

# Merit

## GREETINGS FROM THE DIRECTOR

It's nearly the end of the school year already and there is still so much to do! With graduation happening this week, tons of events and activities, and end of the school year celebrations taking place on our campuses, I wanted to take a moment and commend our classified employees for their hard work in the business of helping students succeed.

This edition of *Merit* celebrates each of you. Every quarter this newsletter will highlight a group or individual employee and the unique work they perform. In this newsletter, we have an article highlighting the work of the Transportation Department, the South Grounds Crew, and our retirees. We have also been to the sites to learn about job roles of employees in the Learning Commons and in Risk Management. We look forward to meeting each of you and supporting you in your work.

- Corrie Amador

## Congratulations Class of 2015!



### UPCOMING COMMISSION MEETINGS:

- June 9, 2015
- July 14, 2015

Meetings begin at 4:00 PM and are held at the District Office in the Board Room. Agendas are emailed to all Classified employees and posted on the Personnel Commission website.

### PERSONNEL COMMISSIONERS:

- David Holmerud, Chairperson
- John Baird, Vice Chairperson
- Terry King, Member

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*The measure of who we are is what we do with what we have.*  
—Vince Lombardi

**EMPLOYEE OF THE YEAR EVENT**

This year the Personnel Commission celebrated each site/departments' classified employee of the year with its first annual EOY event held on May 5, 2015. Personnel Commission Chair, David Holmerud and Superintendent, Rick Schmitt shared a few words about each employee and presented them with a certificate of appreciation. Afterwards, staff enjoyed refreshments and an opportunity to chat for a bit.



**MEET THE SOUTH GROUNDS CREW**



*South Grounds Crew: (front row) Toby Hernandez, Roy Gogue, Eric Crain, Brent Graciano (back row) Julian Telesnikov, Juan Chesus, and \*Kelvin Tanaka (not pictured \*\*Amador DelVal)*

In May, Personnel Commissioner David Holmerud and Corrie Amador, Director of Classified Personnel shadowed the south Grounds crew at Torrey Pines and Canyon Crest Academy. The crew meets early in the morning to get their gear and assignments! **Toby Hernandez**, the Lead Grounds Worker, tells the crew about any changes for the day before everyone heads out. He also conducts safety training for the crew and maintains all of their supplies.

**Kelvin Tanaka** and **Julian Telesnikov** showed us how the trucks and

equipment are stored and how the gear is loaded up for the daily assignments. Several crew members worked to clear the football field and stadium of trash and leaves. That is a time consuming job.

Later **Brent Graciano** and **Juan Chesus** demonstrated the steps for lining a baseball field at CCA. The Grounds crew takes pride in their work, and they get a lot accomplished before most employees are even on campus.

Be sure to tell them thanks for the great job they do!

**\*KELVIN TANAKA**

*Kelvin is retiring this year after 13 years with the District. He has served as a Custodian, Grounds Maintenance Worker I and Grounds Maintenance Worker II. Kelvin is a conscientious employee who works hard to keep the school grounds looking good. He is concerned about our environment and looks for organic solutions to grounds maintenance. After retirement, Kelvin is interested in helping senior citizens learn about healthy eating and living.*

**\*\*AMADOR DELVAL**

*Amador is retiring after 16 years with the District. He has also served as a Custodian and Grounds Maintenance Worker I. Amador is a dedicated member of the grounds crew and is always willing to help on any project. His positive attitude and service will be missed.*

*Thank you, Kelvin and Amador for your service!*



## FREQUENTLY ASKED QUESTIONS



### Are You Ready For a Promotion?

As positions are posted you may find that you are interested in a promotional opportunity. The process includes several steps resulting in an eligibility list for each classification. Every candidate who scores in the top three ranks on the list will move on to the final interview with the hiring administrator. Here are some tips for preparing for the process.

First, take a look at the **job description** to find out what is required, such as the years of experience, education, certificates, etc. Determine if you would be interested in the position by reviewing the tasks performed on the job.

Review the **job announcement** and complete the **application** online on ED-JOIN.org. We are here to help. There are computers in HR that you may use to complete your application. The application is the first step in the testing process. Be sure you answer all of the questions on the application as completely as possible and attach any required documents.

### TESTING

*Multiple Choice Examinations* test for knowledge of terms related to the position. Exams for clerical positions will also include: grammar, spelling, punctuation, reading comprehension, and math. Examples of items on exams for custodial positions include: safety, reading comprehension and math.

*Performance Examinations* will include tasks normally completed on the job. For example, clerical positions will include computer skills assessments typically using Microsoft Word and Excel. A performance examination for Instructional Assistant is a writing assessment and an examination for a grounds position may include tool identification.

*Qualifications Appraisal Interviews* test candidates for their technical knowledge, situational responses and communication skills. This examination is given in an interview format. We select raters who are experts in the job to score candidates.

*Scores* from each of the test parts are weighted and combined to give each candidate their overall score. Scores are sorted from highest to lowest and those scoring in the top three ranks are invited to the final interviews.

If you have any questions about the application and testing process, please feel free to call the Personnel Commission staff.

### TEST REVIEWS AND APPEALS

If you take a test and would like to have feedback, contact the Personnel Commission office within five days after receiving your results and we will schedule a test review.



If you have been disqualified following an application for a position, you may appeal the action to the Director of Classified Personnel within seven days of notification. Anyone who files an appeal from disqualification will be allowed to take the examination pending the final decision.

## QUICK CALENDAR:

6/12/15 Last Day of School

7/14/15—Next Personnel Commission Meeting

8/25/15 First Day of School

## CONGRATS!

**Juan Chesus (promo)**  
Grounds Maint Worker II

**Eric Crain, (re-employ)**  
Grounds Maint Worker II

**Kalani Crosby (promo)**  
Secretary

**Lamarr Devers (promo)**  
School Plant Supervisor

**Brent Graciano, (promo)**  
Grounds Maint Worker II

**Mary Helman (new)**  
Instructional Assistant (NS)

**Maria Lindley (promo)**  
Accounting Technician

**Alex Martinez (new)**  
Custodian Floater

**Danielle Macrorie (promo)**  
Info Systems Support Tech

**Missy Nunez (promo)**  
Administrative Assistant

**James Rincon (promo)**  
Grounds Maint Worker II

## IN THE SPOTLIGHT: TRANSPORTATION

*From Dan Love, Director of Maintenance, Operations and Transportation*

The San Dieguito Union High School Transportation Department operates a fleet of 60 school buses to serve our students' transportation needs. All four of our Middle Schools have bus route service that regularly accommodates over 800 students per day. Students with special needs are transported daily to all of our District sites and a variety of non-public schools located around San Diego County. Additionally, our drivers perform over 800 athletic field trips each year. The Transportation Department operates two bus terminals. Our special needs bus fleet is headquartered at La Costa Canyon High School and home-to-school buses operate out of the bus yard at San Dieguito High School Academy. All District buses are tracked by GPS to enhance safety and security. The SDHSA bus yard is the location of the Vehicle Maintenance Facility and its staff of Mechanics and Service Workers. All District vehicles and equipment are serviced and maintained at this site. The SDHSA bus yard also serves as our District fueling depot. Unleaded, diesel and compressed natural gas fuels are available for all District vehicles at this location. San Dieguito Transportation is the home to 62 classified employees; of which, there are 53 school bus drivers, four Bus Aides and five members of the Garage staff.



## By the #'s

62 Employees

53 Drivers

60 Buses

Over 800 Students



Statistically, school buses provide the safest method of transporting students to and from school. Students are 50 times safer riding a school bus than driving themselves, 20 times safer than riding with a parent. The State of California requires School Bus Drivers to complete an extensive training program in order to become a certified driver. A minimum of 20 hours of classroom instruction followed by 20 hours of behind the wheel training must be completed before a potential driver is eligible to take a drive test administered by the California Highway Patrol. Once certified by CHP, drivers are required to complete ten hours of in-service training each year, and once every five years, drivers must renew their certificates by re-testing with the CHP.

*Vehicle and Equipment Mechanic, Jon Hall, provides training to the drivers*



Here at San Dieguito, our drivers have formed a School Bus Roadeo team that competes at the local, state and national level. School Bus Roadeo is a driving competition that demands extraordinary skill in performance of precision maneuvers and exercises. Our drivers regularly qualify, and compete, for the State title and one of our drivers won championships at the national level in back-to-back years (2012, 2013). We are very proud of our competitive team and the overall safety record of our department.

The Transportation Department workforce is well-organized, highly-trained and dedicated to student safety. Our professional staff works hard to maintain a valued service to our students, school and community. Quality customer service is our highest priority.

**Thank you Transportation staff for your dedicated service to our students and the community!**



*Denise Bohlken, School Bus Driver*



*Cindy Cruz,  
Transportation Operations Supervisor*



### DID YOU KNOW...

All job postings and applications are now on-line through [www.edjoin.org](http://www.edjoin.org). There are computers available for your use at each work site and in Human Resources. If you need assistance viewing a job posting or submitting an application, we can help over the phone, via email or in person.



## JOB OPENINGS

Position Title	Posting Dead-line
Custodian—Floater	6/11/15
Receptionist (La Costa Canyon)	Coming Soon
Secretary (Transfer Only—Diegueno)	Coming Soon
Administrative Secretary (Torrey Pines)	Coming Soon
School Bus Driver	Open Until Filled
Learning Commons Technician (San Dieguito)	Coming Soon
Theater Technician (San Dieguito)	Coming Soon

## 2015 CLASSIFIED RETIREES

Congratulations and Thank YOU to all of our classified retirees!

Name	Position	Years of Service
Sue Barnes	Risk Management Technician	26
Roberto Bedolla	Custodian	26
Donna Compton	Lead Library/Media Technician	15
Nadine Coune	Secretary	13
Amador DelVal	Grounds Maintenance Worker I	16
Diane Fisher	Administrative Assistant	8
Ruben Herbias	Grounds Maintenance Worker I	17
Mary LeFon	Instructional Assistant (SH)	14
Karen Olson	Instructional Assistant (SH)	24
Jeff Schoonard	Custodian Floater	9
Jan Shultz	Instructional Assistant (SH)	19
Kelvin Tanaka	Grounds Maintenance Worker II	13
Dalton “DJ” Webber	Lead Grounds Maintenance Worker	27

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