

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting AGENDA

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

June 23, 2022
3:30 p.m.

Mrs. Carol Davis, Chairperson
Mr. Tony McCombs, Vice Chairperson
Mr. William Mullin, Member
Mrs. Carmen Serna, 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, April 28, 2022** *Action*
(Attachment #1)
- 4. Reading and Approval of Minutes - Regular Meeting of the Personnel Commission, May 26, 2022** *Action*
(Attachment #2)
- 5. Agenda, Regular Meeting of the Board of Trustees, June 16, 2022** *Information*
(Attachment #3)
- 6. Director's Report** *Information*
- 7. Commissioner's Comments** *Information*
- 8. 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

9. Reclassification of Maintenance and Operations Office Assistant to Maintenance and Operations Administrative Assistant - *Action*
(Attachment #4)

10. Eligibility Lists *Action*
Instructional Assistant – Bilingual, Instructional Assistant –Mild/Moderate, and Instructional Assistant –Moderate/Severe
(Attachments #5 - #6)

PERSONNEL

11. Job Announcements *Information*
(Attachments #7 - #12)

FINANCIAL

12. Personnel Commission Budget 2022- 2023: Second Reading and Adoption. *Action*
(Attachment #13)

CLOSED SESSION

13. Closed Session

The Commission may discuss one or more of the following topics in Closed Session:

1. Personnel
2. Legal Advice

NEXT MEETING

14. The next meeting of the Personnel Commission will be:

**August 25, 2022
3:30 p.m.
Board Room**

ADJOURNMENT

15. Adjournment

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **MINUTES, PERSONNEL COMMISSION-REGULAR
MEETING OF APRIL 28, 2022**

DATE: June 10, 2022

Attached for your approval are the minutes of the Personnel Commission regular meeting of April 28, 2022.

RECOMMENDATION

The Personnel Commission approve the minutes of the April 28, 2022 Personnel Commission regular meeting.

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING

MINUTES

April 28, 2022

3:30 p.m.

Mrs. Davis called the Regular Meeting of the Personnel Commission to order at 3:34 p.m. in the Board Room at 10055 Slater Avenue, Fountain Valley, California 92708. Mr. Talley led the Pledge of Allegiance.

Present for the entire meeting:

Mrs. Carol Davis, Chairperson
Mr. William Mullin, Member
Mrs. Carmen Serna, Director Human Resources

Mr. Tony McCombs, Member (Absent)

GENERAL FUNCTIONS

Approval of Agenda

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

Introduction of Guests

Mr. Talley, CSEA President, attended.

Introduction of Staff

Ms. Abdel was in attendance.

Minutes, Regular Meeting of the Personnel Commission, March 24, 2022

Mr. Mullin moved to approve the minutes as presented. Automatic second used due to absence of Mr. McCombs. Motion carried.

Agenda, Regular Meeting of the Board of Trustees, April 21, 2022

Presented as an information item only.

Minutes, Special Meeting of the Board of Trustees, March 5, 2022

Presented as an information item only.

Minutes, Regular Meeting of the Board of Trustees, March 10, 2022

Presented as an information item only.

Minutes, Regular Meeting of the Board of Trustees, March 24, 2022

Presented as an information item only.

Minutes, Special Meeting of the Board of Trustees, April 4, 2022

Presented as an information item only.

Director's Report

Mrs. Serna shared she attends the School Office Manager (SOM) meetings and has had an opportunity to provide personnel updates to school office staff. The most recent SOM meeting was held on April 27, 2022.

Mrs. Serna reported she is participating in the CSPCA Merit Academy along with Mr. Jeremy Talley (CSEA President); topics from the CSPCA Merit Academy include: Roles of the Director, Personnel Commission & Supporting staff; Brown Act and Parliamentary Procedures; and Recruitment and Examination. Mrs. Serna attended Open House at Cox Elementary and Masuda Middle School. It was heartwarming to resume this event in person and resuming some normalcy after Covid-19. It was evident that students and parents enjoyed the evening. Mrs. Serna thanked everyone who coordinated the FVSD Art Showcase. The Art Showcase was well attended and students had an opportunity to participate in various stations that included: marble paint art, string paint art, “build your own plant” and drawing. Middle school students entertained with songs and the food trucks were enjoyed by many attendees. Mrs. Serna stated the Employee Appreciation Night is scheduled for May 26, 2022. It was determined by the Personnel Commissioners the event will be held at the District Office Board Room following the Personnel Commission meeting.

Commissioners’ Comments

Mr. Mullin stated he would like to start inviting and recognizing long-term employees who are retiring at Personnel Commission meetings. Mr. Mullin shared several children who live in his neighborhood who are FVSD students attended the Art Showcase and enjoyed the event. Mr. Mullin reminded staff who attended the CSPCA Conference that resources can be found on th CSPCA website. Mrs. Davis stated the Art Showcase was very successful and it was a lovely evening.

Public Comments

Mr. Talley expressed his appreciation to Mrs. Serna and Ms. Abdel for giving him the opportunity to participate in the CSPCA Merit Academy.

ADMINISTRATION

Eligibility Lists

Mr. Mullin moved to approve the eligibility lists for ESP Instructor, Instructional Assistant- DHH, Food Service Worker, Substitute Services Technician, Instructional Assistant- Mild/Moderate, and Instructional Assistant- Moderate/Severe. Automatic second used due to absence of Mr. McCombs. Motion carried.

PERSONNEL

Job Announcements

The interdepartmental transfer job postings for Library/Media Technician and Office Assistant was reviewed along with the dual certification postings for Bus Aide- Special Education and Field Support Help Desk Technician.

FINANCIAL

Personnel Commission Budget-Year to Date

The year-to-date Personnel Commission budget was reviewed.

CLOSED SESSION

No closed session.

NEXT MEETING

The next meeting of the Personnel Commission will be:

**Regular Meeting:
May 26, 2022 at 3:30 p.m.
Board Room**

ADJOURNMENT

The April 28, 2022, regular meeting of the Personnel Commission adjourned at 4:10 p.m.

Mrs. Carol Davis, Chairperson

Mr. Mullin for Mr. McCombs Vice-Chairperson

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **MINUTES, PERSONNEL COMMISSION-REGULAR
MEETING OF MAY 26, 2022**

DATE: June 7, 2022

Attached for your approval are the minutes of the Personnel Commission regular meeting of May 26, 2022.

RECOMMENDATION

The Personnel Commission approve the minutes of the May 26, 2022 Personnel Commission regular meeting.

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING

MINUTES

May 26, 2022

3:30 p.m.

Mrs. Davis called the Regular Meeting of the Personnel Commission to order at 3:35 p.m. in the PDC Room at 10055 Slater Avenue, Fountain Valley, California 92708. Mrs. Lucchese led the Pledge of Allegiance.

Present for the entire meeting:

Mrs. Carol Davis, Chairperson
Mr. Tony McCombs, Vice-Chairperson
Mrs. Carmen Serna, Director Human Resources

Mr. William Mullin, Member (Absent)

GENERAL FUNCTIONS

Approval of Agenda

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

Introduction of Guests

No guests attended.

Introduction of Staff

Dr. Stopp, Ms. Abdel, Ms. Fullerton, Mrs. Johnson, and Mrs. Lucchese were in attendance.

Public Hearing for 2022-2023 Personnel Commission Budget

Mrs. Davis opened the public hearing for comments. Since no comments were received, Mrs. Davis then closed the public hearing.

Minutes, Regular Meeting of the Personnel Commission, April 28, 2022

Approval held until the next meeting as Mr. McCombs was absent during the last meeting.

Agenda, Regular Meeting of the Board of Trustees, May 19, 2022

Presented as an information item only.

Director's Report

Mrs. Serna reported Classified Personnel has been very busy processing new hires, resignations, retirements, leave of absences and numerous other Personnel items. The Classified Personnel Report is several pages long and this very important work cannot be done without mentioning the hard work led by Donna Johnson and Lisa O'Cain. In addition, an appreciation to Mrs. Johnson and Mrs. Montague for their hard work revising salary schedules for 2021/2022 and 2022/2023. Mrs. Serna shared the Personnel Department welcomed Marti Cope as the new Sub Services Technician. Mrs. Serna is looking forward to celebrating years of service, retirees, and employees of the year at our Classified Celebration on May 26. She reminded everyone CSEA is hosting a pizza event at Lampost to celebrate honorees.

Commissioners' Comments

Mrs. Davis mentioned that the Employee Recognition was going to be a happy night.

ADMINISTRATION

Budget Update Presentation

Mrs. Fullerton presented a budget update to the Personnel Commission. She presented information on the state of the economy and the Governor's proposed budget. Mrs. Fullerton summarized the current general fund including one-time monies.

Public Comments

Dr. Stopp introduced herself and shared briefly about her background. She stated that she is humbled and honored to be serving as the new Superintendent for FVSD. Dr. Stopp thanked the Personnel Commission for the important role they fill at the District.

Eligibility Lists

Mr. McCombs moved to approve the eligibility lists for Behavior Intervention Assistant, Field Support Help Desk Technician, and Special Education Bus Aide. Automatic second used due to absence of Mr. Mullin. Motion carried.

PERSONNEL

Job Announcements

The interdepartmental transfer job posting for Noon Duty Aide was reviewed along with the dual certification posting for Instructional Assistant Biligual- Spanish and Vietnamese.

FINANCIAL

The Personnel Commission participated in the first reading and review of the proposed 2022-2023 budget.

CLOSED SESSION

No closed session.

NEXT MEETING

The next meeting of the Personnel Commission will be:

Regular Meeting:

June 23, 2022 at 3:30 p.m.

PDC Room

ADJOURNMENT

The May 26, 2022, regular meeting of the Personnel Commission adjourned at 4:18 p.m.

Mrs. Carol Davis, Chairperson

Mr. McCombs Vice-Chairperson

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **AGENDA, OF THE BOARD OF TRUSTEES REGULAR
MEETING OF JUNE 16, 2022**

DATE: June 13, 2022

Attached for your information is the agenda of the Board of Trustees regular meeting of June 16, 2022.



Fountain Valley School District

BOARD OF TRUSTEES
REGULAR MEETING

A G E N D A

10055 Slater Avenue
Fountain Valley, CA 92708

June 16, 2022

- CALL TO ORDER: 6:30PM
- ROLL CALL
- APPROVAL OF AGENDA

M _____
 2nd _____
 V _____

- PLEDGE OF ALLEGIANCE

SPECIAL PRESENTATIONS

1. CELEBRATION OF NATIONAL BLUE RIBBON SCHOOL ISOJIRO OKA ELEMENTARY SCHOOL

The Board of Trustees will welcome Orange County Department of Education Superintendent Dr. Al Mijares to celebrate Isojiro Oka Elementary School, recently named a National Blue Ribbon School.

2. RECOGNITION OF SUPERINTENDENT PARENT COUNCIL PARENT VOLUNTEERS

It is an interest of the Board of Trustees to recognize outstanding parent volunteers who give generously of their time and talents to our schools. From our Superintendent Parent Council, the Board shall recognize and thank Petra Erlandson, Alina Newton, Elizabeth Hindman, James Hindman, Gen Maciel and Sherri Witcher, in addition to PTA/O Presidents Carrie Lustig, Kelly Shepherd, Kristi Hata, Marisa Winch, Ryan Beacham, Joelle Walton, Jessica Reed, Jamie Yeung, Laura Ehrlich, April Twenhafel and Lindsey Soderberg.

3. CELEBRATION OF FOUNTAIN VALLEY SCHOOL DISTRICT TEACHER OF THE YEAR JILL SUMMERHAYS

The Board of Trustees will join staff and the community to honor Plavan Teacher, Jill Summerhays, honored this evening as Fountain Valley School District's Teacher of the Year 2022.

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.

4. CELEBRATION OF FOUNTAIN VALLEY SCHOOL DISTRICT CLASSIFIED EMPLOYEE OF THE YEAR ANNIE REYES

The Board of Trustees will join staff and the community to honor Bus Driver, Annie Reyes, honored this evening as Fountain Valley School District's Classified Employee of the Year 2022.

5. CELEBRATION OF FVSD TEACHERS COMPLETING TWO-YEAR 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 five 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: Brooke Elsasser, Heather Mishler, Hannah Lipman, Heather Spenser and Charles Vosough. The District recognizes their commitment and hard work as well as that of their mentors, Lauren Voss, Randi Hubbard, Kristi Manthorne, Alyssa Brignardello and Kathy Lewis, who supported them while they completed the program.

- RECESS

STAFF REPORTS AND PRESENTATIONS

6. 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

7. 2022-2023 LOCAL CONTROL ACCOUNTABILITY PLAN

A public hearing shall be held for the purpose of discussing the Fountain Valley School District's Local Control Accountability Plan for the year ending June 30, 2023. Public input is welcomed.

8. PUBLIC HEARING FOR 2022-2023 BUDGET

A public hearing shall be held for the purpose of discussing the proposed 2022-2023 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. 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 in writing after the meeting, or direct that additional information be provided to the Board on a future agenda.

In order to address the Board of Trustees, please comply with the procedures listed on the goldenrod form, *For Persons Wishing to Address the Board of Trustees* and give the form to the Executive Assistant.

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

LEGISLATIVE SESSION

9. RESOLUTION 2022-21 BIENNIAL GOVERNING BOARD ELECTION

M ___
2nd ___
V ___

The election of governing board members is ordered by law pursuant to §5000 of the Education Code to fill the office of members whose terms expire on December 9, 2022, next succeeding the election.

Superintendent’s Recommendation: It is recommended that the Board of Trustees adopts Resolution 2022-21 Resolution and Order of Biennial Election and Specifications of the Election Order.

10. 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

10-A. Board Meeting Minutes from May 19th regular meeting

- 10-B.** Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- 10-C.** Donations
- 10-D.** Warrants
- 10-E.** Purchase Orders
- 10-F.** Budget Transfers and Adjustments

Consent Items

10-G. SCHOOL-BASED MEDI-CAL ADMINISTRATIVE ACTIVITIES (SMAA) PARTICIPATION AGREEMENT

Superintendent's Comments: It is recommended that the Board of Trustees approve the School-based Medi-Cal Administrative Activities (SMAA) Participation Agreement for the term of July 1, 2022 through June 30, 2023 and authorize the Superintendent or designee to sign all documents.

10-H. BIO-ACOUSTICAL CORPORATION

Superintendent's Comments: It is recommended that the Board of Trustees approves the contract between Bio-Acoustical Corporation and Fountain Valley School District for the 2022-2023 school year.

10-I. EDUCATIONAL TECHNOLOGIES ANNUAL RENEWALS

Superintendent's Comments: It is recommended that the Board of Trustees approves annual agreements for the 2022-23 school year.

10-J. APPOINTMENT OF PARENTS TO THE COMMUNITY ADVISORY COMMITTEE (CAC) AS REPRESENTATIVES FOR THE FOUNTAIN VALLEY SCHOOL DISTRICT FOR THE 2022-2023 SCHOOL YEAR

Superintendent's comments: It is recommended that the Board of Trustees approves the appointment of parents to the Community Advisory Committee (CAC) as representatives of Fountain Valley School District for the 2022-2023 school year.

10-K. AUTHORIZE THE USE OF THE ANAHEIM UNION HIGH SCHOOL DISTRICT BID #2021-18 MILK AND DAIRY PRODUCTS FOR THE PURCHASE OF MILK, JUICE AND DAIRY PRODUCTS

Superintendent's Comments: It is recommended that the Board of Trustees authorizes the Superintendent or her designee, to approve the Anaheim Union High School District Bid #2021-18 (piggyback) 2022-2023 for milk, juice and dairy products.

10-L. REVIEW OF INVESTMENT POLICY

Superintendent's Comments: It is recommended that the Board of Trustees receives the Investment Policy for review.

10-M. AWARD BID #22-03 ASPHALT PAVING – VARIOUS SITES

Superintendent's Comments: It is recommended that the Board of Trustees awards Bid# 22-03 to Universal Paving Co., Inc. in the amount of \$950,000.00 and authorizes the Superintendent or her designee to sign all documents on behalf of the District.

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**

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.

- **REPORT OUT OF CLOSED SESSION**

The Board President will report out on action taken, if any.

- **APPROVAL TO ADJOURN**

The next regular meeting of the Fountain Valley School District Board of Trustees is on Thursday, June 23, 2022 at 6:30PM.

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 luccheser@fvsd.us or calling 714.843.3255 during normal business hours.

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 at luccheser@fvsd.us or calling 714.843.3255.



MEMORANDUM

TO: Personnel Commission
FROM: Carmen Serna, Director, Human Resources
SUBJECT: RECLASSIFICATION STUDY OF MAINTENANCE AND OPERATIONS
OFFICE ASSISTANT TO ADMINISTRATIVE ASSISTANT
DATE: June 17, 2022

Background

This request was brought to me by the Director of the position in question, Maintenance and Operations and the Office Assistant. Mr. Hastie, Director of Maintenance and Operations, reported the current classification specification did not accurately describe the duties being performed by the incumbent, Rhonda Mello. A Position Classification Questionnaire was completed by Rhonda Mello and Mr. Hastie. They reviewed the current duties of Rhonda's position and identified the accretion of duties by Ms. Mello in her current position of Office Assistant. The information was reviewed and approved by Mr. Hastie and his supervisor, Chris Fullerton, Assistant Superintendent, Business Services.

The employee in this case, has been performing increasingly higher level clerical/administrative duties, comparable to the Administrative Assistant level and has been doing so for longer than two years.

Analysis

The position of Office Assistant is placed on Range 36. Above in the hierarchy in the class of Clerical are various classifications including School Office Manager and Administrative Assistant (both Range 53).

Over the past two years, the depth and complexity of tasks that Ms. Mello has been performing has increased substantially, going beyond clerical duties to providing administrative support to the Director, ensuring efficient operation of support functions, and coordinating and performing assigned projects. For example, Ms. Mello has been providing administrative support as follows:

- time sheets for Maintenance and Operations and Transportation
- expenditures/budget
- conferring with Director regarding State regulations
- preparing information such as performance bonds for Director
- scheduling fields trips as needed

- bid notices and openings for District outside work
- scheduling in-service workshops/seminars (i.e. Samba safety, drivers records)
- maintains bid notices documents, notice of completion of work
- CEQA (California Environmental Quality Act) filings
- payment and performance bonds
- creates correspondence for Director
- processes timesheets, work orders, purchase requisitions
- monitors budget and is responsible for purchase orders, budget transfers and invoices
- reconciles account balances for assigned budget
- processes construction pay applications

The minimum qualifications for Administrative Assistant include any combination of education and experience equivalent to: job related experience with increasing levels of responsibility, targeted job related education that is equivalent to graduation from high school and four years of secretarial and clerical experience. Rhonda Mello meets the minimum qualifications for the position of Administrative Assistant.

Rhonda Mello has increasingly taken on new job duties and responsibilities aligned with Administrative Assistant and meets the requirement to be re-classified without examination and is supported.

It is for this reason that I recommend reclassifying Rhonda Mello to Administrative Assistant.

Recommendations

1. Reclassify the position of Maintenance and Operations Office Assistant (Range 36) to Administrative Assistant (Range 53)
2. Reclassify the incumbent, Rhona Mello, with the position due to the accretion of duties. She has been performing this work for longer than two years as required in Education Code Section 45285 and Personnel Commission Rule 309.1.

JOB DESCRIPTION
Fountain Valley School District

Administrative Assistant

Purpose Statement

The job of Administrative Assistant is done for the purpose/s of providing a variety of complex and confidential administrative and secretarial support to assigned administrator(s); conveying information regarding department functions and procedures; ensuring efficient operation of support functions; and coordinating and /or performing assigned projects and site activities.

This job reports to an assigned Director.

Essential Functions

- Compiles data from a wide variety of sources (e.g. time sheets, calendars, expenditures/budget, student records, Education Code, state regulations, county licensing laws, etc.) for the purpose of preparing reports, making recommendations; and/or preparing information for assigned administrator or communicating to parents.
- Coordinates a variety of projects, functions and/or program components (e.g. meetings, community programs, summer camp programs, in-service events, travel and accommodations, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintains a variety of manual and electronic documents files and records (e.g. special education student information, general student information, budget data, employee records, financial records, reports, State funded preschool licensing requirements and eligibility records, QRIS Block Grant records, Children and Family Commission of Orange County (CFCOC), etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a wide variety activities on behalf of assigned Administrator (e.g. student discipline cases, annual schedule, legal cases, program components, meeting arrangements, account balances, work order status, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Participates in, and facilitate as required, a variety of meetings, workshops, and/or trainings (e.g. quarterly MediCal workshops, pre-screening, enrollment, orientation, State and County Licensing updates, staff meetings, etc.) for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Prepares a variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, MediCal reports, State (CSPP) and County (QRIS Block Grant) reports pertaining to student attendance, CFCOC contracts and updates, licensing, program funding and income, family eligibility, ad-hoc reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a variety of documents and materials (e.g. Medi-Cal billing, time sheets, work orders, requisitions, travel reimbursements, budget transfers, grant documentation, enrollment, tuition invoices, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Procures supplies and materials (e.g. office supplies, teaching supplies, technology, etc.) for the purpose of maintaining availability of required items.
- Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances.

- Represents assigned Administrator/personnel in their absence (e.g. interact with parents, staff, and teachers; responding to inquiries from parents or staff, etc.) for the purpose of conveying and/or gathering information required for their functions.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, program participants, providers, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/ accommodations, licensing visits, orientation sessions, facility usage, etc.) for the purpose of making necessary arrangements for assigned administrators.
- Supports assigned administrative personnel (e.g. setup meetings, answer phones, compose memos/letters, manage calendars, etc.) for the purpose of providing assistance with their functions and responsibilities.

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 need to occasionally 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 using job related software applications, including Microsoft Office suite; preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: District operations and procedures; applicable laws, rules and regulations such as Title 5 & 22, State and Local licensing requirements; accounting/bookkeeping principles; business telephone etiquette; common office machines; and concepts of grammar and punctuation; and office methods and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting and adapting to changing work priorities, communicating with diverse groups, maintaining confidentiality, meeting deadlines and schedules, being attentive to details, working as part of a team, and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. 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 75% sitting, 10% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

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

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

Equivalency Graduation from high school, preferably supplemented by course work in secretarial science, and four years secretarial and clerical experience.

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

12/14/2017

Revised 3/28/19

Salary Range

53

JOB DESCRIPTION
Fountain Valley School District

Office Assistant - Department

Purpose Statement

The job of Office Assistant - Department is done for the purpose/s of greeting and directing visitors; responding to inquiries from staff, the public, parents, students, etc. by providing requested information and/or referral to other parties; perform a variety of clerical duties in support of assigned department or program.

This job reports to the Assigned Administrator

Essential Functions

- Answers telephone system for the purpose of responding to inquiries, transferring calls to appropriate departments, and/or taking messages.
- Assists the assigned administrator in coordination of daily activities (e.g. substitute food service workers; vendor deliveries, etc.) for the purpose of ensuring that all department and program services are fully staffed, equipment in working order, and all appropriate paperwork completed in accordance with District policies.
- Communicates with other department personnel (e.g. orders, deliveries, inventory, etc.) for the purpose of coordinating activities, resolving issues and conflicts and exchanging information.
- Maintains a wide variety of manual and electronic documents files and records (e.g. vendor invoices, reports, inventory, supply orders, etc.) for the purpose of providing accurate information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors budget allocations, expenditures, fund balances and related financial activities (e.g. invoices, purchase orders, petty cash, etc.) for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Performs general clerical functions (e.g. scheduling, copying, faxing, data entry, filing, etc.) for the purpose of supporting office operations.
- Prepares a variety of documents (e.g. correspondence, reports, department time sheets and time cards, etc.) for the purpose of communicating information and/or creating accurate documentation in compliance with established guidelines.
- Processes documents from the school sites (e.g. frozen, dry and refrigerated food orders; requisitions; work orders, etc.) for the purpose of ensuring orders are delivered; services performed; and inventory is maintained at an appropriate level for completing and fulfilling orders.
- Receives a variety of items (e.g. mail, special deliveries, packages, supplies, messages, etc.) for the purpose of distributing materials to appropriate parties.
- Responds to questions and notify internal and external parties (e.g. department personnel, vendors, school site personnel, etc.) for the purpose of providing appropriate information in a timely manner.
- Supports all program or departmental operations for the purpose of providing assistance with departmental functions for the completion of tasks, goals and assignments.

Other Functions

- Performs other related duties as assigned (e.g. ring bell on special events, etc.) 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 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: preparing and maintaining accurate records; operating standard office equipment; and utilizing pertinent software applications, including Word, Excel and email.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; 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: business telephone etiquette.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; adapting to changing priorities; working with frequent interruptions; communicating with diverse groups; and displaying tact and courtesy.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising 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 some opportunity to effect 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 50% sitting, 30% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency Graduation from high school and one year of increasingly responsible clerical and secretarial experience.

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

Non Exempt

Approval Date

12/14/2017

Salary Range

36

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **ELIGIBILITY LISTS**

DATE: June 7, 2022

Attached are the eligibility lists for:

Instructional Assistant – Bilingual

Instructional Assistant – Mild/Moderate

Instructional Assistant –Moderate/Severe

RECOMMENDATION

The Personnel Commission approve the eligibility lists enumerated above.

Attachments #5-#6

ELIGIBILITY LIST
IA Spanish
EXPIRES 6/08/23

RANK	NAME
1	Eric Sandler

ELIGIBILITY LIST
Instructional Assistant Mild/Moderate
Merged (Updated 6-02-22)

RANK	NAME	EXPIRES
1	Scott Poston	2-10-23
2	Julie Angus	5-24-22
2	Elizabeth Perez	6-02-23
3	Alicia Barragan	5-24-22
4	Michael Dinh	5-24-22
5	Nhi Mai	5-24-22
6	Gassia Kilajian	6-02-23
7	Allie Nguyen	5-24-22
7	Laura Ledezma	5-24-22
8	Stacy Patriarca	5-24-22
9	Lauren Fields	4-08-23
10	Ai Nguyen	6-02-23

ELIGIBILITY LIST
IA Moderate/Severe
Merged (Updated 6-02-22)

RANK	NAME	EXPIRES
1	Scott Poston	2-10-23
2	Nhi Mai	5-24-22
3	Laura Ledezma	5-24-22
4	Stacy Patriarca	5-24-22
5	Vivienne Nguyen	1-21-23
6	Samantha Holmes	4-08-23
7	Shaina Brewster	6-02-23
8	Christine Mercado	1-21-23

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: June 10, 2022

The job announcements posted since the last regular meeting of the Personnel Commission are attached as informational items:

Interdepartmental

Instructional Assistant (Transitional Kindergarten)

Office Assistant

Preschool Instructor

School Office Manager

Dual Certification:

Plumber

Summer Camp:

Recreation Leader



Fountain Valley School District

Personnel Commission

10055 Slater Avenue, Fountain Valley, CA 92708 (714) 843-3228 www.fvsd.k12.ca.us

CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL ASSISTANT

(Transitional Kindergarten)

Interdepartmental Transfer Only

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

POSTING DATE:	June 13, 2022
CLOSING DATE:	June 17, 2022, at 3:30 p.m.
SALARY:	\$19.36 - \$23.55 per hour (Range 21, 5 Steps)
HOURS/TERM:	28.0 hours/day; M,T,W,F 8:00 a.m. – 2:15 a.m., TH 8:00 a.m. – 2:15 a.m.
TERM:	9.6 months per year, for the 2022-2023 school year
VACANCY:	Six Positions – One each at Cox Gisler, Oka, Plavan & two at Tamura School

THE JOB

Under the direction of a Principal, assist a certificated teacher in reinforcing instruction to individuals or small groups of students in a classroom, or other learning environment; assist teachers with the preparation of instructional materials; tutor students in assigned subject areas.

APPLICATION PROCEDURE

Present employees in the classification of Preschool Instructor wanting to transfer must send a written request to the Personnel Department or email to johnsond@fvsd.us asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. Requests must be received by 3:30 p.m., Friday, June 17, 2022. POSTMARKS WILL NOT BE ACCEPTED.

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from “ready and willing” transfer eligibles in the classification of Instructional Assistant and, if necessary, the top three ranks of “ready and willing” certified eligibles on the Instructional Assistant eligibility list.

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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 have the opportunity to become members of California School Employees Association.



Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

OFFICE ASSISTANT - SCHOOL

Interdepartmental Transfer Only

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

POSTING DATE:	May 25, 2022
CLOSING DATE:	June 2, 2022 at 3:30 p.m.
SALARY:	Current rate of pay
HOURS:	28.75 hours per week: Monday - Friday, 7:15 a.m. – 1:00 p.m.
TERM:	10.48 months per year
VACANCIES:	One position at Fulton

THE JOB

Under the direction of the assigned administrator, the job of Office Assistant - School is done for the purpose/s of greeting and directing visitors; responding to inquiries from staff, the public, parents, students, etc. by providing requested information and/or referral to other parties; performing a variety of clerical duties in support of assigned department or program.

APPLICATION PROCESS

Present employees in the classification of Office Assistant wanting to transfer must send a written request to the Personnel Department or email to johnsond@fvsd.us asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. Requests must be received by 3:30 p.m., Thursday, June 2, 2022. POSTMARKS WILL NOT BE ACCEPTED.

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from “ready and willing” transfer eligibles in the classification of Office Assistant and, if necessary, the top three ranks of “ready and willing” certified eligibles on the Office Assistant eligibility list.

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Personnel Commission

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CLASSIFIED EMPLOYMENT OPPORTUNITY
PRESCHOOL INSTRUCTOR
Interdepartmental Transfer Only

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

POSTING DATE:	June 8, 2022
CLOSING DATE:	June 14, 2022 at 3:30 p.m.
SALARY:	Current rate of pay
HOURS:	37.5 hrs/wk: M,T,W,TH,F, 8:00 a.m. – 4:00 p.m. (with ½ hour unpaid lunch)
TERM:	9.6 months/year
VACANCY:	One position at Tamura State for the 2022-2023 School Year

THE JOB

Under the direction of the Director-Child Care Program, the job of Preschool Instructor is done for the purpose/s of planning, organizing and implementing approved curriculum for the development of children enrolled in the District's State or Child Development Center preschool program; provide for a safe and nurturing environment conducive to the growth and development of children.

APPLICATION PROCESS

Present employees in the classification of Preschool Instructor wanting to transfer must send a written request to the Personnel Department or email to johnsond@fvsd.us asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. Requests must be received by 3:30 p.m., Monday, June 13, 2022. POSTMARKS WILL NOT BE ACCEPTED.

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from “ready and willing” transfer eligibles in the classification of Preschool Instructor and, if necessary, the top three ranks of “ready and willing” certified eligibles on the Preschool Instructor eligibility list.

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Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

School Office Manager

Interdepartmental Transfer Only

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

POSTING DATE:	May 25, 2022
CLOSING DATE:	June 2, 2022 @ 3:30 p.m.
SALARY:	Current Rate of Pay
HOURS:	40 hours/week, Hours to be determined
TERM:	10.48 months per year
VACANCIES:	One Position at Gisler School

THE JOB

Under the direction of the Principal, the job of School Office Manager is done to:

- Provide complex and confidential secretarial and administrative support to the school-site principal and other administrators
- Convey information regarding school functions and procedures
- Ensure efficient operation of support functions
- Coordinate assigned projects and site activities

APPLICATION PROCESS

Present employees in the classification of School Office Manager wanting to transfer must send a written request to the Personnel Department or email to johnsond@fvds.us asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. Requests must be received by 3:30 p.m., Thursday, June 2, 2022. POSTMARKS WILL NOT BE ACCEPTED.

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from “ready and willing” transfer eligibles in the classification of School Office Manager and, if necessary, the top three ranks of “ready and willing” certified eligibles on the School Office Manager eligibility list.

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Fountain Valley School District

Personnel Commission

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CLASSIFIED EMPLOYMENT OPPORTUNITIES

Plumber

Dual Certification (Open and Promotional)

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

POSTING DATE:	June 7, 2022
CLOSING DATE:	June 27, 2022 at 3:30 p.m.
SALARY:	\$5,248 - \$6,377 per month (Range 66, 5 Steps)
HOURS:	40 hours per week, 8 hours per day
TERM:	12 months
VACANCY:	Maintenance and Operations

ESSENTIAL FUNCTIONS

- Assists with subcontracted plumbing work to ensure work is completed as per current codes and regulations
- Diagnoses causes of problems and/or failures in plumbing/irrigation/storm water/natural gas delivery systems
- Estimates materials and/or equipment quantities needed to compete work projects and coordinates with school personnel at job sites, supervisor and/or other maintenance personnel
- Informs personnel regarding status of work orders to provide information for making decisions, taking appropriate action and/or complying with building and safety regulations
- Installs plumbing/irrigation/storm water/natural gas delivery systems and fixtures
- Maintains and repairs plumbing/irrigation/storm water/natural gas delivery systems
- Maintains and transports tools and equipment to ensure availability and in safe operating condition
- Requests equipment and supplies to maintain inventory and ensure the availability of items required to complete the necessary installation and/or repair
- Responds as directed, to emergency situations during and after hours
- Reviews existing blue prints of District-wide plumbing systems to determine the efficient maintenance or installation of new or upgraded systems
- Performs other related duties as assigned

JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities are required to

- Perform single, technical tasks with a potential need to upgrade skills
- Operate equipment used in plumbing, repair/installation of gas delivery and storm water systems

SEE OTHER SIDE

Skills, Knowledge, and Abilities are required to (continued)

- Plan and manage projects and identify issues and create action plans
- Prepare and maintain accurate records and adhere to safety practices and procedures
- Read technical information, compose a variety of documents, and/or facilitate group discussions
- Utilize methods, techniques, materials, tools used in plumbing, gas delivery system, and storm water system installation, maintenance, and repair
- Work with others in a variety of circumstances
- Employ independent interpretation of guidelines; and problem solving with equipment

JOB DESCRIPTION can be found on the Fountain Valley School District website at www.fvsd.us under Departments/Personnel Services/Classified/Job Descriptions.

EDUCATION/EXPERIENCE

- High school diploma or equivalent
- Journey level experience within a specialized field is required

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver license
- Backflow Certification issued by the Orange County Department of Health within the last 6 months (or obtained by the end of probation)

APPLICATION PROCESS

Applicants must complete a District application and supplemental application, obtained through our website – www.fvsd.us . Applications (including the supplemental application) will be screened and qualified applicants will be invited to the written test. All application materials **must be submitted through Ed Join by 3:30 p.m. on June 27, 2022.**

EXAMINATION PROCESS

The examination process will consist of a written test, interview, and performance test (with weights shown below). Applications (including the supplemental application) will be screened and qualified applicants will be invited to the written test. Those passing the written test will be scheduled for an interview and performance test.

Written Test (30%).....	June 30, 2022
Performance Test (40%).....	Week of July 4, 2022
Qualifications Appraisal Interview (30%).....	Week of July 4, 2022
<i>Testing will be conducted at Fountain Valley School District, 10055 Slater Avenue, Fountain Valley</i>	

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

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from the top three ranks of “ready and willing” certified eligibles on a merged open and promotional list. Promotional candidates will receive seniority points 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 fingerprinting/conviction clearance, medical examination, and screening for tuberculosis.

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Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

RECREATION LEADER

Interdepartmental Transfer Only

LIMITED TERM ESP SUMMER CAMP POSITIONS

The following positions are posted in accordance with Personnel Commission rules and will be filled by current employees or from the current list of “ready and willing” certified eligibles.

POSTING DATE:	May 26, 2022
CLOSING DATE:	June 3, 2022 at noon.
TERM:	June 29 – August 19, 2022 (July 4th Holiday observed)
HOURS:	4.0 to 6.0 hours per day, 5 days/week, Hours to be determined
SALARY:	\$19.68 per hour July 1 – August 18, 2022 (Range 13, Step3) \$18.92 per hour all hours worked in June (Range 13, Step3)
VACANCY:	16 positions divided between Cox and Tamura School

PLEASE NOTE: *The above positions are Limited Term, beginning June 29, 2022, ending on or before August 19, 2022. Mandatory staff meeting to be held in the evening (date to be determined) from 6:30 p.m. - 8:30 p.m. and mandatory 8 hour set-up day on 6/24/2022. Employees must be available 8 weeks with one-week vacation allowance. Permanent District employees accepting a limited term position will receive benefits earned under the contract.*

THE JOB

Under the general supervision of the Recreation Coordinator, the job of Recreation Leader is done for the purpose/s of assisting in the planning and supervising of the activities in a recreation program for participating students.

APPLICATION/SELECTION PROCESS

This position is open to employees who possess a high school diploma or equivalent and have job related experience. Employees who meet these criteria must send a memo or email to the Personnel Office by noon on June 3, 2022 at noon. Emails should be sent to johnsond@fvsd.us.

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FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent, Personnel

SUBJECT: **PERSONNEL COMMISSION BUDGET FISCAL YEAR
2022-2023: SECOND READING AND ADOPTION**

DATE: June 10, 2022

Attached is the proposed 2022 - 2023 Personnel Commission budget for second reading and adoption.

RECOMMENDATION

The Personnel Commission approve/adopt the 2022-2023 Personnel Commission Budget.

Cost Center: 4281Personnel Commis

FOUNTAIN VALLEY SD

As of: 05/20/2022

Manager: 0071Personnel Comm.

3 Year Budget Worksheet by Manager/Cost Center

Sub Fund: 0101GENERAL FUND

Pseudo Object	Personnel Commission	Type	2020 - 2021		2021 - 2022		2022 - 2023		012819771
			Actual	Budget CB	Encumbrances	Actual	Budget B1		
2320	Supervisors & Administrators	XP	1,550.00	41,127.00	0.00	27,424.88	73,269	2320	
2410	Sch Off Mgr., Off/Admin Assist.	XP	37,466.24	37,593.00	0.00	30,520.68	43,130	2410	
2413	Additional Duty - Cler.Tech.Of	XP	0.00	116.00	0.00	75.17		2413	
2430	Confidential Salaries	XP	78,004.09	79,085.00	0.00	62,730.00	83,055	2430	
2470	Overtime - Clerical,Tech,Off	XP	0.00	85.00	0.00	54.54		2470	
3202	PERS-CLASSIFIED	XP	22,989.17	35,109.00	0.00	27,354.74	48,249	3202	
3314	MEDICARE-CLASSIFIED	XP	1,670.45	2,291.00	0.00	1,718.87	2,892	3314	
3354	ALTERNATIVE RETIRE-CLASSIFIED	XP	13.65	15.00	0.00	11.70	15	3354	
3356	OASDI-CLASSIFIED	XP	7,076.89	9,726.00	0.00	7,293.34	12,300	3356	
3402	HEALTH & WELFARE-CLASSIFIED	XP	46,124.94	51,563.00	0.00	42,395.90	63,250	3402	
3502	SUI-CLASSIFIED	XP	66.63	782.00	0.00	585.91	9,890	3502	
3602	WORKERS'COMP-CLASSIFIED	XP	2,656.00	3,474.00	0.00	2,656.61	4,388	3602	
3954	Long Term Disability-Class	XP	186.00	240.00	0.00	193.75	292	3954	
4325	Office Supplies	XP	0.00	544.00	0.00	543.74	1,000	4325	
5210	Travel, Conference, Workshop	XP	0.00	10,927.00	782.00	9,778.42	9,350	5210	
5290	Mileage Non Taxable	XP	0.00	30.00	0.00	13.66	50	5290	
5390	Dues and Membership Non Taxabl	XP	3,100.00	2,632.00	0.00	2,400.00	4,000	5390	
5813	Consultant	XP	895.00	940.00	0.00	895.00		5813	
5820	Physical Exam, Drug testing	XP	300.00	600.00	100.00	700.00	800	5820	
5825	Advertising	XP	461.18	768.00	0.00	767.50	1,200	5825	
5828	Staff Recognition	XP	621.47	700.00	0.00	545.27	1,500	5828	
Total 012819771 Personnel Commission			203,181.71	278,347.00	882.00	218,659.68	358,630		