

**San Dieguito Union High School District
PERSONNEL COMMISSION**

Regular Meeting

4:00 P.M., March 10, 2015
710 Encinitas Boulevard, Encinitas , CA 92024
District Office Board Room 101

PUBLIC COMMENTS

If you wish to speak regarding an item on the agenda, please complete a "Request to Address the Personnel Commission" slip located at the sign-in table and present it to Personnel Commission staff prior to the start of the meeting. When the Personnel Commission Chair invites you to speak, please state your name, address, and the name of your organization before making your presentation. In the interest of time and order, presentations from the public should be focused and on topic. The Commission Chair will curtail public comments that become repetitive, unfocused or off topic.

Persons wishing to address the Personnel Commission on any Commission-related issue not elsewhere on the agenda are invited to do so when the Commission calls for "Public Comments" under that item of the agenda. Please follow the same directions (above) for speaking to agenda items. Complaints or charges against an employee are not permitted in an open meeting of the Personnel Commission. Instead, such matters should be provided in writing to the Commission through the Classified Personnel Office.

AGENDA POSTING REQUIREMENTS:

In accordance with the Brown Act and Personnel Commission Rules, agenda for Regular Personnel Commission Meetings will be posted at least 72 hours prior to the meeting. Agendas for Special Meetings will be posted at least 24 hours prior to the meeting.

PUBLIC INSPECTION OF DOCUMENTS

A copy of this agenda with all the supporting documents is available for review in the Classified Personnel Office between 8:00 AM and 4:30 PM, and is available on the district website, www.sduhsd.net. In addition, a copy of the Personnel Commission Rules and Regulations may also be found on the district website.

CELL PHONES/ELECTRONIC DEVICES

As a courtesy to all attendees, please silence all electronic devices to silent mode and engage in conversations outside the meeting room.

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations including auxiliary aids or services, in order to participate in the public meetings of the Personnel Commission, please contact the Classified Personnel Office at (760) 753-6491. Notification 72 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the Commission shall also make available this agenda and all other public records associated with the meeting in appropriate alternative formats for the persons with a disability.

**San Dieguito Union High School District
PERSONNEL COMMISSION**

Regular Meeting

4:00 P.M., March 10, 2015
710 Encinitas Boulevard, Encinitas, CA 92024
District Office Board Room 101

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER Commission Chair
2. PLEDGE OF ALLEGIANCE
3. Approval of the Agenda for the March 10, 2015, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the March 10, 2015, Personnel Commission Regular Meeting.
4. Approval of the Minutes for the February 10, 2015, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the minutes for the February 10, 2015, Personnel Commission Regular Meeting.

ACTION ITEMS (See Supplements)

5. ELIGIBILITY LISTS TO BE ESTABLISHED
 - A. Motion by _____, seconded by _____, to approve an Eligibility List for Accounting Technician, SR-42, Open/Promotional-Dual Certification, six months eligibility.
 - B. Motion by _____, seconded by _____, to establish an Eligibility List for Grounds Maintenance Worker II, SR-39, Promotional Only, six months eligibility.
 - C. Motion by _____, seconded by _____, to establish an Eligibility List for Administrative Assistant-Middle School, SR-42, Promotional Only, six months eligibility.
 - D. Motion by _____, seconded by _____, to approve an Eligibility List for Administrative Assistant-High School, SR-44, Open/Promotional-Dual Certification, six months eligibility.
6. ELIGIBILITY LISTS TO BE APPROVED
 - A. Motion by _____, seconded by _____, to approve an Eligibility List for School Bus Driver, SR-38, Open/Promotional-Dual Certification, six months eligibility from February 23, 2015.
 - B. Motion by _____, seconded by _____, to approve an Eligibility List for Health Technician, SR-35, Open/Promotional, six months eligibility from February 18, 2015
7. CLASSIFICATION DESCRIPTION REVISION
Approval of classification description revisions for School Bus Driver

Motion by _____, seconded by _____, to approve class description revisions for the School Bus Driver classification as shown in the attached supplements.

8. CLASSIFICATION DESCRIPTION REVISION

Approval of classification description revisions for Lead Grounds Maintenance Worker

Motion by _____, seconded by _____, to approve class description revisions for the Lead Grounds Maintenance Worker classification as shown in the attached supplements.

9. RECLASSIFICATION

- a. Approval of recommended class description and salary range allocation for the proposed new class, "Executive Director of Planning Services" at Range 5-8 of the Classified Management Salary Schedule.

Motion by _____, seconded by _____, to approve the new class description "Executive Director of Planning Services" as shown in the attached supplement.

- b. Approval of the recommended reclassification of one Director of Planning Services, SR-5-2, to Executive Director of Planning Services, SR-5-8.

Motion by _____, seconded by _____, to approve the reclassification of one Director of Planning Services, SR-5-2, to Executive Director of Planning Services, SR-5-8 by gradual accretion of duties (Rule 3.11.A)

DISCUSSION/INFORMATION ITEMS (See Supplements)

10. CLASSIFICATION DESCRIPTION REVISION (Information only)

Information Systems Support Technician salary comparison data as requested by the Personnel Commission on February 10, 2015.

11. FIRST READ: CHAPTER 2 AND CHAPTER 3 RULE REVISIONS

A draft proposal for revisions to Chapters 2 and 3 of the Personnel Commission Rules and Regulations is submitted for first read.

This item will be brought back to the Personnel Commission for a second reading and approval at the April meeting.

12. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report
- B. Employment Listing
- C. Discussion Regarding Presentation of Eligibility Lists
- D. Revisions of the Personnel Commission Rules and Regulations Project Timeline

13. CORRESPONDENCE

14. PUBLIC COMMENTS

The Public Comments Section of the meeting provides the opportunity for individuals to address items that are not on the agenda. In accordance with the Brown Act, Personnel

Commissioners may not engage in a discussion of non-agenda items or issues raised during public comments except to 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

- A. California School Employees Association
- B. San Dieguito Union High School District
- C. Public Comments

15. CLOSED SESSION

Closed session to consider personnel issues pursuant to Government Code Sections 11126 and 54957 (for consideration of litigation, the appointment, employment, evaluation for performance, discipline/release, dismissal of a public employee or to hear complaints or charges brought against such employee by another person or session).

Evaluation of the Director

16. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, April 14, 2015, at 4:00 P.M. in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

17. ADJOURNMENT

**San Dieguito Union High School District
PERSONNEL COMMISSION**

Regular Meeting Minutes

4:00 P.M., February 10, 2015
710 Encinitas Boulevard, Encinitas, CA 92024
District Office Board Room 101

REGULAR MEETING/OPEN SESSION

1. Call to Order
The meeting was called to order at 4:00 P.M. by David Holmerud, Commission Chair.

2. Pledge of Allegiance
The pledge of allegiance was led by Commissioner Holmerud.

Members in Attendance

John Baird
David Holmerud
Terry King

Staff in Attendance

Corrie Amador, Director
Kathy Potter, Human Resources Technician

Guests

Laura August	Debbie Johnson
Chris Bennett	Margy Lara
Mike Bishop	Torrie Norton
Carmen Blum	Cindy Skeber
Matt Colwell	Joel Van Hooser
Sheila Graciano	George Vega
Lee Ann Howe	Lori Wilson

3. Approval of the Agenda for the February 10, 2015, Personnel Commission Regular Meeting.

Motion by JOHN BAIRD, second by TERRY KING, to approve the agenda for the February 10, 2015, Personnel Commission Regular Meeting.
Passed unanimously.

4. Approval of the Minutes for the January 6, 2015, Personnel Commission Special Meeting.

Motion by TERRY KING, second by JOHN BAIRD, to approve the minutes for the January 6, 2015, Personnel Commission Special Meeting.
Passed unanimously.

5. Approval of the Minutes for the January 13, 2015, Personnel Commission Regular Meeting.

Motion by JOHN BAIRD, second by TERRY KING, to approve the minutes for the January 13, 2015, Personnel Commission Regular Meeting.
Passed unanimously.

ACTION ITEMS

6. ELIGIBILITY LISTS TO BE ESTABLISHED

- A. Motion by JOHN BAIRD, seconded by TERRY KING, to establish an Eligibility List for NUTRITION SERVICES ASSISTANT TRANSPORTER I, SR-27, Promotional, six months eligibility.
Passed unanimously.
- B. Motion by TERRY KING, seconded by JOHN BAIRD, to establish an Eligibility List for INFORMATION SYSTEMS SUPPORT TECHNICIAN, SR-44, Open/Promotional, six months eligibility.
Passed unanimously.
- C. Motion by JOHN BAIRD, seconded by TERRY KING, to establish an Eligibility List for CONSTRUCTION CONTRACTS ANALYST, SR-62, Open/Promotional-Dual Certification, six months eligibility.
Passed unanimously.

7. ELIGIBILITY LISTS TO BE APPROVED

- A. Motion by TERRY KING, second by JOHN BAIRD, to approve an Eligibility List for Human Resources Information Systems Support Analyst, SR-52, Open/Promotional-Dual Certification, six months eligibility from 1/29/15.
Passed unanimously.

CLASSIFICATION (See Supplements)

8. Approval of classification description revisions and reallocation for Telecommunications Technician

Motion by JOHN BAIRD, seconded by TERRY KING, to approve class description revisions and reallocation from SR-51 to SR-52 for the Telecommunications Technician classification as shown in the attached supplements.
Passed unanimously.

9. Approval of classification description revisions for Information Systems Support Technician

Motion by TERRY KING, seconded by JOHN BAIRD, to approve class description revisions for the Information Systems Support Technician classification as shown in the attached supplements.
Passed unanimously.

Personnel Commission requested salary information be provided to the CAC at the next meeting and brought back for information.

10. Approval of classification description revisions for Risk Management Technician

Motion by JOHN BAIRD, seconded by TERRY KING, to approve class description revisions for the Risk Management Technician classification as shown in the attached supplements.

Motions withdrawn, passed to TABLE.

11. Approval of classification description revisions for School Bus Driver

Motion by TERRY KING, seconded by JOHN BAIRD, to approve class description revisions for the School Bus Driver classification as shown in the attached supplements.
Motions withdrawn, passed to TABLE.

DISCUSSION/INFORMATION ITEMS (See Supplements)

12. STAFF COMMENTS ON PERSONNEL ACTIVITIES

The Personnel Commissioners' packets included for review and discussion:

- A. Vacancy Report
- B. Employment Listing
- C. Revisions of the Personnel Commission Rules and Regulations

The Commission requested the Director create a project timeline for revision of the Rules and Regulations. Commissioner Baird requested a copy of the related sections of the CSPCA model rules be provided to the Commissioners with each proposed revision.

The Director and Barbara Bass continue visitation of employees at sites, the Special Education classrooms and Grounds Department- North. Future visits will be at the Grounds Department- South and Nutrition sites in the North. Director Amador plans a quarterly newsletter to highlight Classified employees in their work places.

13. CORRESPONDENCE

There was no correspondence.

14. PUBLIC COMMENTS

The Public Comments Section of the meeting provides the opportunity for individuals to address items that are not on the agenda. In accordance with the Brown Act, Personnel Commissioners may not engage in a discussion of non-agenda items or issues raised during public comments except to 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

Commissioner Holmerud congratulated Director Amador for all of her work on the CSPCA Conference in January.

- A. California School Employees Association – None
- B. San Dieguito Union High School District – Torrie Norton mentioned Employee of the Year program is in progress at this time.
- C. Public Comments – None

15. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, March 10, 2015, at 4:00 PM in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

16. ADJOURNMENT Personnel Commission meeting adjourned at 4:45 P.M.

**San Dieguito Union High School District
Personnel Commission
School Bus Driver
Open - Promotional Dual Certification Eligibility List**

**Effective: 2-24-15
Expiration: 8-24-15**

	Rank	First	Last
Open	1	David	Taylor
Open	2	Jose	Granados
Open	3	Charles	Stanfill

**San Dieguito Union High School District
Personnel Commission
Health Technician
Open-Promotional Eligibility List**

**Effective: 2-18-15
Expiration: 8-18-15**

	Rank	First	Last
Promo	1	Kathleen	Margiotta

	Rank	First	Last
Open	1	Tabatha	Baker



Union High School District

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710 Encinitas Boulevard, Encinitas, CA 92024
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Classified Personnel Commission
 John Baird, Commissioner
 David Holmerud, Commissioner
 Terry King, Commissioner
 Corrie Amador, Director

TO:	Classification Advisory Committee		
PREPARED BY:	Barbara Bass, Human Resources Analyst	CLASSIFICATION:	School Bus Driver
SUBMITTED BY:	Corrie Amador, Director of Classified Personnel	CLASSIFICATION TYPE:	Classified
SUBMITTAL DATE:	1/22/15 Resubmitted 2/26/15	SALARY RANGE:	38
Personnel Commission Meeting Date:	2/10/15		
Personnel Commission Meeting Resubmission Date:	3/10/15		
Agenda Item:	Classification #7		

Background Information

The class description for School Bus Driver was reviewed in preparation for recruitment. The description was last updated on May 21, 1998. It was determined the "Licenses and Other Requirements" section does not clearly specify the District's requirements, as specified in the 12-09-2010 memo from the Transportation Department (see attached) and confirmed by the Director of Maintenance, Operations, and Transportation.

The job description currently requires bus drivers to assist in suctioning for a special needs student. Per Chuck Adams, Director of Special Education, and Maryanne Dittman, District Nurse, the driver should not be performing this procedure even in the absence of an aide. It is recommended that the suctioning requirement be removed from the job description.

In addition, the Working Environment section of the description must be updated to reflect the physical and environmental conditions associated with this classification. The JPA of San Diego County Office of Education has provided school districts with model language to include in descriptions. The standards provided by the JPA include the physical demands, auditory and visual requirements and environmental conditions typical to this classification. The proposed changes reflect this recommended language.

Two additional minor updates to the document are needed: the Transportation Operations Supervisor should be changed to the Director of Maintenance Operations and Transportation; the Senior Bus Driver should be changed to Lead School Bus Driver.

Salary Compensation Review

As part of a review of this classification, Personnel Commission staff conducted a salary compensation review.

District	Salary Range	Job Title	Minimum	Maximum
Ramona	23	Bus Driver	\$14.76	\$18.93
Poway	28	Bus Driver	\$16.87	\$20.56
San Marcos	38	Bus Driver	\$16.40	\$20.94
Vista	47	Bus Driver	\$16.72	\$21.41
Oceanside	22	School Bus Driver	\$16.94	\$21.52
Escondido High	27	School Bus Driver	\$16.36	\$21.93
Carlsbad	18	School Bus Driver	\$16.42	\$22.54
Grossmont	41	Bus Driver	\$17.97	\$22.85
Sweetwater	52	Bus Driver	\$18.88	\$23.21

Average	\$16.81	\$21.54
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SDUHSD

School Bus Driver

Range 38

\$17.71	\$22.61
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Sources of Information

Dan Love, Director of Maintenance, Operations, and Transportation

Chuck Adams, Director of Special Education

Maryanne Dittman, District Nurse

Joint Powers Authority, San Diego County Office of Education

San Diego County School Districts' Job Descriptions

Recommendation

- 1) It is recommended the School Bus Driver class description be revised as proposed.
- 2) There is no recommended change to the salary placement of this position.

Vote by Committee Members:

Vote	Member	Vote	Member
	Carmen Blum, CSEA		Dan Love, Admin
	Matt Colwell, CSEA		Rick Mariam, Admin
	Debbie Johnson, CSEA		Tina Peterson, Admin

SCHOOL BUS DRIVER

OVERALL JOB PURPOSE STATEMENT

Under the supervision of the ~~Director of Maintenance, Operations and~~ Transportation Operations Supervisor, the job of "School Bus Driver" is ~~performed for the purpose of~~ driving a school bus to transport children between home and school and/or on ~~special-field~~ trips; ~~provide the general servicing, perform daily inspection~~ and cleaning of assigned vehicles.

DISTINGUISHING CHARACTERISTICS

Positions in this class are responsible for the safe and efficient operation of a school bus and for maintaining and enforcing safe and proper passenger behavior while transporting students over a designated route or on field trips. This class differs from the class of ~~Senior~~ Lead Bus Driver in that the latter class provides guidance and direction to drivers and attendants; ensures accurate and timely submittal of driver paperwork; monitors, tracks and reports attendance of drivers and is responsible to substitute for drivers on any assigned route. The Lead Bus Driver ~~and also~~ requires more experience and a broad knowledge of routes and of the operation of various classifications of buses.

ESSENTIAL JOB FUNCTIONS

- Operates/drives school buses/vans for the purpose of transporting students over scheduled routes, special excursions (field trips), non-school pupils (parks and recreation).
- Instructs/directs/observes pupils for the purpose of enforcing rules, regulations, student safety.
- Verifies/~~collects~~ passes ~~and tickets~~ for the purpose of ascertaining ridership privileges.
- Assists pupils for the purpose of loading and unloading from buses/vehicles, including emergency situations; and ~~providing security during transport~~ enforcing safe and proper passenger behavior.
- Inspects/maintains assigned vehicles (i.e. brake system, oil levels, coolant levels, tire pressure) for the purpose of maintaining a safe running vehicle.
- Documents daily logs and reports, records, accident report/log, field trip records for the purpose of providing communication, safety of children, audit trail, time worked and equipment maintenance.
- Participates in ongoing training for the purpose of completing State and CHP requirements and for maintaining knowledge of and ability to adhere to laws and regulations relating to driving a school bus.
- Operates, as assigned, specialized bus/vans for the purpose of accommodating wheelchairs and equipment needed for students with disabilities.
- May administer first aid in accordance with established procedures for the purpose of providing appropriate care for injured or ill students or staff.

CLASSIFIED

4216.3-81.4

- Recommends procedures to parents, administration, management for the purpose of formalizing policies and/or actions required.
- Cleans interior/exterior of bus i.e. windows, mirrors, seats, floors, ceilings, etc., for the purpose of maintaining good appearance, sanitation and safety.
- ~~• Participates in ongoing training for the purpose of completing State and CHP standards and guidelines and for maintaining knowledge of and ability to adhere to laws and regulations relating to driving a school bus.~~
- Assumes responsibilities of bus/van drivers for the purpose of providing relief (i.e. vacation, absences) and ensuring bus service to students be performed on schedule.
- ~~• Operates, as assigned, specialized bus/vans for the purpose of accommodating wheelchairs and equipment needed for students with disabilities.~~
- Communicates with parents of ~~disabled~~ students for the purpose of updating and informing them of schedule changes, maintaining a cheerful, professional demeanor toward the public.
- ~~• Orient/assist new bus drivers assigned special education routes for the purpose of providing information about procedures followed to assist handicapped student passengers.~~

OTHER JOB FUNCTIONS

- Perform other related duties as assigned to promote the efficiency and effectiveness of the work unit.

~~ESSENTIAL~~ JOB REQUIREMENTS: —MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND/OR ABILITIES

KNOWLEDGE of safe driving practices; California Motor Vehicle Code and Education Code sections applicable to student transportation; record-keeping techniques; ~~c~~City streets and locations; interpersonal skills using tact, patience and courtesy; basic preventive maintenance of District vehicles; emergency evacuation techniques for regular and special education students, including the medically fragile; CPR and basic first aid; ~~suctioning techniques for breathing impaired students required to some positions;~~ two-way radio communication techniques and safe practices for cleaning spills—; ~~basic computer skills to send and receive e-mail messages and to research and print information, such as maps and directions;~~ basic record-keeping and report preparation skills.

ABILITY to drive a bus safely and effectively; maintain discipline of students; understand and follow oral and written directions; read, interpret and follow rules, regulations, policies and procedures; meet schedules and time lines; establish and maintain effective working relationships with others; maintain records and prepare reports; observe legal and defensive driving practices; read and interpret a road map; operate a fire extinguisher and operate a two-way communication radio.

LICENSES AND OTHER REQUIREMENTS

~~Valid California commercial driver's license Class B or A; current California School Bus Certificate and current~~

San Dieguito Union High School District

Policy Adopted: May 7, 1987

Policy Revised: May 21, 1998

Draft: March 3, 2015

Page 2 of 4

~~medical certificate.~~

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GENERAL WORKING CONDITIONS

WORKING ENVIRONMENT

~~Work involves driving a school bus; subject to disciplining students while driving, potential traffic hazards and occasional adverse weather conditions.~~

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

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<u>Occasionally</u>	<u>Walking, standing, stooping/bending, squatting/crouching, climbing/balancing, kneeling, pushing/pulling, fingering/fine manipulation, reaching above or at shoulder, and lifting up to 50 lbs when assisting students, wheelchairs; carrying up to 10 lbs. at a distance of 100 ft.</u>
<u>Frequently</u>	<u>Twisting back, neck flexion/rotation, handling/simple grasping</u>
<u>Continuously</u>	<u>Sitting, power/firm grasping, reaching below shoulder, using hand and foot controls</u>

In an emergency situation, the School Bus Driver must be able to get all students to safety. This may involve lifting, dragging, or carrying a student.

AUDITORY OR VISUAL REQUIREMENTS

Must be able to hear traffic signals/alarms, student voices, two-way radio. Must be able to see near, distant, color and depth.

ENVIRONMENTAL CONDITIONS

Work involves driving a school bus; subject to disciplining students while driving, potential traffic hazards, exposure to dust, gas or fumes, exposure to bus vibration, exposure to body fluids of students and occasional adverse weather conditions.

EDUCATION AND EXPERIENCE

Any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above and experience as a school bus driver or working with children in a structured setting.

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

LICENSES AND OTHER REQUIREMENTS

- 1) California Commercial Driver License, Class A or B, with P and S endorsements, with Restriction 29, and without Restriction 48
- 2) California Special Driver Certificate, valid for school bus operation, and must not have Restrictions 2, 3, 4,

and 5. If Restriction 6 is indicated, must present a First Aid Card from an approved provider list (obtain list from SDUHSD Human Resources Department).

3) Medical Examiner's Certificate with a valid date

4) CA DMV H-6 Driving Report dated within 30 days of application

5) Current T-01 card

CONTINUING EDUCATION/TRAINING

Maintenance of applicable certificates and licenses for the safe operation of district vehicles

Participation in ongoing job-related training as assigned

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including Tuberculosis (TB) and drug screen clearances.



Union High School District

710 Encinitas Boulevard, Encinitas, CA 92024
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John Baird, Commissioner
David Holmerud, Commissioner
Terry King, Commissioner
Corrie Amador, Director

TO:	Classification Advisory Committee		
PREPARED BY:	Barbara Bass, Human Resources Analyst	CLASSIFICATIONS:	Lead Grounds Maintenance Worker
SUBMITTED BY:	Corrie Amador, Director of Classified Personnel	CLASSIFICATION TYPE:	Classified
SUBMITTAL DATE:	2/3/15	SALARY RANGE:	44
Personnel Commission Meeting:		3/10/15	
Agenda Item:		Classification #8	

Background Information

In preparation for posting recruitment bulletin for the Lead Grounds Maintenance Worker classification, it became apparent that job description for this class required review and revision. For information purposes, there are two incumbents in this job classification.

The Personnel Commission staff conducted interviews with qualified sources to validate current job duties for the Lead Grounds Maintenance Worker job class. Based on the staff's findings, below are the proposed revisions:

- Add an "Essential Function" to maintain Best Management Practices (BMPs) for preventing contaminants from contacting runoff.
- Remove duties related to the application of pesticides (the Grounds Maintenance Worker - Applicator duty) and pouring concrete (performed by Grounds Maintenance Workers).
- Revise requirements in the "Experience" section to specify one or more years' experience in job-related settings, operating equipment and tools related to grounds maintenance, and experience providing work direction to other Grounds Maintenance Workers and overseeing their grounds maintenance activities.
- Add the requirement in the "Continuing Education" section to participate in job-related training.
- Update the "Working Environment" section to align with the Joint Powers of Authority (JPA), San Diego County Office of Education, Standards for Working Conditions.

Salary Compensation Review

As part of a review of this classification, Personnel Commission staff conducted a salary compensation review.

District	Salary Range	Job Title	Minimum	Maximum
Ramona	27	Lead Groundskeeper (large crew)	\$16.31	\$20.89
Oceanside	22	Senior Grounds Keeper II	\$16.94	\$21.52
Vista	50	Lead Grounds Maintenance Worker	\$18.01	\$23.05
Grossmont	46	Lead Gardener	\$20.31	\$25.84
Poway	38	Lead Grounds Keeper	\$21.59	\$26.31

Average	\$18.63	\$23.52
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SDUHSD

Lead Grounds Worker
Range 44

\$20.45	\$26.13
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Sources of Information

Javier Lopez, Grounds and Custodial Supervisor
David Yamashiro, Lead Grounds Maintenance Worker
Joint Powers Authority, San Diego County Office of Education
San Diego County School Districts' Job Descriptions

Recommendation

- 1) It is recommended that Lead Grounds Maintenance Worker class description be revised as proposed.
- 2) There is no recommended change to the salary placement of this position.

Vote by Committee Members:

Vote	Member	Vote	Member
	Carmen Blum, CSEA		Dan Love, Admin
	Matt Colwell, CSEA		Rick Mariam, Admin
	Debbie Johnson, CSEA		Tina Peterson, Admin

LEAD GROUNDS MAINTENANCE WORKER

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Operations-Grounds and Custodial Supervisor, the job of Lead Grounds Maintenance Worker is ~~done for the purposes of~~ providing day-to-day work direction to a crew of grounds workers and performing the full range of general and varied grounds maintenance and gardening duties at District sites as assigned; and providing ongoing day-to-day work direction for a crew of journey level general and entry level Grounds Maintenance Workers. Positions in this class apply knowledge of horticultural practices and techniques for maintenance of plants and for beautification of grounds and use a variety of small and medium-sized power and hand tools such as mowers, clippers, hedgers, edgers, string trimmers, blowers, brooms, rakes, shovels, hoes, sprayers and calibration equipment.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Lead Grounds Worker performs the full range of journey level general and specialized grounds maintenance and gardening duties and provide ongoing, day-to-day work direction for a crew of journey level general and entry level Grounds Maintenance Workers. They are responsible for receiving instructions, adjusting the crew's focus and activities as circumstances dictate, ensuring necessary tools and materials are available to crews, carrying out assignments, and providing information about work in progress. This class differs from the Grounds Maintenance Worker II which is a class responsible for performing the full range of journey level general and specialized grounds maintenance and gardening duties, and which may be tasked to oversee the activities of a crew on a larger grounds maintenance project over a period of several days but not as a continuous assignment. The Lead Grounds Worker differs from the Grounds Maintenance Equipment Operator which is a class responsible for the operation and maintenance of large equipment such as graders, Bobcats, gang mowers, tractors, dump trucks, etc., and usually is in charge of work activities during projects for which this kind of equipment is required.

ESSENTIAL FUNCTIONS

- Oversees grounds crew activities including training in various aspects of grounds work (e.g. field lining, sod installation, repairs, projects, spraying, irrigation, power equipment, Best Management Practices (BMPs) for preventing contaminants from contacting stormwater runoff, etc.) for the purpose of ensuring completion of work in an efficient and timely manner ~~timely manner~~ in accordance with standards and practices.
- Transports grounds maintenance equipment, supplies, etc. for the purpose of ensuring the availability of required items and other resources to efficiently complete job assignments.
- Drive a vehicle to conduct work.
- ~~Cleans~~ Cleans grounds, landscaped areas and related spaces (e.g. storm drains, rain gutters, etc.) for the purpose of preventing flooding and/or removing hazards.
- Maintains landscaping (e.g. lawns, shrubbery, flowers, ground cover, etc.) for the purpose of reducing erosion, preserving and presenting grounds in a healthy and attractive condition.
- Applies pesticides for the purpose of controlling insects and weeds in accordance with established procedures.
- Prepares~~May prepare~~ written materials (e.g. pesticide applications, etc.) for the purpose of providing documentation in accordance with Department of Agriculture regulations.

- Prepares grounds (e.g. ball fields, courtyards, lawns, flower beds, lining fields, etc.) for the purpose of providing adequate, attractive and safe areas for competitive athletics, assemblies, and/or recreational activities.
- Communicates with principals, coaches, athletic directors, students and public for the purpose of receiving instructions, scheduling work, carrying out assignments, answering questions, and providing information about work in progress.
- Coordinates with various vendors and contractors for the purpose of ensuring the needs of the District and school site are coordinated with their requirements.
- Repairs parking lots and campus roads by installing asphalt sealer and cold patch asphalt for the purpose of maintaining functional and safe paved areas.
- ~~Installs and repairs small sections and areas of concrete (e.g. pads, sidewalks, driveways, etc.) for the purpose of maintaining safe and attractive grounds.~~
- Responds to grounds maintenance emergencies for the purpose of determining and/or implementing appropriate actions required to resolve situation.
- Performs duties of other grounds maintenance staff as may be required for the purpose of maintaining campus grounds in accordance with established standards.
- Reviews work order requirements (e.g. hours required, equipment needs, etc.) for the purpose of prioritizing work orders and scheduling assignments.
- Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE, SKILLS 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 skills required to satisfactorily perform the functions of the job include: operating equipment used in grounds maintenance; adhering to safety practices; handling hazardous materials; and preparing and maintaining accurate records.~~

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods of shrub, tree and lawn planting and care; herbicides, pesticides and other chemicals used in grounds maintenance; proper use and maintenance of tools and power equipment used in grounds maintenance; health and safety regulations; and methods of organizing, scheduling and prioritizing workloads.

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in grounds maintenance; drive a vehicle; adhering to safety practices; handling hazardous materials; and preparing and maintaining accurate records.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to 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 a variety of data; and utilize job-related equipment. In working with others, 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 abilities required to satisfactorily perform the functions of the job include: providing work direction to assigned employees; understanding and following oral and written directions; working independently with little direction; planning and organizing work; establishing and maintaining effective working relationships with others; and preparing accurate records.

RESPONSIBILITY

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and 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 requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 70% walking and 20% standing. The job is performed under some temperature extremes, some hazardous conditions, and in varying atmospheric conditions.~~

The usual and customary methods of performing the job functions requires the following physical demands:

Physical Demands Frequency Definitions Based on an 8-Hour Day:

- Never = 0%
- Seldom = 1-10% (<45 minutes)
- Occasionally = 11-33% (up to 3 hours)
- Frequently = 34-66% (up to 6 hours)
- Continuously = 67-100% (more than 6 hours)

<u>Seldom</u>	<u>lifting up to 100 lbs. at knee height, carrying up to 100 lbs. up to 10 feet, power/firm grasping, reach above shoulder</u>
<u>Occasionally</u>	<u>lifting up to 75 lbs. at knee and also at waist height, fingering/fine manipulation, reach at shoulder</u>
<u>Occasionally/Frequently</u>	<u>handling/simple grasping; using hand controls</u>
<u>Frequently</u>	<u>lifting up to 10 lbs. over shoulder/overhead, carrying up to 25 lbs. up to 100 feet, carrying up to 50 lbs. up to 10 feet, reach below shoulder; using foot controls</u>
<u>Frequently/Continuously</u>	<u>pushing and pulling</u>

AUDITORY OR VISUAL REQUIREMENTS

Ability to respond to safety buzzers, communicate with coworkers and staff, operate vehicles safely.
Ability to see near, distant, color, depth and peripherally

ENVIRONMENTAL CONDITIONS

Ability to operate a motor vehicle requiring a Class C driver's license to conduct work, work near hazardous equipment/machinery, walk on uneven ground, tolerate exposure to dust, gas, fumes, noise (required to wear ear protection), vibration, extremes in temperature and humidity, biohazard materials such as sewage; work at heights

EXPERIENCE

~~job~~ Job-related experience within specialized field is required. One year of experience in the grounds maintenance field where knowledge of methods, materials and equipment used in grounds maintenance has been acquired. Experience operating equipment and tools in grounds maintenance. Experience providing work direction to other grounds maintenance workers and overseeing the activities of a grounds crew.

EDUCATION

High School diploma or equivalent.

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

Pre-employment Proficiency Test

CERTIFICATES

~~Valid California Class C Driver's License. Qualified Applicator's Certificate~~ Valid California Class C Driver's License; record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position.

CONTINUING EDUCATION/TRAINING

~~Maintain Qualified Applicator's Certificate.~~ Participation in ongoing job-related training as assigned. Completion of County Recycled Water Certificate

CLEARANCES

~~Criminal Justice Fingerprint/Background Clearance~~

TB Clearance California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including Tuberculosis (TB) and drug screen clearances.



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Classified Personnel Commission
 John Baird, Commissioner
 David Holmerud, Commissioner
 Terry King, Commissioner
 Corrie Amador, Director

TO:	Classification Advisory Committee		
PREPARED BY:		CLASSIFICATION:	Director of Planning Services
SUBMITTED BY:	Corrie Amador, Director of Classified Personnel	CLASSIFICATION TYPE:	Classified
SUBMITTAL DATE:	2/26/15	SALARY RANGE:	Classified Management 5-2
Personnel Commission Meeting Date:		3/10/15	
Agenda Item:		Classification - #9	

Background Information:

The Director of Planning Services is responsible for a wide-variety of responsibilities in support of the District’s facility master planning program. In addition to being responsible for planning activities including construction and renovations, the director is responsible for planning cost effective debt issuance within project time lines, and integrating technology needs into the facilities master plan. According to Mr. Eric Dill, Associate Superintendent of Business Services, the classification description must be revised to reflect additional responsibilities which are, “of an extremely complex nature with very high stakes for the District, Board Members, Superintendent, and staff involved in offering publicly traded securities.”

Education Code Section 35045 authorizes the Director of Planning Services to execute applications and permits under the authority to "manage the building, construction, and contracting business of the district." According to Mr. Dill, the class description must clearly outline this responsibility in order to delineate authorization to sign certain documents and act on behalf of the district. Further, this classification is unique in that like positions in school districts across San Diego County are not responsible for the financial regulatory compliance and continuing disclosure responsibilities that Mr. Addleman performs due to his knowledge and expertise in this field.

Additionally, a summary of Rule 15c2-12 of the Anti-Fraud Provisions states, “material misstatements or omissions in the annual or event reports may be the basis for claims of securities fraud under federal or state securities laws, actionable by the SEC... with substantial potential liability for issuers or other obligated persons” (Harrington, Hartenstein, & Field, 2005, p. 112). It must be recognized that current regulations of the SEC includes a personal responsibility element of “obligated persons.” Therefore, the consequence for error in performing these duties is significant.

Proposed task statements related to financial regulatory compliance and continuing disclosure requirements are listed on the draft description.

Sources of Information:

- Mr. Eric Dill, Associate Superintendent Business Services
- Mr. John Addleman, Director of Planning Services
- “Executive Director Facilities Management” – Grossmont Union High School District
- “Executive Director, Facilities” – Poway Unified School District
- “Executive Director, Facilities” – San Marcos Unified School District
- “Director of Technology and New Facilities” – Solana Beach School District
- “Director of Planning and Construction” – Sweetwater Union High School District

Salary Compensation Review

The classifications found in the listed school districts are a close match to the responsibilities of Mr. Addelman, however, they do not include the added responsibility of financial regulatory compliance and continuing disclosure duties.

District	Title	Min	Max
Sweetwater	Director of Planning and Construction	122,902	140,578
Grossmont	Executive Director Facilities Management	113,105	135,054
Poway	Executive Director, Facilities	114,648	134,880
Solana Beach	Director II -Technology and New Facilities	113,412	132,676
San Marcos	Executive Director, Facilities	97,970	125,206

Average	112,407	133,679
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SDUHSD	102,209	117,750
CM, 5-2		

<i>Recommend CM, 5-8</i>	<i>122,012</i>	<i>140,768</i>
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Recommendation

It is recommended the classification be reclassified with a new title of “Executive Director Planning Services,” and the additional duties of financial regulatory compliance and continuing disclosure responsibilities be recognized and added to the classification description.

In addition, due to the critical nature of the work, increased scope of responsibility and high consequence for error, Cabinet is requesting the position be reallocated to Salary Range 8 of the Classified Management Salary Schedule. This salary placement is consistent with other similar classifications throughout San Diego county and is recommended for approval.

References:

Harrington, G., Hartenstein, J., Field, D. (2005). The XYZs of California school district debt financing. (3 ed.). Orrick, Herrington & Sutcliffe, LLP. Retrieved from <http://www.orrick.com/Events-and-Publications/Documents/1151.pdf>

Latham & Watkins (2008). Securities exchange act of 1934: Continuing disclosure under rule 15c2-12. Retrieved from <http://www.treasurer.ca.gov/cdiac/seminars/2008/20081002/7b.pdf>

Education Code Section 35045

The governing board of any school district having an average daily attendance of 10,000 or more may appoint a director of school building planning, who shall be a person qualified by training, experience and demonstrated ability to manage the building, construction and contracting business of the district. The director shall be responsible for the coordination of the building program of the district and shall advise the superintendent of schools and other employees of the district with respect to the negotiation and performance of school building construction contracts let by the governing board of the school district.

Vote by Committee Members:

Vote	Member	Vote	Member
	Carmen Blum, CSEA		Dan Love, Admin
	Matt Colwell, CSEA		Rick Mariam, Admin
	Debbie Johnson, CSEA		Tina Peterson, Admin

EXECUTIVE DIRECTOR OF PLANNING SERVICES**OVERALL JOB PURPOSE STATEMENT**

Under the direction of the Associate Superintendent/Business Services, and in close coordination with the Chief Facilities Officer, the job of "Executive Director of Planning Services" is ~~done for the purpose/s of~~ managing the district's facility planning program, managing and directing activities to identify, secure, and account for the financing and expenditures necessary to ensure schools and support facilities are constructed, renovated, and available in a timely manner, including fiscal management for implementation of the facilities and technology master plans.

DISTINGUISHING CHARACTERISTICS

The Executive Director of Planning Services is a single-position management class responsible for coordinating development of the District's facilities master plans, integrating technology needs into the district's facilities master plan, planning for the most cost-effective debt issuance within project time lines, and carrying out the day-to-day activities of the District's facility master plan including developing funding options, coordinating with other governmental agencies, monitoring the activities of consultants, ~~and~~ developing program ~~and fund~~ account budgets, and ensuring compliance with continuing financial disclosure obligations of bond underwriters, credit rating bureaus, or regulatory agencies. To accomplish program objectives, this class identifies and develops data sources for projecting future trends, designs, implements and monitors data collection systems and activities, and develops and prepares reports and recommendations for District action.

ESSENTIAL ~~JOB~~ FUNCTIONS:

- Assists district administration for the purpose of formalizing long-range facilities and technology plans, evaluating available resources and funding mechanisms and projecting enrollment trends.
- Analyzes the impact of new development on the District for the purposes of projecting future facilities and technology needs and updating the District's facilities and financing master plan.
- Administers various capital facility funds and community facility districts (CFD) for the purpose of ensuring their accuracy, integrity, availability for authorized use and conformance to applicable statutes.
- Supervises the issuance of construction bonds, collection of developer fees and Mello-Roos taxes for the purpose of ensuring accurate and timely receipt, release, and recording of funds.
- Coordinates with financial advisers, underwriters and legal counsel in issuance of capital debt to ensure the most cost-effective financial instruments are used that will support the timely implementation of the facilities master plan.
- Manages financial regulatory compliance efforts on behalf of the District, the San Dieguito Public Facilities Authority, North City West JPA or other affiliated public agencies which may be required by law or municipal securities official statements.
- Researches/analyzes laws, regulations, legislation and policies for the purpose of preparing and submitting financial information to comply with continuing disclosure requirements of bond underwriters, credit rating bureaus and regulatory agencies pertaining to municipal securities issuers.
- Represents the district to the Office of Public School Construction, the State Department of Education, the Division of the State Architect, the Coastal Commission, the Department of Toxic Substances Control, the County Office of Education, local planning boards and departments, and with other agencies for the purpose of presenting, garnering support for and gaining funding and

EXECUTIVE DIRECTOR OF PLANNING SERVICES

approval for, and tracking applications for documentation necessary to obtain State approval and funding.

- Coordinate information sharing and decision-making processes with elementary districts for the purpose of resolving issues of the impact of new projects and proposed developments and for developing a coordinated response on planning issues affecting all districts.
- Coordinates the analysis of sites, the acquisition of property and the development of designs and plans for the purpose of carrying out the District's facilities master plan.
- Prepares and executes applications to State and other funding agencies for the purpose of initiating facility construction, upgrade and repair projects.
- Communicates/coordinates activities and projects with the staffs of the County, cities, developers and architects to determine the impact of development on the district and planning for school facilities gaining the necessary financial agreements from developers and government agencies.
- Contacts/coordinates with property owners, developers and other members of the public to obtain and provide information on the impact of proposed developments and to the potential impact of these developments on the District.
- Reviews mitigation and developer agreements for the purpose of determining appropriate rate, method and amounts of special taxes and fees.
- Attends meetings for the purpose of conveying the District's position on land use matters, joint use agreements and construction and improvement of sites.
- Prepares financial projections for the purpose of determining the amount of revenue available to carry out the facility and technology master plans.
- Researches/analyzes laws, regulations, legislation and policies for the purpose of assessing their potential impact on the facility master plan, for recommending appropriate revisions to District policies and procedures and for assisting other staff in coordinating the updating and maintenance of appropriate Board policies and regulations.
- Plans/establishes manual and automated systems for the purpose of maintaining complex, technical and financial records and accounts and for reporting information on activities and costs associated with financing of the facility and technology master plans.
- Performs facility space and size planning in consultation with affected managers, staff, architects and other consultants for the purpose of identifying and incorporating all relevant issues into the development and implementation of plans for facility use.
- Conducts performance review of assigned staff for the purpose of ensuring conformance of work activities to program goals and objectives, developing capabilities of staff, and maintaining District standards, policies, and procedures.

OTHER ~~JOB~~ FUNCTIONS:

- Assists the Associate Superintendent/Business as assigned for the purpose of selecting and training replacement staff to support assigned programs and for researching alternatives for organizing and designing the delivery of facility projects.
- Performs other related duties as assigned to ensure the efficiency and effectiveness of the work unit.

EXECUTIVE DIRECTOR OF PLANNING SERVICES**ESSENTIAL JOB REQUIREMENTS: ~~MINIMUM~~ QUALIFICATIONS****KNOWLEDGE, SKILLS AND ABILITIES**

KNOWLEDGE is required to perform higher levels of math such as advanced algebra, calculus, statistics, financial modeling; to read scientific and/or technical journals, write manuals, speak persuasively in relation to concepts and theories; to analyze situations to define issues and draw conclusions. Job specific knowledge is required in the following areas: School facility planning and demographic analysis techniques; applicable requirements for establishing, maintaining and accounting for community facility districts; financial instruments and issuance of capital debt to accomplish school facility construction and renovations; [continuing disclosure obligations contained in municipal security official statements](#); State codes and regulations and district policies related to school construction contracting, real estate transaction, insurance, contracting with independent consultants; uniform building codes; interpretation of working drawings; methods and terminology used in contracting, real estate transactions, insurance and accounting and reporting on facility and technology financing; budgeting and financial reporting; establishing procedures and guidelines for gathering data to complete complex reports; office organization systems; District organization, operations, policies and objectives; interpersonal skills using tact, patience and courtesy; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; modern office practices, procedures and equipment; operation of computer terminal.

SKILLS are required to perform multiple, highly complex, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; operating standard office equipment; and using pertinent software applications; negotiating with financing entities to ensure the most cost-effective financial instruments are used that will support the timely implementation of the facilities master plan.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate and/or classify data; and use job-related equipment; to work with a significant diversity of individuals and/or groups; work with data or widely varied types and/or purposes; and utilize a variety of types of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines and development of new guidelines. Specific abilities required to satisfactorily perform the functions of the job include: plan debt issuance activities and create funding streams to sustain ongoing, simultaneous, complex facility construction and renovation projects in the master plan; administer capital facility funds and work closely with Business Services staff on budgeting and accounting of facility funds; [prepare and submit financial documentation necessary to comply with continuing disclosure requirements](#); represent the District at the state and local level with officials and with the community; present complex information to an audience; analyze and solve problems relating to facility financing and construction; monitor construction contracts and agreements; prepare specifications, procedures manuals, schedules, correspondence and other written material; schedule construction activities; confer with architect(s), engineers, planners, school and district administrators, contractors, government agencies and others; monitor the work of consultants and professional experts; conduct analytical studies; plan, organize and maintain complex technical record keeping,

EXECUTIVE DIRECTOR OF PLANNING SERVICES

accounting and reporting for various district facility financing sources; prepare, organize and conduct research and compile data to complete complex reports; analyze pending legislation, laws and regulations to determine impact on the District and to recommend revisions in policies; understand and use complex software programs; read, interpret, apply and explain rules, regulations, policies, procedures, agreements and contracts; analyze situations accurately and adopt an effective course of action; read, understand and interpret agreements, contracts and construction bids; plan, initiate and complete assignments independently with minimum direction; collaborate planning activities with Business Services staff, site staff and others; coordinate the development and recommendation of a large range facility and financing master plan for District consideration; represent the District with state and local officials and the community regarding complex and controversial facility issues; communicate/coordinate activities and projects with other agencies and District staff; negotiate with developers and property owners and other public agency representatives regarding District facilities and financing needs; research and implement systems to track housing units, facility funds and District projects; work with District staff, architects and others on implementing a facility master plan; plan and organize work, and assign, supervise and evaluate the work of subordinates; meet schedules and time lines; establish and maintain cooperative and effecting working relationships with a wide variety of staff, consultants, contractors and vendors; maintain records and prepare reports; operate a computer terminal.

RESPONSIBILITY

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing one or more departments; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organizations' 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 up to 50 pounds; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and or feeling. Generally the job requires 70% sitting, 15% walking and 15% standing. The job is performed under minimal temperature variations and some hazardous conditions, including time at sites during construction activities.

Physical Demands Frequency Definitions Based on an 8-Hour Day:

- Never = 0%
- Seldom = 1-10% (<45 minutes)
- Occasionally = 11-33% (up to 3 hours)
- Frequently = 34-66% (up to 6 hours)
- Continuously = 67-100% (more than 6 hours)

<u>Seldom</u>	<u>Stooping/bending, climbing/balancing, kneeling, twisting back</u>
<u>Seldom or Occasionally</u>	<u>Pushing and pulling, reach above shoulder, reach at shoulder</u>
<u>Occasionally</u>	<u>Walking, standing, squatting/crouching, lifting and carrying up to 25 pounds at waist height up to 25 feet</u>
<u>Occasionally or Frequently</u>	<u>Handling, simple grasping</u>

Policy Adopted: August 14, 1997
Policy Revised: January 18, 2001
Policy Revised: February 7, 2013
Revised: March 2, 2015

EXECUTIVE DIRECTOR OF PLANNING SERVICES

Frequently Lifting and carrying 0-10 pounds overhead/shoulder height up to 25 feet, neck flexation/rotation, reach below shoulder, fingering/fine manipulation
Frequently or Continuously Sitting up to one hour in intervals

AUDITORY OR VISUAL REQUIREMENTS

Vision ability to see near, distant, color, depth and peripherally

ENVIRONMENTAL CONDITIONS

There is the potential for exposure to hazardous conditions when visiting sites when construction is occurring.

EXPERIENCE

Three years of progressively responsible, professional-level experience in State school construction funding programs, school business management, or city/county planning relating directly to schools. One year of the experience must have been at the supervisory or management level with responsibility for multiple simultaneous medium to large size projects.

EDUCATION

A Bachelor’s degree preferably in business, public, or educational administration, or related field.

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

LICENSES AND CERTIFICATES

Valid California Class C Driver’s License; record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position.

CONTINUING EDUCATION/TRAINING

~~None specified.~~Participation in ongoing job-related training as assigned.

CLEARANCES

~~Fingerprint Clearances issued by the California Department of Justice (CaDOJ) and the Federal Bureau of Investigation (FBI); TB clearance; pre-employment physical examination including negative drug screen. California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including Tuberculosis (TB) and drug screen clearances.~~

FLSA STATUS

Exempt

SALARY GRADE

Management



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John Baird, Commissioner
David Holmerud, Commissioner
Terry King, Commissioner
Corrie Amador, Director

TO:	Classification Advisory Committee		
PREPARED BY:	Barbara Bass, Human Resources Analyst	CLASSIFICATION:	Information Systems Support Technician
SUBMITTED BY:	Corrie Amador, Director of Classified Personnel	CLASSIFICATION TYPE:	Classified
SUBMITTAL DATE:	1/22/15 Resubmitted 2/20/15	SALARY RANGE:	44
Personnel Commission Meeting Date:		2/10/15	
Personnel Commission Meeting Resubmission Date:		3/10/15	
Agenda Item:		Classification #10	

Background Information

The Education Services Department plans to recruit a second Information Systems Support Technician in addition to the existing incumbent. Prior to posting the recruitment bulletin, the Personnel Commission staff interviewed the individuals below and also reviewed similar job descriptions from two other San Diego County school districts to ensure the job description and salary placement is current.

According to the Executive Director of Educational Services, the state reporting requirements related to CalPADS has grown. CalPADS is the State repository for all data. Each school district is responsible to upload data to the State's system for reporting purposes. The Info Systems Support Tech (ISST) is tasked to "Support the program to develop and maintain a district-level database for the purpose of collecting, analyzing, and reporting student tests results (current description)." The ISST role in managing all the data related to testing has always existed including the "uploading of files for electronic transmission of data to various State and education agencies." The entire test ordering now is run through TOMS which is directly linked to CalPADS. The process the District goes through to order materials and coordinate with the school sites for testing set up is aligned to the work the technician does on a daily basis. The intent of adding this one statement to the job description brings the job functions up to date with the new requirements under our new testing requirements, California Assessment of Student Performance and Progress.

Salary Compensation Review

As part of a review of this classification, Personnel Commission staff conducted a salary compensation review.

District	Salary Range	Job Title	Minimum	Maximum
Poway	26	Student Data Technician*	\$31,440	\$38,892
Escondido Elem	33	Student Database Assistant	\$32,664	\$41,689
San Marcos	41	District Data Technician	\$34,840	\$44,512
Escondido High	27	Data Technician	\$34,028	\$45,614
Vista	49	Data and Assessment Technician	\$36,547	\$46,782
Carlsbad	19	Student Data Technician *	\$35,006	\$49,254
Grossmont	46	Site Support Technician*	\$42,252	\$53,740
Oceanside	34	Student Information System Technician Database Technician	\$46,547	\$58,283

*school site, reports to a principal

Average	\$36,666	\$47,346
SDUHSD Information Systems Support Technician Range 44	\$42,535	\$54,345

Sources of Information

Jason Vilorio, Executive Director of Educational Services
 Lori Wilson, Information Systems Support Technician
 Joint Powers Authority, San Diego County Office of Education
 San Diego County School Districts' Job Descriptions

Recommendation:

- 1) It is recommended that revisions be made to the Information Systems Support Technician to reflect the current job duties. Please see attached revisions in the draft provided which include:
 - The addition of the responsibility regarding testing ordering and coordination with the sites
 - Clarification of the Information Systems Support Technician's role in supporting users as opposed to acting as a help desk
 - Revised requirements in "Experience" and "Education" sections that reflect the minimum qualifications required to perform the job
 - Updated "Working Environment" section to align with the Joint Powers of Authority (JPA), San Diego County Office of Education, Standards for Working Conditions.
- 2) There is no recommended change to the salary placement of this position.

Vote by Committee Members:

Vote	Member	Vote	Member
	Carmen Blum, CSEA		Dan Love, Admin
	Matt Colwell, CSEA		Rick Mariam, Admin
	Debbie Johnson, CSEA		Tina Peterson, Admin

March 10, 2015

TO: Personnel Commission

FROM: Corrie Amador
Director of Classified Personnel

SUBJECT: Agenda Item #11 – First Read: Chapter 2 and Chapter 3 Rule Revisions

Enclosed please find proposed revisions for Chapter 2 and Chapter 3 of the Personnel Commission Rules and Regulations. The changes proposed are to align the Rules with Education Code, clarify any needed procedures, and recognize the use of technology resources such as the website for the Personnel Commission and Email.

Chapter 2 changes recommended include:

Creating a preface for the document by using Chapter 2, 2.1

- 2.2 Formatting, align with Education Code
- 2.5 Align with the Brown Act/Government Code
- 2.6 Recognize use of technology
- 2.7 Recognize use of technology
- 2.8 Remove unrelated reference to 2.11
- 2.12 Formatting, recognize use of technology, and include language recommended in model rules
- 2.16 Align with Education Code
- 2.19 Remove unnecessary wording

Chapter 3 changes recommended include:

- 3.2 Align with Education Code (recommended in model rules)
- 3.4 Clarify process
- 3.6 Remove reference, this information is not included in job descriptions (See Chapter 10)
- 3.7 Remove antiquated terms
- 3.9 Clearly state current practice
- 3.11 Align with Education Code
- 3.12 Remove redundant statement
- 3.13 Include clarification as recommended in model rules
- 3.14 Clearly state current practice

DRAFT

PERSONNEL COMMISSION OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT Rules and Regulations for the Classified Service

Chapter 2

THE PERSONNEL COMMISSION

2.1 *(Move 2.1 to New Section "Preface")*

Establishment of the Personnel Commission and Membership

The Personnel Commission of San Dieguito Union High School District was established, under the Act, when the classified employees petitioned the Board of Trustees in September 1972, and the Board elected to become a merit system effective December 1, 1972.

2.2 Appointment of Commissioner

The Act provides for three Commissioners. One Commissioner is appointed by the Board of Trustees. A second Commissioner is nominated by the classified employees and appointed by the Board of Trustees. A third Commissioner is appointed by the other two Commissioners. **(EC 45245)**

A. Minimum qualifications for appointment as a Personnel Commissioner ~~that~~

The person appointed shall be:

1. ~~(1)~~ A registered voter;
2. A resident within the territorial jurisdiction of the school district; and,
3. ~~(2)~~ Be a known adherent to the principle(s) of the merit system.

No member of the governing board of the district, county board of education, or current employee of the district, may serve on the Commission. **(EC 45244)**

B. The Commissioner appointed by the other two Commissioners shall be chosen after interviews of candidates and the decision has been made by the other two Commissioners in closed session. If a stalemate occurs, the appointment will be made by the ~~Executive Officer of the California State Personnel Board~~ Superintendent of Public Instruction. *(EC 45246)*

2.3 Terms of Commissioners

- ###### A. By law, the term of each Commissioner is for three years and expires at noon, December 1.
1. The term of one Commissioner expires each year. On or about September 1 of each year, the Personnel Director shall notify the appointing authority of the name and home address of the Commissioner whose term will expire and whether or not the Commissioner will accept reappointment. Vacancies, whether for full or unexpired terms, shall be filled in accordance with Education Code Sections 45245 and 45246.

DRAFT

PERSONNEL COMMISSION OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Rules and Regulations for the Classified Service

- B. Commissioners who fail to attend more than three meetings in a year may be removed by the appointing body in each case, on receipt of a letter from the other two Commissioners after approval of the letter in an open meeting of the Commission, and after written notification to the Commissioner in question.

2.4 Officers of the Commission

- A. At its first meeting following December 1 of each year, the Commission shall elect one of its members as chairperson and another as vice chairperson to serve a term of one year or until their successors are duly elected.
- B. The chairman approves the agendas and chairs the meetings. The vice chairman performs these duties in the absence of the chairman.

2.5 Quorum

Two members shall constitute a quorum for any regular or special meeting of the Commission. The affirmative vote of two members shall be necessary to carry any motion or take any action.

2.6 Regular Meetings

- A. At the first meeting in December the Commission shall adopt a meeting calendar for the ensuing year. Subject to cancellation or proper change, the Commission shall meet monthly. When the regular meeting date falls on a holiday, the Commission shall meet on the next succeeding business day, unless at a prior regular meeting it designates some other day for its meeting.
- B. In case of emergency, the Commission may meet at some other time and/or place, provided that at least 24 hours' notice is given to all Commissioners and to employee and administration representatives and posted on the Commission's ~~official bulletin board website~~. If a situation exists which disrupts or threatens to disrupt public facilities, an emergency special meeting may be called without requiring the minimum 24 hour notice. The Commission may adjourn any regular or adjourned meeting to a time and place specified in the order of adjournment. When so adjourned, the adjourned meeting is a regular meeting for all purposes. When an order of adjournment of a regular or adjourned meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour designated for regular meetings.

2.7 Special Meetings

Special meetings may be called at any time by the chairman and shall be called upon the written request of any two members. Written notice shall be delivered personally, by Email, or by mail to each member of the Commission. Notice must also be given to each of the following who have filed written requests for such notice: each local newspaper of general circulation, radio or television station, and recognized employee or other organization. Such notice must be delivered personally, or by Email mail at least 24 hours before the time of such meeting or specified in the notice. A copy of the notice shall be posted on the Commission's ~~official bulletin~~

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~~board~~ website. The order shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meeting by the Commission.

2.8 Public Meetings

All regular and special meetings of the Commission shall be open and public, and all persons shall be permitted to attend any meeting of the Commission, ~~except as provided in Rule 2.11~~. This rule shall not be construed as permitting employees to be absent from duty to attend Commission meetings.

2.9 Closed Session

The Commission may hold closed sessions as permitted by Government Code Section 54950, et. seq. The Commission shall not consider any matter in executive session relating to an employee unless the employee has been notified of the right to a public hearing and has declined the public hearing or properly filed to request same in writing. The Commission may hold closed sessions also to consider administrative matters relative to its own staff and to consider examination materials as provided in these Rules. Any minutes kept of closed sessions are not subject to public review. Personnel decisions made in closed session must be announced in public meeting and recorded in the minutes.

2.10 Prohibition of Commission Gathering Privately

Two or more Commissioners may not meet for the purpose of transacting Personnel Commission business unless it is in one of the authorized and publicly announced meetings.

2.11 Commission Compensation

- A. Commissioners are compensated at a rate of \$25 per meeting. **(EC45250)**
- B. Commissioners are reimbursed for meals and travel expenses while attending meetings of the California School Personnel Commissioners Association, The San Diego County Personnel Commissioners Association, or other special meetings, workshops, or conferences approved by the Commission.

2.12 Agenda and Supporting Data **Communication**

A. *Agenda and Supporting Data.*

Insofar as possible, at least 72 hours (excluding weekends and holidays) prior to every regular or 24 hours prior to every special Commission meeting, the agenda shall be provided to the Commissioners and the representatives of all verified employee organizations representing District classified employees as well as the District administration. When practical, supporting data will be furnished in advance. The agenda will also be posted on the Commission's official ~~bulletin board~~ website and distributed to news media which have requested it.

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B. Written and Oral Presentations

Individual employees, employee organizations, and other interested parties may submit their written views on any matter before the Commission or matters they wish the Commission to consider, and will be provided reasonable opportunity to present their views orally. The Commission will consider their comments and recommendations prior to arriving at a course of action.

1. Individuals wishing to address the Commission on any subject within the jurisdiction of the Commission not listed elsewhere on the agenda may do so under the "Public Comments" item.
2. In accordance with the Brown Act, unless an item has been placed on the published agenda, there shall be no action taken. The Commission may acknowledge receipt of the information, refer to staff for further study, or refer the matter to the next agenda.
3. Individuals or groups who seek interviews with particular Commissioners as to matters which may later be placed before the Personnel Commission for decision shall be referred to the Commission staff office with the explanation that it is against the policy of the Commission to take up such matters except at open meetings with the majority of the Commission present. The Commission may designate one of its members to investigate a specific subject. **(EC 45260)**

2.13 Commission Minutes

The Personnel Director shall record in the minutes the time and place of each meeting, the names of the Commissioners present, all official acts of the Commission, and the votes of the Commissioners. When requested by the Commissioner, a Commissioner's dissent or approval and reasons shall be recorded. The minutes shall be written and presented for correction and approval at the next regular meeting. The minutes or a true copy thereof shall be open to public inspection. Copies of the official minutes shall be sent to recognized employee organization representatives who have requested them.

2.14 Status of Commission Employees

The Personnel Director and other persons required to carry out the responsibilities of the Commission shall be appointed by and responsible to the Personnel Commission. However, they shall be considered part of the classified service, and the rules, procedures, benefits, and burdens pertinent to the classified service shall apply to Commission employees, except as the Commission may specifically direct. **(EC 45264)**

2.15 General Duties of the Personnel Director

- A. The Personnel Director shall perform all of the duties and carry out all of the functions imposed by law and these Rules. The Director shall act as secretary to the Commission and shall issue and receive all notifications on its behalf. The Director shall direct and

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supervise the Commission staff and conduct administrative transactions consistent with the law and necessary to the proper functioning of the office and staff of the Commission.

- B. The Personnel Director shall conduct classification, salary, and rules studies, and shall make other investigations as directed by the Commission or as the Director deems necessary. The Personnel Director may be designated as a hearing officer in accordance with the Education Code.
- C. In cases where two or more rules appear to be in conflict, or when no rules provide a clear-cut answer to a problem, the matter shall be decided by the Personnel Director subject to appeal to the Commission. **(EC 45266)**

2.16 Commission Budget

- A. The Personnel Director shall prepare a proposed budget for consideration by the Commission in sufficient time for the Commission to conduct public hearings prior to adoption no later than May ~~30~~ 31 of each year.
- B. At the time the Commission schedules the public hearing, it shall direct the Personnel Director to forward a copy of the proposed budget to the Board of Trustees and notify the Board of the time, date, and place of the public hearing. Board and administration representatives shall be invited to attend the public hearing and present their views on the proposed budget.
- C. Prior to the adoption of its budget, the Commission will hear and fully consider all comments and suggestions that may be offered by District administration, the Board, or other concerned persons or organizations. Efforts shall be made to resolve any differences that may exist between the Commission and Board.
- D. When approved by the Commission, the budget shall then be submitted to the County Superintendent of Schools in accordance with the Education Code. **(EC 45253)**

2.17 Annual Report

- A. The Personnel Director shall prepare an annual report of Commission activities. When approved by the Commission, the annual report shall be submitted to the Board of Trustees.
- B. The report shall be prepared for Commission approval as soon after each fiscal year (July 1-June 30) as possible, and no later than a meeting in November. The report shall cover Commission activities for the preceding fiscal year. **(EC 45266)**

2.18 Counsel for the Commission

The Commission may employ its own attorney, County counsel, or the counsel of the Board of Trustees, whichever is deemed appropriate by the Commission, to aid and represent the

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Commission in all legal matters. The reasonable cost of employing counsel shall constitute a legal charge against the funds of the District. **(EC 45313)**

2.19 Violations of Education Code

- A. No warrant shall be drawn by or on behalf of the Trustees of the District for the payment of any salary or wage to any employee in the classified service unless the assignment bears the certification of the personnel director that the person named in the assignment has been employed and assigned pursuant to the Education Code Section 45310 and the Rules of the Commission. Whenever the Commission, after a public hearing, finds that any appointment has been made in violation of this Article or the Rules of the Commission as they apply to examination procedures, the Commission may order that no salary warrant shall thereafter be drawn to the employee so appointed, for services rendered after the date of said order. Any violation of the Education Code Article or the Rules of the Commission as they apply to examination procedures shall constitute grounds for the dismissal of the employee or employees guilty of such violation.
- B. Any person who willfully or through culpable negligence violates any of the provisions of Education Code Article 45317 is guilty of a misdemeanor. It is also unlawful for any persons to:
1. Willfully by themselves or in cooperation with another person to defeat, deceive, or obstruct any persons with respect to their right of examination, application, or employment under this article or Commission Rule.
 2. Willfully and falsely to mark, quote, estimate, or report upon the examination or proper standing of any person examined or certified under this article or Commission Rule, or to aid in so doing or make any false representation concerning the same or the person examined.
 3. Willfully furnish to any person any ~~special or secret~~ information regarding contents of an examination for the purpose of either improving or injuring the prospects or chances of any person examined, or to be examined under this article or Commission Rule.
- C. The Personnel Commission may file misdemeanor charges with the District attorney against any person suspected of violating these provisions of the Commission Rules.
(EC 45317)

Chapter History:

Adopted December 1973

Revised March 1984

Revised September 2006

Draft March 2015

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PERSONNEL COMMISSION OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT Rules and Regulations for the Classified Service

Chapter 3

CLASSIFICATION

3.1 Positions Included in the Classified Service

All positions established by the Board of Trustees, which are not exempt from the classified service by law, shall be a part of the classified service. All employees serving in classified positions shall be known as the classified service. **(EC 45256)**

3.2 Positions Excluded From the Classified Service

A. General:

1. Positions required by law to have certification qualifications.
2. Part-time playground positions where the employee is not otherwise employed in a classified position.
3. Full-time day students employed part-time
4. Part-time students employed part-time in any college work study program, or in a work experience education program, conducted by a community college district and which is financed by state or federal funds
5. Apprentices, and professional experts employed on a temporary basis for a specific project by the Board or by the Commission, when so designated by the Commission, shall be exempt from the classified service. **(EC 45256)**
6. Executive Secretary to the Superintendent (EC 45272)
7. Senior Management (EC 45256.5)

B. With regard to persons employed under provisions of the Education Code **(EC 45256)**, if a permanent classified employee is appointed to serve in such an exempt position, the employee shall retain status as a permanent employee. If the employee is terminated from the exempt position, for reasons other than cause, bumping rights shall be granted in the former class in the same manner as if the employee had been laid off for lack of work or lack of funds.

C. Special Categories: The Board of Trustees may create positions of staff assistants or field representatives to directly assist the Board or individual Board member. Such positions, if created, are exempted from the provisions of these Rules insofar as they relate to position classification, recruitment, employment, and salary setting. **(EC 45112)**

D. Persons employed in such positions shall be members of the classified service for all purposes except that they may not achieve permanency in the classified service as a result of this service except as provided by the Code. **(EC 45112, 45256.5, 45272)**

E. Senior management or executive secretary positions shall be filled from unranked lists developed by the Personnel Commission and arrived at by competitive examination(s) as determined by the Commission.

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- F. “Part-Time” Defined: A part-time position, for the purpose indicated in this Rule, is one for which the assigned time when computed on a monthly basis is less than 87.5 percent of the time normally assigned to the majority of the classified employees in the classified service for one month’s pay period. For a 20-day work month this amount would be less than 140 hours for the month (an average of 7 hours per day, 35 hours per week). **(EC 45256)**
- G. Effect of Exemption: Any position or employee lawfully exempted from the classified service shall be excluded from the benefits and burdens imposed by these Rules, except as provided by law or the Board of Trustees.

3.3 Employment of Professional Experts and Community Representatives

- A. When a professional expert is to be employed by the Board of Trustees, the Superintendent of Schools, or the Commission, there shall be submitted to the Director a description of the project, its duration, and the duties to be performed. Professional expert assignments shall not be made to avoid payment of overtime to the assigned employee, nor shall a limited-term position be filled by a professional expert assignment if the duties and responsibilities fit an existing class for which a reemployment or eligibility list exists. **(EC 45256/45258)**
- B. When the person is known who is to be appointed as a professional expert, name and data relative to the person’s qualifications shall be submitted to the Personnel Director. In order to be exempted from the classified service or professional expert, individuals must be recognized as such by reputable members of their profession.

3.4 Assignment of Duties

The Board of Trustees **or their designee** shall prescribe the duties and responsibilities of all positions in the classified service except those on the Personnel Commission Staff.

3.5 Classification Plan

- A. The Personnel Commission shall classify all employees and positions in the classified service, with due advance notice to all interested parties. To classify shall include, but not be limited to, allocating positions to appropriate classes, occupationally ranking classes, determining relationships, and preparing written class specifications. **(EC 45256)**
- B. The classification plan shall consist of classes placed in groups according to general occupational nature and listed in a series by specific occupation and by salary range.
- C. The Commission may establish, redefine, merge or abolish classes.
- D. The Commission will consider recommendations from the District and the exclusive bargaining representative before taking final classification action on positions that belong to the bargaining unit.

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- E. The Commission will ensure that the District and the exclusive bargaining representative have reasonable notice of proposed classification or reclassification. If the District and the exclusive representative have a mutually agreed joint forum, the Commission will use that avenue for communication. If such forum is not available, the Commission will communicate directly with the District and the exclusive bargaining representative.

3.6 Class Specifications

For each class of positions, as initially or subsequently established by the Commission, there should be established and maintained a class specification which shall include:

- A. The official class title;
- B. A definition of the class, including a summary of the duties;
- C. Examples of duties;
- D. Some of the required skills, knowledge, and abilities;
- E. The minimum qualifications for the class;
- F. Any special license or desirable skills (e.g. bilingual);
- G. Any special designations (e.g. supervisory, administrative, executive) ~~and the length of the probationary period;~~
- H. The date the class specification was adopted.

Minimum qualifications may never require a teaching, administrative, or other credential, nor may they require work experience, which essentially would restrict applicants to credential holders. Titles may not be assigned that would restrict competition to holders of credentials.

3.7 Interpretation of Class Specifications

- A. The definition and typical tasks are descriptive and explanatory only and not restrictive. They indicate the kinds of positions that should be allocated to the respective classes as determined by their duties, responsibilities, and qualification requirements, and do not prescribe what these details shall be in respect to any position. The use of a particular expression or illustration as to duties, responsibilities, qualifications, requirements, or other attributes is typical or descriptive of the class and does not exclude others not mentioned, but of similar kind and/or quality as determined by the Personnel Commission.
- B. In determining the class to which any position shall be allocated, the description for each class is considered as a whole. Consideration is given not to isolated clauses, phrases, or words, apart from their context and from illustrative information in other parts of the specifications, but to the general duties, responsibilities, specific tasks, and qualification requirements as affording a picture of the positions that the class includes.

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- C. Each class specification should identify its proper relationship to other descriptions, particularly those of classes in the same series and group of classes, in such manner as to maintain a proper gradation in the series in which the class is located and proper differentiation within the group of classes.
- D. Qualifications commonly required of the incumbents of all or many offices or positions, such as ~~freedom from disabling defects such that would render a candidate unable to perform the full range of duties and responsibilities of the position~~ ability to perform the essential functions of the job with or without reasonable accommodation, citizenship (see Labor Code), honesty, sobriety and industry, even though not specifically mentioned in the specifications, are implied in the qualification requirements. This section does not restrict the Board from employing ~~the handicapped~~ individuals with disabilities to meet affirmative action goals.
- E. The Qualification requirements, when considered with other parts of the specifications, are to be used as a guide in the announcement and preparation of tests and in the evaluation of the qualifications of candidates seeking appointment to positions allocated to the class, but do not require a particular form or content of test or testing procedure.
- F. The class title shall always be used with the meaning set forth in the remainder of the specification.

3.8 Classification of New Positions

- A. When a new position is established, the District shall submit a written statement to the Commission staff for review.
- B. The Personnel Director, subject to approval by the Commission, shall study the information and may classify the position to an existing class.
- C. If the Director finds that a new class is required, the Director shall prepare a report, a class description, and a recommendation to the Commission regarding occupational ranking and allocation of the new class to a salary range. **(EC 45276)**
- D. The Personnel Commission shall communicate its action to the Board of Trustees.

3.9 Working Out of Classification

Employees are not expected to work out of classification, but when required to do so, the fact shall be reported to the Personnel Director who shall immediately investigate and report to the Personnel Commission. An employee may be required to perform duties out of classification when the duties relate to that classification, but not for a period of more than five working days within a 15-calendar-day period. The salary of an employee working more than five days within a 15-calendar-day period shall be adjusted upward to the step on the salary range of the higher classification so as to assume at least a 5 percent increase for the entire period of required work out of classification. After review, the Commission shall take such action as necessary based upon the facts. This rule shall not be construed as permitting an employee to refuse to perform duties assigned by the employee's supervisor. **(EC 45110)**

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Rules and Regulations for the Classified Service

3.10 Changes in Duties of Positions

When the duties of a position are permanently changed, the District shall prepare a position description and submit such data to the Commission. The Personnel Director shall investigate the data and make a determination if the position should be reclassified. If the Director finds that a position should be reclassified to an existing class, such data shall be presented to the Commission for action including class description, proposed class salary, proposed occupational ranking and a determination regarding gradual assignment of duties.

3.11 Effect of Classification Changes on Incumbents

- A. If the duties have been assigned gradually (not a reorganization or sudden change of duties), an employee shall be reclassified along with the position if he or she has been in one or more of the positions being reclassified for ~~three~~ two or more years and the most recent performance evaluation was at least satisfactory. **(EC 45285)**
- B. If a person is in a position which is being reclassified and has not been in the position for ~~three~~ two or more years, he or she must compete in a new examination, and pass the examination and place on the eligibility list to be promoted. **(EC 45285)**
- C. An examination will be given when there is a reorganization or sudden change in duties.
- D. When a position is reclassified downward, the incumbent shall be given the opportunity to be reassigned to an available vacant position in the present class.
- E. When a position is reclassified downward and the incumbent chooses to retain placement in the position rather than reassignment to a vacant position in the present class, he or she shall receive the salary in the salary range of the lower class closest to the former salary and shall not be granted reemployment rights.
- F. When an employee is reclassified upward with a position, he or she shall be ineligible to be reclassified upward again with the position for two years.
- G. When a position has been reclassified to another class which is at the same level, the incumbent of the position who has chosen to be reclassified shall be granted status in the new class without further examination.
- H. When a position or group of positions is reclassified to a class on the same salary schedule, the employee may elect to be reclassified with the same position or to exercise any applicable bumping rights. The reclassified employee shall not be required to qualify by examination for the new class or, if the current duties have been performed for 6 months, to complete a new probationary period.
- I. When two or more classes are merged because of change in the classification plan, the seniority in the new class of any continuing employee whose former class has been abolished shall include applicable service in the abolished class.

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- J. Any displacement of a regular employee resulting from reclassification of a position, positions, or class of positions, shall be considered a layoff for lack of work, and an appropriate reemployment list shall be established; displaced employees shall be eligible for reemployment for a period of 39 months with regard to the period of eligibility. **(EC 45298)**

- K. This Rule shall be followed in all instances of reclassification whether it results in upgrading, downgrading, lateral class movement, bumping, or complete displacement of incumbents.

3.12 Review of Positions

- A. The Personnel Director shall study positions as necessary to determine proper classification and shall cause all positions to be reviewed periodically. If the Director finds that a position or positions should be reclassified, the Administration shall be advised by these findings. If the Administration verifies the duties of the position, or if the duties are not revised to fit within the current classification, the Director shall report these findings and recommendations to the Commission. Reports of findings shall also be made to the Commission in cases where the review indicates no change in classification is necessary.

- B. Requests for classification study of existing positions shall be presented to the Personnel Director together with a statement of the reasons for requesting the study. Requests for study may be initiated by the administration with the approval of the Superintendent, or by employees or employee organizations. Requests initiated by the Administration shall be accompanied by a statement of the current authorized duties of the position(s) and any prospective changes. **(EC 45285)**

- C. The Personnel Commission shall authorize an overall classification study to be conducted as it may deem necessary and appropriate to maintain the integrity and internal alignment of the classification plan. However, individual positions may be reviewed, when needed, under the following conditions:
 - 1. The position has changed and the employee is performing new duties since the last time the position was studied (i.e. new technology or equipment, a new service being provided or a change in physical working conditions).
 - 2. The job description does not accurately reflect the duties presently being performed or the skills, knowledge and abilities required of the position.
 - 3. The position is performing a greater variety of tasks or higher level duties and not an increase in workload since the last classification study.
 - 4. The district has difficulty recruiting and retaining qualified employees.

Employees are asked to meet with the Personnel Director to determine whether or not their job description has been changed according to these guidelines. The Commission may authorize the study once the employee has met with the Director and reviewed the above conditions.

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~~When an employee is reclassified upward, eligibility for further reclassification shall be in accordance with Rule 3.11 F.~~

For bargaining unit members, reclassification is subject to negotiations.

3.13 Effective Date of Reclassification

- A. Reclassification of a position shall become effective on the date prescribed by the Commission and shall not have retroactive effect. Effective dates may be set as of the first day of the month following the date of the Commission's action, immediately, or it may ~~must~~ be set sufficiently in the future to allow time for examinations to be completed, but not more than ~~six~~ three months.
- B. When a group of positions, constituting one or more job families, are reclassified, the effective date of the reclassification may be determined by meet and negotiation between the Board's Representative and the Representative of the recognized employee group(s).

3.14 Salary Placement After Reclassification

When a position is reclassified upward incumbents who are to be reclassified with the position shall be placed on the same step on the new range as they are on in the current range.

3.15 Positions Requiring Multiple Languages

- A. The Board of Trustees may, with the approval of the Commission, designate positions which require the holder of the position to speak, read, and write a language in addition to English. The Commission shall then establish an appropriate class specific to the particular language requirement, if it does not already exist. **(EC 45277)**
- B. The Board must clearly set forth valid reasons for placing language requirements on a position.
- C. When a vacancy occurs in a position which has approved language requirements, the Board will notify the Commission that the need for language requirements continues to be a part of the position.

If a request from the Board to designate a position for language requirements is challenged, the Commission shall cause a proper investigation to be made and shall consider the findings and all other pertinent data presented by any concerned and responsible source prior to taking final action on the request

Chapter History:

Adopted December 1973

Revised March 1984

Revised September 2006

Draft March 2015



Union High School District

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Classified Personnel Commission
John Baird, Commissioner
David Holmerud, Commissioner
Terry King, Commissioner
Corrie Amador, Director

March 10, 2015

TO: Personnel Commission
FROM: Corrie Amador
Director of Classified Personnel
SUBJECT: Agenda Item #12 – Staff Comments on Personnel Activities

A. Vacancy Report

There are 11 vacancies in 9 different classifications as detailed in the attached "Vacant Positions, 3/10/15" report.

B. Employment Listings

Please see the Personnel Lists dated 2/19/15 and 3/5/15, submitted to the Board of Trustees for approval.

C. Discussion Regarding Presentation of Eligibility Lists

Rule 6.1 states, "After an examination, the names of successful competitors shall be arranged on a list in the order of examination score plus additional points where applicable. The list shall be presented for approval of the Personnel Commission."

Several employees have voiced concern over the listing of candidates' names on the eligibility list. A possible resolution to this concern would be to update the Rule to instead use an identifying number. The ED-JOIN system assigns a number to each applicant once they register in the system. The number stays with the applicant each time they apply to a posting. This number is also utilized through the testing process by staff in identifying candidates, and could easily be listed in place of the candidates' names on the eligibility list. If this is of interest to the Commission, a proposed revision to Rule 6.1 could be brought to the Commission for first read in April.

D. Project Timeline for Revision of Personnel Commission Rules and Regulations Updated

After conducting the review of chapters two and three, I am requesting an extension on the timeline for the remaining chapters. This will ensure that all parties have reasonable time to review proposals and provide their feedback.

Proposed Timeline for Chapter 4 Review:

4/20/15	Proposals provided to the Association and Administration
6/4/15	Posted on the agenda as first read
6/9/15	Presented for discussion at Personnel Commission Regular meeting
7/14/15	Presented for second read and adoption

I would also like to propose that once a Chapter has been reviewed and changes adopted, a plan for the following chapter would then be submitted to the Commission.

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

Change in Assignment

1. **Shook, Lindsey**, from Human Resources Technician, SR42, 100.00% FTE, District Office-Human Resources to Human Resources Information Systems Support Analyst, SR52, 100.00% FTE, effective 02/02/15

Resignation

1. **Compton, Donna**, Lead Library Media Technician, SR40, 100.00% FTE, San Dieguito High School Academy, resignation for the purpose of retirement, effective 06/19/15
2. **Coune, Nadine**, Secretary, SR36, 100.00% FTE, Oak Crest Middle School, resignation for the purpose of retirement, effective 02/27/15
3. **Ersoz, Pelin**, Instructional Assistant-SpEd(NS), SR34, 37.50% FTE, Earl Warren Middle School, effective 02/06/15
4. **Gibson, Anne**, Instructional Assistant-SpEd(NS), SR34, 37.50% FTE, Diegueno Middle School, effective 02/06/15
5. **Olson, Karen**, Instructional Assistant-SpEd(SH), SR36, 75.00% FTE, La Costa Canyon High School, resignation for the purpose of retirement effective 06/12/15
6. **Tomaino, David**, Construction Contracts Analyst, SR62, 100.00% FTE, Facilities-Construction Department, effective 02/06/15

sj
2/19/15
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PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Margiotta, Kathleen**, Health Technician, SR35, 48.75% FTE, Earl Warren Middle School, effective 02/20/15

Change in Assignment

1. **Bishop, Michael**, from Telecommunications Technician, SR51, 100.00% FTE, Facilities Department to Telecommunications Technician, SR52, 100.00% FTE, Technology Department, effective 03/01/15
2. **Vega, George**, from Telecommunications Technician, SR51, 100.00% FTE, Facilities Department to Telecommunications Technician, SR52, 100.00% FTE, Technology Department, effective 03/01/15

Resignation

1. **Bramble, May**, Instructional Assistant-SpEd(NS), SR34, 75.00% FTE, Torrey Pines High School, effective 02/12/15
2. **Fisher, Diane**, Administrative Assistant, SR44, 100.00% FTE, Canyon Crest Academy, resignation for the purpose of retirement, effective 06/30/15

sj
3/5/15
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SAN DIEGUITO UNION HIGH SCHOOL DISTRICT VACANT POSITIONS 3/10/15

Prepared for 3/10/15 Personnel Commission Meeting

Classified Personnel

11 current/pending vacancies in 9 different job classifications

Job Vacancy

Classes	Count	SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
1	1	FAC	AE792	Grounds Maintenance Worker/Applicator	40	1.00	Recruitment closes 3/20/15
2	2	SDA Café	AI750	Nutrition Services Assistant Transporter I	10	0.20	Recruitment closes 3/09/15
3	3	DO	AJ536	Information Systems Support Technician	40	1.00	Selection week of 3/23/15
4	4	FAC	AA193	Grounds Maintenance Worker II	40	1.00	Recruitment closes 3/20/15
5	5	FAC CON	AI128	Construction Contracts Analyst	40	1.00	Recruitment pending CAC review
6	6	TRANS	AJ472	School Bus Driver	20	0.50	Continuous recruitment
	7	TRANS	AJ470	School Bus Driver	20	0.50	Continuous recruitment
	8	TRANS	AJ471	School Bus Driver	20	0.50	Continuous recruitment
7	9	DG	AA015	Administrative Assistant	40	1.00	Recruitment to close 3/26/15
8	10	CCA	AA023	Administrative Assistant - High School	40	1.00	Recruitment to close 3/27/15
9	11	DO	AJ649	Accounting Technician	40	1.00	Recruitment to close 3/20/15