that an ongoing partnership between the home and school is formed.
- Coordinates requests for written translation services from English to the student's home language (e.g. bus schedules, redesignation, student health history, report cards, parent letters, etc.) for the purpose of providing information to non-English speaking parents to support the education process.
- Implements all phases of the English learner program (e.g. student placement, parent notifications, reclassification, etc.) for the purpose of ensuring participants in the program have met required state and federal regulations and confidentiality of records are maintained.
- Inputs data into student information system (e.g. English learner testing data, program information, etc.) for the purpose of ensuring accuracy of data in compliance with established policies and guidelines.
- Interprets verbal and written communication of non-English speaking students and parents (e.g. parent/teacher meetings, health screenings, etc.) for the purpose of assisting in communication with teachers and other school personnel.
- Maintains a variety of files and/or records (e.g. English learner testing reports, student information system, annual Language Census, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Participates in meetings, workshops, trainings, and seminars (e.g. English Language Advisory Committees, parent conferences, in-service training, staff meetings, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of documents, reports and written materials (e.g. parent notification forms and information materials, etc.) for the purpose of communicating information to parents, staff; providing written support, developing recommendations and/or conveying information.
- Responds to inquiries from a variety of internal and external sources (e.g. parents, teachers, school and District personnel, etc.) for the purpose of providing information and/or direction regarding English learner program.
- Translates accurately and concisely documents and other materials to and from English and the students' native language (e.g. parent notifications, flyers, letters, etc.) for the purpose of providing translation for school and District-level functions.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: translating and interpreting English to Vietnamese and Vietnamese to English communication; operating standard office equipment including related software applications; planning and managing projects; preparing and delivering training materials to groups and individuals; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of English and second language grammar and punctuation; codes and regulations relating to employment.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups including those with limited English proficiency; maintaining confidentiality; meeting deadlines and schedules; and occasionally working nonstandard hours.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education Targeted, job related education with study in job-related area.

Equivalency

Required Testing

Job-Related Skills Proficiency Test

Certificates

Continuing Educ./Training

Clearances

Criminal Background Clearance

DOJ Fingerprint Clearance
Tuberculosis Clearance

FLSA Status
Non Exempt

Approval Date

Salary Range
36

DRAFT

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **EXTENSION OF ELIGIBILITY LIST**

DATE: June 13, 2017

Instructional Science Materials Asst.

Expires 8/04/2017

*7 Ranks on the list

RECOMMENDATION

It is recommended to extend the eligibility list for Instructional Science Materials Asst.

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: June 12, 2017

Job announcements posted since the last regular meeting of the Personnel Commission are attached as an information item:

Interdepartmental Transfers:

Extended School Program Instructor at Cox

Library Media Technician at Cox

Interdepartmental Transfers: Limited Term Extended School Year Positions

Food Service Worker

Open and Promotional:

Library Media Technician at Cox



Fountain Valley School District

Personnel Commission

10055 Slater Avenue, Fountain Valley, CA 92708 (714) 843-3228 www.fvsd.us

CLASSIFIED EMPLOYMENT OPPORTUNITY

Extended School Program Instructor

Interdepartmental Transfer

The following position is posted in accordance with Personnel Commission rules and will be filled by “ready and willing” transfer eligibles or from the current list of “ready and willing” certified eligibles

OPENING DATE:	June 12, 2017
CLOSING DATE:	June 16, 2017 at 4:00 p.m.
SALARY:	\$17.35 - \$21.08 per hour (Range 25, 5 Steps)
HOURS:	18.25 hrs/wk – MTWF, 1:30 – 5:00 pm, Thursday – 12:15 – 4:30 pm
TERM:	9.6 months a year, Start date 9/6/2017
VACANCIES:	One Vacancy at Cox School

THE JOB

Under the direction of the Director-Child Care Program, organize and implement a high quality, cost-effective program that provides before and after school child care fully integrated with the elementary school program; assure compliance with school objectives to meet the needs of children, parents, school and the community.

APPLICATION PROCESS

Present employees in the position of Extended School Program Instructor wanting to transfer must send or email a note to the Personnel Department at johnsond@fvsd.us asking to be considered for a position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. **The Personnel Department must receive all employee requests by 4:00 p.m., June 19, 2017. POSTMARKS WILL NOT BE ACCEPTED.**

<p>The Fountain Valley School District is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, gender, age, marital status, religion, or disability in compliance with federal and state laws.</p>
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No portion of this announcement is an express or implied contract with applicants. The Personnel Commission reserves the right to cancel, change, or rescind any portion of this announcement at any time.

Regular employees assigned four or more hours per day will become members of the Public Employees Retirement System. All regular classified employees will become members of California School Employees Association or pay a service fee.



Fountain Valley School District

Personnel Commission

10055 Slater Avenue, Fountain Valley, CA 92708 (714) 843-3228 www.fvdsd.us

CLASSIFIED EMPLOYMENT OPPORTUNITY

Library/Media Technician

Interdepartmental Transfer Only

The following position is being posted in accordance with the CSEA contract to notify employees of open positions.

POSTING DATE:	May 31, 2017
CLOSING DATE:	June 07, 2017
SALARY:	Current Rate of Pay
HOURS:	20 hrs/wk, Monday – Thursday – Hours to be determined
TERM:	9.6 mo/yr – Beginning 9/6/2017
VACANCIES:	One Position at Cox School

THE JOB

Under the direction of the School Principal, provide an organized program of library services, and perform a variety of technical clerical functions in support of the school library including the selection, circulation, cataloging, maintenance and distribution of books and other instructional materials; assist students and teachers and other staff in the use of print and non-print library/media resources. The ideal candidate is very knowledgeable in the field, has strong work skills, and gets along well with co-workers and students.

APPLICATION PROCESS

Present employees wanting to transfer must send a memo or e-mail Donna Johnson in the Personnel Department (johnsond@fvdsd.us). The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. **The Personnel Office must receive all employee requests by 4:00 p.m., June 07, 2017. POSTMARKS WILL NOT BE ACCEPTED.**

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from “ready and willing” transfer eligibles and the top three ranks of “ready and willing” certified eligibles.

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Fountain Valley School District

Personnel Commission

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CLASSIFIED EMPLOYMENT OPPORTUNITY

FOOD SERVICES WORKER

Interdepartmental

LIMITED TERM POSITION FOR EXTENDED SCHOOL YEAR PROGRAM

The following position is posted in accordance with Personnel Commission rules and will be filled by employees currently holding the position of Food Services Worker or current employees who have successfully held this position in the past.

POSTING DATE:	May 25, 2017
CLOSING DATE:	June 15, 2017 at 4:00 p.m.
TERM:	June 27 – July 27, 2017 (July 4th Holiday observed)
HOURS:	9:00 a.m. – 10:00 a.m. (1hr/day: 4 hrs/week) (July 7, July 14, and July 21 are non-work days)
SALARY:	Current rate of pay
VACANCY:	1 position at Plavan School

PLEASE NOTE: *The above position is Limited Term, beginning June 27, 2017, ending on or before July 27, 2017. Permanent District employees accepting a limited term position will receive benefits earned under the contract.*

THE JOB

Under the direction of the Director, Food Services, this position provides for the nutritious and timely service of foods to students and staff at an assigned school site; orders and sells prepared food to students and faculty; and maintains accurate records of food service activities.

APPLICATION/SELECTION PROCESS

This position is open to employees currently holding the position of Food Services Worker or current employees who have successfully held this position in the past. Employees who meet these criteria must send a memo or email to the Personnel Office by 4:00 p.m., June 15, 2017. Emails should be sent to: johnsond@fvsd.us.

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Fountain Valley School District

Personnel Commission

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CLASSIFIED EMPLOYMENT OPPORTUNITY

Library/Media Technician

Open and Promotional

The following position is being posted in accordance with Personnel Commission rules to establish an eligibility list for current and future vacancies that will be filled by transfer eligibles or certified eligibles.

POSTING DATE:	June 12, 2017
CLOSING DATE:	July 5, 2017 at 4:00 p.m.
SALARY:	\$19.76 - \$24.02 per hour (Range 38, 5 Steps)
HOURS:	20 hrs/wk; Schedule to be determined
TERM:	9.6 months per year – Start Date 9/6/2017
VACANCY:	One position at Cox School

THE JOB

Under the direction of the School Principal, provide an organized program of library services, and perform a variety of technical clerical functions in support of the school library including the selection, circulation, cataloging, maintenance and distribution of books and other instructional materials; assist students and teachers and other staff in the use of print and non-print library/media resources. The ideal candidate is very knowledgeable in the field, has strong work skills, and gets along well with co-workers and students.

DUTIES

Check books in and out at the circulation desk; process returned books and place in appropriate shelf location; communicate with Principal and coordinate with teachers and other staff members to schedule the use of the library and computer lab, use appropriate print and online sources to select, evaluate, order, and distribute library resources; collaborate with teachers, staff, and students to identify materials meeting students' needs; assist students and teachers in the selection and location of books, periodicals, articles and other media materials; instruct students in the proper use and care of library materials, search station (online card catalog), organization and rules of the library, Dewey Decimal System and circulation procedures, assist individuals and groups of students in the use of basic reference sources in finding and selecting materials; operate and trouble-shoot problems with a variety of library/media center equipment, including a computer workstation, printer, scanner, and the search stations; maintain records of overdue materials and send notices to students, parents, and teachers; collect fees for damaged or lost books; generate monthly circulation figures; inventory the collection and reconcile records; weed out damaged and outdated books as determined by district policy and other appropriate sources; use Follett application software to create and maintain patron, inventory, circulation and catalog collection databases; catalog library books, periodicals, and audio-visual materials; maintain the library and the collection in a neat and orderly manner; prepare, organize and conduct story time activities; train and direct the work of parents, volunteers and students in the operation and procedures of the library as assigned; organize and participate in book fairs, promote special reading programs and other library events; repair, mend and maintain damaged library materials as necessary; prepare and decorate the library and bulletin boards according to holiday, special events and

See Other Side

activities and other displays; attend workshops and conferences to maintain an awareness of the latest trends and developments in the library media/information literacy field.

MINIMUM REQUIREMENTS

Any combination equivalent to: graduation from high school, supplemented by college-level course work in library science and two years experience working in a library or instructional setting.

KNOWLEDGE AND ABILITIES

Knowledge of: Library practices, procedures and terminology; basic Dewey Decimal System and card/computer cataloging system; operation of a computer and data entry and retrieval techniques; basic library reference materials and resources, both print and non-print; Children's literature/authors and grade level appropriate material; appropriate operating systems and library software such as Circulation Plus, Catalog Plus, word processing, spreadsheets, and databases; US MARC records; modern office practices, procedures and equipment; basic record-keeping techniques; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication standards and practices.

Ability to: Learn, apply and explain policies, procedures, rules and regulations; learn and apply basic computer skills; work independently with little direction; establish and maintain cooperative and effective working relationships with others; maintain records and prepare reports; communicate effectively both orally and in writing; remain flexible to changing priorities and schedules; type at an acceptable rate of speed.

APPLICATION PROCESS

Applicants must apply through www.edjoin.org which can be accessed through our website - www.fvvsd.us . All applications **must be submitted through Ed Join by 4:00 p.m., July 5, 2017.**

EXAMINATION PROCESS

The examination process will consist of the following parts, to be held on the dates listed below. This schedule is subject to change.

Relative Weights of Examination:

Written test (40%)	Thursday, July 6, 2017 at 9:00 a.m.
Qualifications Appraisal Interview (60%)	Week of July 17, 2017

Examinations will be conducted at the Fountain Valley School District Office

Applicants who may need reasonable accommodation for testing or interviewing must notify the Personnel Department at (714) 843-3228 before the date of testing.

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from the top three ranks of "ready and willing" certified eligibles on the list, along with "ready and willing" transfer eligibles. Promotional candidates will receive seniority credit based on their length of service. The eligibility list for this position will be established for twelve months. All employment offers are conditional, based upon successful completion of the medical examination, fingerprinting, conviction clearance, and a test for active tuberculosis.

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Regular employees assigned four or more hours per day will become members of the Public Employees Retirement System. All regular classified employees will become members of California School Employees Association or pay a service fee.

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **PERSONNEL COMMISSION BUDGET 2017-2018:
REVIEW AND ADOPTION**

DATE: June 12, 2017

Attached is information for the Personnel Commission Budget 2017-2018: Review and Adoption.

RECOMMENDATION

It is recommended to adopt/approve the 2017-2018 Personnel Commission Budget.

Cost Center: 4281Personnel Commis

Manager: 0071Personnel Comm.

FOUNTAIN VALLEY SD

3 Year Budget Worksheet by Manager/Cost Center

As of: 05/19/2017
Sub Fund: 0101GENERAL FUND

Pseudo Object	Personnel Commission	Type	2015 - 2016		2016 - 2017		2017 - 2018		012819771
			Actual	Budget CB	Encumbrances	Actual	Budget B1		
2320	Supervisors & Administrators	XP	66,390.04	68,499.00	0.00	57,113.60	67,862	2320	
2410	Sch Off Mgr., Off/Admin Assist.	XP	31,870.49	32,732.00	0.00	27,563.60	33,001	2410	
2413	Additional Duty - Cler,Tech,OF	XP	549.83	500.00	0.00	54.90	500	2413	
2430	Confidential Salaries	XP	72,163.35	80,955.00	0.00	63,336.72	69,144	2430	
2470	Overtime - Clerical,Tech,OF	XP	365.74	250.00	0.00	36.60	250	2470	
3202	PERS-CLASSIFIED	XP	20,084.89	24,302.00	0.00	19,408.20	26,148	3202	
3314	MEDICARE-CLASSIFIED	XP	2,408.57	2,653.00	0.00	2,080.84	2,465	3314	
3354	ALTERNATIVE RETIRE-CLASSIFIED	XP	12.35	14.00	0.00	11.05	14	3354	
3356	OASDI-CLASSIFIED	XP	10,115.71	11,273.00	0.00	8,507.14	10,472	3356	
3402	HEALTH & WELFARE-CLASSIFIED	XP	42,500.10	45,750.00	0.00	38,250.00	45,750	3402	
3502	SUI-CLASSIFIED	XP	82.29	86.00	0.00	67.89	84	3502	
3602	WORKERS'COMP-CLASSIFIED	XP	3,990.36	4,130.00	0.00	3,344.27	4,216	3602	
3954	Long Term Disability-Class	XP	279.00	295.00	0.00	248.00	279	3954	
4325	Office Supplies	XP	853.18	550.00	75.08	456.02	550	4325	
5210	Travel, Conference, Workshop	XP	1,415.04	4,008.00	0.00	4,007.60	2,500	5210	
5290	Mileage Non Taxable	XP	207.84	100.00	0.00	0.00	100	5290	
5390	Dues and Membership Non Taxabl	XP	2,547.00	2,750.00	0.00	2,690.00	2,750	5390	
5813	Consultant	XP	0.00	25,000.00	0.00	24,497.50	14,000	5813	
5825	Advertising	XP	613.28	600.00	0.00	460.95	600	5825	
5828	Staff Recognition	XP	1,240.05	1,550.00	579.58	767.15	1,550	5828	
Total 012819771 Personnel Commission			257,689.11	305,997.00	654.66	252,902.03	282,235		

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **APPROVAL OF 2017-2018 MEMERSHIPS TO CODESP
AND/OR CSPCA**

DATE: June 12, 2017

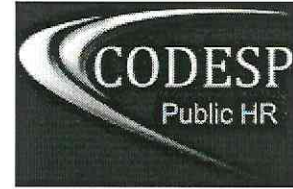
Attached are the invoices for 2017-2018 membership to CODESP and CSPCA for approval.

RECOMMENDATION

The Personnel Commission approve 2017-2018 membership to CODESP.

The Personnel Commission approve 2017-2018 membership to CSPCA.

CODESP
 20422 Beach Blvd. Suite 400
 Huntington Beach CA 92648
 Phone: 714-374-8644



Fountain Valley School District
 Ross Hessler
 10055 Slater Avenue
 Fountain Valley 92708-3405

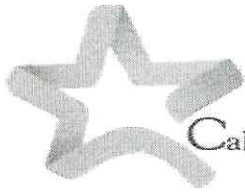
Invoice #:	0003062
Date:	July 1, 2017
Balance Due (USD):	\$2,050.00

To View Your Invoice Online »

1. Go to: <https://codesphr.freshbooks.com/code>
2. Enter this code: 3hg3VYZQ4MjAk5GV

Item	Description	Unit Cost (\$)	Quantity	Price (\$)
Annual Membership Fee	Products and services beginning July 1, 2017 and ending June 30, 2018.	2,050.00	1	2,050.00
<p>NOTES: Please note that our address has changed – we are now in Suite 400.</p> <p>Make all checks payable to CODESP</p> <p>THANK YOU FOR YOUR MEMBERSHIP!</p> <p>Help us go green - Rather than fax, please scan and email documents to codesp@codesp.com</p>				
Subtotal:				2,050.00
Total:				2,050.00
Amount Paid:				0.00
Balance Due (USD):				\$2,050.00
<p>NET 45 Taxpayer ID No. 54-2166843</p> <p>No additional fees for taxes required. CODESP is a Public Agency</p> <p>www.codesp.com</p> <p>Contact us: codesp@codesp.com or (714) 374-8644</p>				

This invoice was sent using FRESHBOOKS



California School Personnel Commissioners Association
Supporting Education Through Merit

Annual Association Dues Invoice

Invoice # 22-2017-18

Date: April 10, 2017

Bill To:	Send Payment To:
Fountain Valley ESD 10055 Slater Avenue Fountain Valley, CA 92708 Ross Hessler, Director hesslerr@fvsd.us (714) 843-3228	Jennie Batiste 681 Daniel Dr. Santa Maria, CA 93454 jenniebatiste2@gmail.com (805) 714-6455

Please pay by check payable to CSPCA and include a copy of this invoice.

Dues Year	Number of Classified Employees	Dues Amount
2017-18	368	\$700.00

Please update any information for your district or Personnel Commissioners so we may update our records.

	Board Appointee	Employee Appointee	Joint Appointee
Name	Bill Mullin	Stephen Einstein	Carol Davis
Address	9436 Gull Circle Fountain Valley, CA 92708	18239 Mount Kristina Fountain Valley, CA	17796 Oak Street Fountain Valley, CA 92708
Phone/Email	714-962-2265 wlm1945@aol.com	714-963-0285 rebgiraffe@aol.com	714-963-0878 cadavis42@earthlink.net
Year Appointed	1988	1990	2005

Thank you for your continued membership with CSPCA.