

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

Regular Meeting Agenda

3:30 P.M., December 12, 2017

710 Encinitas Blvd., Encinitas CA 92024

San Dieguito Union High School District Office - Large Board Room

REGULAR MEETING/OPEN SESSION

1. Call to Order Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the December 12, 2017, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the December 12, 2017 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the November 14, 2017 Personnel Commission Regular meeting.
Motion by _____, second by _____, to approve the minutes for the November 14, 2017 Personnel Commission Regular Meeting.

ACTION ITEMS (See Supplements)

5. Organization of the Personnel Commission:
 - A. Election of Chair for the Personnel Commission
Motion by _____, second by _____, that _____ be nominated as Chair of the Personnel Commission for 2018.

Motion by _____, second by _____ that nominations be closed. _____ is elected as Chair of the Personnel Commission for 2018.
 - B. Election of Vice-Chair for the Personnel Commission
Motion by _____, second by _____, that _____ be nominated as Vice-Chair of the Personnel Commission for 2018.

Motion by _____, second by _____ that nominations be closed. _____ is elected as Vice-Chair of the Personnel Commission for 2018.
 - C. Personnel Commission Meeting Dates and Times
Motion by _____, second by _____, to approve the schedule for the regular meetings of the Personnel Commission for 2018 as listed on the attached supplement, "Personnel Commission Meeting Schedule 2018," to be held at 3:30 P.M. in the District Office Board Room #101.

6. ELIGIBILITY LISTS TO BE ESTABLISHED

- A. Motion by _____, second by _____, to establish an Eligibility List for ADMINISTRATIVE SECRETARY, SR-40, Promotional Only, six months eligibility.
- B. Motion by _____, second by _____, to establish an Eligibility List for CUSTODIAN, SR-32, Open/Promotional-Dual Certification, six months eligibility.
- C. Motion by _____, second by _____, to establish an Eligibility List for HEALTH TECHNICIAN, SR-35, Open/Promotional, six months eligibility.

7. ELIGIBILITY LISTS TO BE APPROVED

- A. Motion by _____, second by _____, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT - BILINGUAL, SR-31, Open/Promotional-Dual Certification, eligibility from 11/17/17.

8. CLASSIFICATION REVIEW

- A. Director of Purchasing and Risk Management

Motion by _____, second by _____, to establish the classification of Director of Purchasing as proposed.

Motion by _____, second by _____, to recommend to the governing board a new salary range of the Management Salary Schedule for Director of Purchasing as proposed.

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report

10. CORRESPONDENCE

11. 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

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, January 16, 2018, at 3:30 P.M. in the San Dieguito UHSD Board Room, 710 Encinitas Blvd., Encinitas, CA 92024.

13. ADJOURNMENT

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

Regular Meeting Minutes

3:30 P.M., November 14, 2017

710 Encinitas Blvd., Encinitas, CA 92024

San Dieguito Union High School District Office - Board Room

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:30 p.m. by TERRY KING, Commission Chair.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner King.

Members in Attendance

John Baird

Terry King

Patricia Spirit

Staff in Attendance

Susan Dixon, Director

Barbara Bass, Human Resources Analyst

Guests

Donna Greenbaum

Debbie Johnson

Sheila Graciano

Laura Hernandez

Lori Nelson

Tina Peterson

Lori Wilson

3. APPROVAL OF AGENDA FOR THE NOVEMBER 14, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve the agenda for the November 14, 2017, Personnel Commission Regular Meeting.

Passed unanimously

4. APPROVAL OF THE MINUTES FOR THE OCTOBER 10, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve the minutes (as amended, Item 8 First Read Rule Revision) for the October 10, 2017, Personnel Commission Regular Meeting.

Passed unanimously

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to establish an Eligibility List for SCHOOL PLANT SUPERVISOR-HIGH SCHOOL, SR-41, Open/Promotional, six months eligibility.

B. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT-BILINGUAL, SR-31, Open/Promotional-Dual Certification, six months eligibility.

- C. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to establish an Eligibility List for INFORMATION SYSTEMS SUPPORT SUPERVISOR, SUPERVISORY Salary Schedule-Range 7, Promotional Only, six months eligibility.
All passed unanimously

6. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve an Eligibility List for REGISTRAR, SR-40, Open/Promotional, eligibility from 10/27/17.
Passed unanimously
- B. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT to approve an Eligibility List for LOSS CONTROL ANALYST, SR-62, Open/Promotional-Dual Certification, eligibility from 11/07/17.
Passed unanimously
- C. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD to approve an Eligibility List for WORKERS' COMPENSATION, BENEFITS AND HRIS SPECIALIST, SR-52, Open/Promotional-Dual Certification, eligibility from 10/20/17.
Passed unanimously

7. CLASSIFICATION REVIEWS

- A. Administrative Assistant: Lori Nelson
Administrative Secretary: Donna Greenbaum
Administrative Secretary: Laura Hernandez

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, for no change in classification to the administrative support classifications in the Maintenance and Operations Department.
Commissioner Baird requested a roll call vote.
Pat Spirit – Aye: no significant change since review in 2014; correct range based on comparatives; CAC support.
Terry King – Aye: reasons stated above; in addition director will bring it back if something changes as a result of comprehensive secretarial series review.
John Baird – No: could be stand-alone classifications; disappointed studies lumped together; were not provided descriptions incumbents drafted for their assignments in advance of this meeting.

Two of the incumbents addressed the Personnel Commission as part of the discussion on this item.
Lori Nelson: Points to make to the PC: a reclassification is warranted due to complexity of job and skill set required; and she should receive the same pay increase her supervisor received in 2013 due to anticipated increased workload of bond work. Ms. Nelson believes the M&O administrative support assignments should be reclassified to match the actual jobs by following a construction company model or property management company model. Having worked at other assignments in the District, she believes this is more complex for reasons such as: public works contracts, emergencies, million dollar budgets, all projects at school sites are set up by Ms. Nelson (in the first four months of this year, there were 50 requisitions for preventative maintenance projects) In addition, Maintenance handles the overflow work from the bond office.
Donna Greenbaum: A copy of the job description she wrote up was not given to CAC. The questionnaire is completely subjective. It's impossible to tell what her duties are or the complexity. It doesn't take into consideration other positions her position may be equivalent to. Since the commission did not get a copy of the job description she wrote in advance of the meeting, it might be prudent to move this item to another meeting. The M&O positions should not be compared to other secretaries; they should be treated as new positions and placed on the schedule based on their merit. The bond positions were created from scratch. Her role is complex because of employees working from 6:00am until 11:30pm. The work in M&O is more complex and more responsible now than when Ms. Greenbaum previously worked in M&O. The duties were not as technical. The work she does to justify the budget is like an Accounting Technician or Budget Analyst. Lots of decision

making required in scheduling floaters and assigning overtime. Tracking attendance to make sure employees are paid appropriately is difficult. Her supervisor is usually out of the office so she makes decisions. The accretion of duties warrants a new title and pay range.

Director Dixon responded that she did not find that there was an accretion of new duties since there was a departmental review of M&O in 2014 which resulted in the reclassification of the position Ms. Greenbaum occupies from a Secretary (Range 36) to Administrative Secretary (Range 40). The CAC and the PC approved the change at that time. From a review of records, it appears that when the Executive Director of Operations took the new construction responsibilities with him to his new role in the Facilities/Bond Department, the management position was changed from Executive Director to Director. This may have been the reason that office assignments were staffed differently in 2000 as Ms. Greenbaum stated. The M&O Department is currently set up similar to a school site in that there is one Administrative Assistant and the remaining administrative support staff members are classified as Administrative Secretary or another classification in the secretarial series. Each assignment has functional areas of responsibility with one individual position designated as the "office manager". In the case of M&O, the position Ms. Nelson occupies has this distinction. Director Dixon explained that the salary survey of comparable positions in our comparison districts utilized the highest paying administrative support position in M&O at the comparison districts to ensure that our incumbents were not short-changed when identifying a comparison position. In terms of these external comparisons, our rate of pay is higher. In terms of internal comparison, Ms. Nelson is the only Administrative Assistant in a district office support role. Directors of other District programs (Nutrition Services, Special Education, Pupil Services) are supported by Administrative Secretaries.

8. RULE 14.5 REVISION-Second Read

- A. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve revisions of Rule 14.5 of the Rules and Regulations for the Classified Service.

Passed unanimously

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

A. Vacancy Report

Director Dixon shared that the Workers' Compensation, Benefits & HRIS Specialist position has been filled after an extended period of time due to difficulty recruiting. She expressed appreciation on behalf of the District to Tina Peterson who has worked tirelessly to ensure that both the processing of workers' compensation claims and the continued benefits coverage of employees was not affected while the position was vacant.

B. Personnel List Report

10. CORRESPONDENCE

Director Dixon shared that the Board has identified a new replacement for Terry King's position on the Personnel Commission, Kamran Azimzadeh. The previous intended appointee withdrew from consideration due to a personal matter.

11. PUBLIC COMMENTS

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- A. California School Employees Association – None

- B. San Dieguito Union High School District – None
- C. Public – None

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, December 12, 2017, at 3:30 p.m. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

13. ADJOURNMENT- 4:36 pm.

PERSONNEL COMMISSION MEETING SCHEDULE

2018

Tuesday, 3:30 p.m.	January 16, 2018	District Office Room 101
Tuesday, 3:30 p.m.	February 13, 2018	District Office Room 101
Tuesday, 3:30 p.m.	March 13, 2018	District Office Room 101
Tuesday, 3:30 p.m.	April 10, 2018	District Office Room 101
Tuesday, 3:30 p.m.	May 8, 2018	District Office Room 101
Tuesday, 3:30 p.m.	June 12, 2018	District Office Room 101
Thursday, 3:30 p.m.	July 10, 2018	District Office Room 101
Tuesday, 3:30 p.m.	August 7, 2018	District Office Room 101
Tuesday, 3:30 p.m.	September 11, 2018	District Office Room 101
Tuesday, 3:30 p.m.	October 9, 2018	District Office Room 101
Tuesday, 3:30 p.m.	November 13, 2018	District Office Room 101
Tuesday, 3:30 p.m.	December 11, 2018	District Office Room 101

San Dieguito Union High School District
Personnel Commission
Eligibility List

Instructional Assistant - Bilingual

Open/Promotional - Dual Certification

Effective: 11/17/17

Expiration: 05/17/18

Rank	Applicant ID
1	1233913
2	3078832
3	1150489

S. Dixon

Classification Review Report	
Classification	Director of Purchasing
Classification Type	Classified Management
Salary Range	New Management Range Proposed
Prepared By	Susan Dixon, Director Classified Personnel
Submission to Classification Advisory Committee	November 28, 2017
Submission to Personnel Commission	December 12, 2017
Agenda Item	#7. Classification Reviews Establishment of a former classification

Sources of Information

Associate Superintendent, Business Services, Tina Douglas
 Associate Superintendent, Human Resources, Cindy Frazee
 Comparison agencies within San Diego County

Background Information

The District requested that the Director, Classified Personnel prepare a class description to establish a management-level assignment specific to managing the purchasing function for the District.

In 2001, the District established a classification that was specific to this role. However, in 2010, the Personnel Commission reclassified the assignment to Director of Purchasing and Risk Management due to organizational changes including the elimination of the Executive Director of Business Services position which had responsibility for oversight of the risk management function. The reclassification of the Director of Purchasing position to the dual role of purchasing and risk management included a reallocation in salary due to the increased scope of responsibility of the classification.

At this time, there is a joint request by both the District and the incumbent currently serving as the Director of Purchasing and Risk Management to reestablish the former stand-alone purchasing classification.

Salary Compensation Review

In establishing a classification similar to the one which existed until 2010, consideration must be given to the salary allocation of the assignment given that it will have a narrower scope of responsibility than the existing

classification which encompasses both purchasing and risk management. In 2010, when the purchasing assignment assumed oversight for risk management functions, the classification was reallocated from Range 3 to Range 4, an approximately \$10,000 per year increase at that time, to acknowledge the increased responsibility. Rather than automatically allocating the Director of Purchasing classification to Range 3, the allocation the classification previously held, a salary survey of comparable positions from our comparison agencies was conducted as this is the standard practice when establishing or revising job descriptions. The results of that survey indicate Range 3 of the management salary schedule (when adjusted for flex dollars for benefits being included on the management salary schedule) is approximately \$7,000 lower than the average annual maximum salary of Directors of Purchasing in our comparison districts. In recognition of this current salary data, in combination with recognizing that the Personnel Commission's and Board's action in 2010 was to compensate the salary of the multiple role assignment at a higher rate of pay than the single role assignment, it seems the appropriate action at this time is to create a new salary range on the management salary schedule which is based on both these considerations. The new salary range would be established to match the \$111,353 maximum annual average of our comparison agencies, after adjusting for the benefits flex dollars differential. If the Personnel Commission determines this is the best course of action, the Director, Classified Personnel has worked with the Chief Financial Officer to determine the four steps of the new range. The new range would include the standard four steps for management classifications as follows: Step 1 \$106,299; Step 2 \$110,976; Step 3 \$115,859; Step 4 \$120,957. This would represent a \$4,217 lower maximum annual salary than the current dual role assignment.

Below are the 10 comparable job classifications within our standard external market comparison base.

District	Salary Range	Job Title	Minimum	Maximum
Carlsbad Unified	8	Director of Purchasing	\$89,646	\$103,093
Escondido Union	5-6	Director of Purchasing	\$84,351	\$100,720
Escondido Union HS	26	Director, Purchasing	\$95,661	\$108,231
Grossmont HS	42	Director, Purchasing	\$91,670	\$109,458
Oceanside Unified	11	Purchasing Manager	\$75,602	\$87,643
Poway Unified	19	Director, Purchasing	\$104,760	\$123,252
SDCOE	38	Supervisor III, Purchasing & Contracts	\$92,131	\$111,995
San Marcos Unified		Executive Director, Purchasing	\$107,809	\$137,781
Sweetwater Union HS	6	Purchasing Manager	\$100,764	\$119,955
Vista Unified	24	Director, Purchasing	\$98,460	\$111,399
		Average	\$94,085	\$111,353

San Dieguito	4	Director, Purchasing & Risk Management with flex dollars on schedule	\$109,513	\$125,174
San Dieguito	4	Director, Purchasing & Risk Management pre-flex dollars on schedule rate 12/31/15 + 5.5% COLA 7/1/16	\$100,041	\$115,702
San Dieguito	3	Director, Purchasing former classification from 2010 with flex dollars on schedule	\$99,504	\$113,587
San Dieguito	3	Director, Purchasing former classification from 2010 pre-flex dollars on schedule rate 12/31/15 + 5.5 % COLA 7/1/16	\$90,032	\$104,116

San Dieguito	TBD	Director of Purchasing Proposed with flex dollars on schedule	\$106,299	\$120,957
San Dieguito	TBD	Director, Purchasing Proposed pre-flex dollars on schedule rate 12/31/15 + 5.5 % COLA 7/1/16	Unknown, range did not exist	Unknown, range did not exist

Recommendation

Establish the classification of Director of Purchasing and approve the job description as proposed. Recommend to the governing board the establishment of a new salary range on the Management Salary Schedule for Director of Purchasing as specified in this report (e.g. the rate which compensates the classification at the average maximum rate, when adjusted for flex dollars, of comparable classifications among our comparison districts).

Vote by Committee Members:

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

DIRECTOR OF PURCHASING

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Associate Superintendent, Business Services, the Director of Purchasing plans organizes and directs the district's purchasing, warehousing, and contracting functions; ensures that departmental work goals are met and that services are provided in an efficient and effective manner; ensures that staff utilize appropriate procedures and safe practices; receives and evaluates quotations and recommends and/or awards bids and contracts for the purchase of equipment, supplies and services.

DISTINGUISHING CHARACTERISTICS

The Director of Purchasing is a single-position, management classification responsible for planning, directing, supervising and controlling a District-wide program that ensures the integrity, comprehensiveness, accuracy, responsiveness, and applicability of all elements of District activities related to procuring, purchasing, warehousing, contracting and bidding for goods and services to meet the District's operational needs with respect to instruction, business services and operations, human resources, and construction/repair of facilities.

ESSENTIAL FUNCTIONS:

- Negotiates with outside vendors on terms and conditions as well as change order requests to secure necessary services and materials for the district within budget parameters and ensure compliance with district, local, State and Federal regulations.
- Manages warehouse, mail and related operations (e.g., receipt of merchandise, return of material, disposal of obsolete items, storage and delivery of standard supply items, delivery of mail) to ensure efficient and effective department operations and proper maintenance of district inventories.
- Recommends new hires, promotions, terminations and transfers within assigned department to maintain staffing needs and productivity of the work force.
- Trains, supervises, coaches, evaluates, and disciplines purchasing and warehouse department personnel to ensure that departmental work goals are achieved.
- Represents the district on various committees and boards to collaborate with other school districts, outside agencies, and governmental agencies.
- Researches new procedures (e.g., direct shipment of orders), products, materials, equipment, supplies, laws and regulations to recommend purchases and contracts and maintain district-wide services.
- Directs the solicitation of bid documents and quotations to provide cost information, make purchases and secure items and services.
- Assists district administration as may be required in formulating and developing relevant fiscal and other policies, procedures and programs.
- Assists district administration in planning for new facilities (e.g., contract deadlines, securing contracts for professional services, procurement of equipment to ensure effective and efficient planning and implementation of district construction projects.
- Analyzes bids, proposals and change requests to make recommendations concerning effective and timely project completion and ensure compliance with district, local, State and Federal regulations.

DIRECTOR OF PURCHASING

- Authorizes purchase orders, contracts and agreements to ensure compliance with district, State and Federal regulations, policies and procedures.
- Develops and directs district capital inventory system and department procedures (e.g., the use of appropriate accounting practices) to ensure effective and efficient district operations.
- Assists school sites and office personnel concerning various purchasing, warehousing and contracting issues to provide support as needed.
- Develops department and district procedures to ensure efficient and effective contracting, purchasing, and warehousing operations and maintain compliance with district, local, State and Federal regulations.
- Prepares various documents (e.g., budgets, requisitions, time studies, productivity, evaluation reports, award of contract/agreement contracts) to provide necessary information to State/Federal agencies and appropriate district personnel and/or develop contract specifications.
- Presents various training programs to inform staff on appropriate procedures and practices.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE AND ABILITIES

The following are representative of the knowledge and abilities required of the classification. These may be modified in order to meet changing job conditions.

KNOWLEDGE OF:

- Legal and procedural requirements in the procurement and acquisition of public goods and services
- Current laws, codes and regulations related to purchasing warehousing
- Accounting practices and procedures
- Budget preparation and control
- Math functions related to practical applications in a business setting
- Standard business writing techniques including appropriate word usage, punctuation and grammar
- Assessment and evaluation practices and procedures
- Supervisory, coaching and leadership principles and techniques
- Training principles and practices

ABILITY TO:

- Plan, organize and direct the functions and operations of the purchasing department
- Train, supervise, coach, evaluate, and discipline assigned staff
- Read, review and interpret highly technical materials
- Apply pertinent codes, policies, regulations and laws relating to purchasing, contracting and warehousing
- Plan and manage projects
- Prepare budgets and financial plans; perform standard bookkeeping/accounting procedures

DIRECTOR OF PURCHASING

- Prepare written materials including correspondence and reports
- Communicate effectively both orally and in writing
- Use job-related equipment including pertinent software applications
- Work with a significant diversity of individuals in a wide variety of circumstances
- Exercise tact, patience and diplomacy when working with internal and external clients
- Analyze data utilizing defined but different processes
- Work with data of widely varied types and purposes
- Identify issues, analyze options and create action plans
- Independently resolve problems
- Schedule a number of activities, meetings, and/or events
- Gather, collate, and/or classify data
- Prepare and maintain accurate records
- Be attentive to details
- Meet deadlines and schedules, set priorities and work under time constraints
- Maintain confidentiality
- Manage conflict resolution

RESPONSIBILITY

Responsibilities include working under limited supervision using standardized practices and/or methods; managing a department; 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 impact the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require 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)

Seldom	lifting up to 25 lbs. at waist height, carrying up to 25 lbs. up to 10 feet, reach above shoulder, pushing and/or pulling
Occasionally	handling/simple grasping
Frequently	fingering/fine manipulation

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to communicate with coworkers, staff, vendors and others contacted within the course of performing the essential functions of the job. Vision ability to see near, distant, color, depth and peripherally.

DIRECTOR OF PURCHASING

ENVIRONMENTAL CONDITIONS

This job is performed in a generally clean and healthy environment. In the course of performing assigned duties, the incumbent will occasionally be required to: walk on uneven ground, tolerate exposure to dust, gas, fumes, noise, vibration, extremes in temperature and humidity, biohazard materials such as sewage. Incumbents will be required to operate a motor vehicle requiring a California Class C driver's license to travel to and from various district work sites.

EXPERIENCE

A minimum of three years of purchasing and/or contracting experience in a public agency or school district is required. Experience must include a minimum of one year in a lead, supervisory, or management level capacity with responsibility for the work of others.

EDUCATION

Bachelor's degree in job related area (e.g. business administration, public administration, accounting, purchasing/ contracting, material management). Additional qualifying experience may substitute for the educational requirement on the basis of one year of experience for 24 semesters or 45 quarter units.

REQUIRED TESTING

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

CERTIFICATES

Certification with National Association of Purchasing Managers or Certificated Public Purchasing Officer is desirable. Valid State of California Class C driver's license.

CONTINUING EDUCATION/TRAINING

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.

FLSA STATUS

Exempt

SALARY RANGE

Management Range X (New Range Proposed)

DIRECTOR OF PURCHASING AND RISK MANAGEMENT

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Associate Superintendent, Business Services, the Director of Purchasing and Risk Management plans, organizes and directs the district's purchasing, warehousing, contracting, and risk management functions; ensures that departmental work goals are met and that services are provided in an efficient and effective manner; ensures that staff utilize appropriate procedures and safe practices; receives and evaluates quotations and recommends and/or awards bids and contracts for the purchase of equipment, supplies and services.

DISTINGUISHING CHARACTERISTICS

The Director of Purchasing and Risk Management is a single-position, management classification responsible for planning, directing, supervising and controlling a District-wide program that ensures the integrity, comprehensiveness, accuracy, responsiveness, and applicability of all elements of District activities related to procuring, purchasing, contracting and bidding for goods and services to meet the District's operational needs with respect to instruction, business services and operations, human resources, and construction/repair of facilities, and directs the day-to-day risk management activities and programs to manage the District's exposure to risk and loss.

ESSENTIAL FUNCTIONS:

- Directs District's loss prevention and safety programs (e.g., conducts risk analysis and coordinates safety committee activities) for the purpose of minimizing District's losses due to liability.
- Develops long and short range plans/programs, (e.g., safety and accident reduction, periodic risk assessment analyses and studies, emergency/disaster preparedness, etc.) for the purpose of minimizing District's losses due to liability, including worker's compensation claims, and ensuring that the district's resources are effectively utilized.
- Plans/directs programs to maintain compliance with federal, state, and local safety programs, including CalOSHA and EPA regulations.
- Represents the district for the purpose of ensuring the best interests of the District are sustained in mitigating loss control and claims issues.
- Negotiates with outside vendors on terms and conditions as well as change order requests for the purpose of securing necessary services and materials for the district within budget parameters and ensuring compliance with district, local, State and Federal regulations.
- Manages warehouse, mail and related operations (e.g., receipt of merchandise, return of material, disposal of obsolete items, storage and delivery of standard supply items, delivery of mail) for the purpose of efficient and effective department operations, ensuring proper maintenance of district inventories.
- Recommends new hires, promotions, terminations and transfers for the purpose of maintaining staffing needs and productivity of the work force.
- Supervises and evaluates purchasing and warehouse department and risk management personnel for the purpose of ensuring that departmental work goals are achieved.
- Represents the district on various committees and boards for the purpose of serving as district liaison between other school districts, outside agencies, and governmental agencies.

DIRECTOR OF PURCHASING AND RISK MANAGEMENT

- Researches new procedures (e.g., direct shipment of orders), products, materials, equipment, supplies, laws and regulations for the purpose of recommending purchases and contracts and maintaining district-wide services.
- Directs the solicitation of bid documents and quotations for the purpose of providing cost information, making purchases and securing items and services.
- Assists district administration as may be required for the purpose of formulation and development of relevant fiscal and other policies, procedures and programs.
- Assists district administration in planning for new facilities (e.g., contract deadlines, securing contracts for professional services, procurement of equipment, etc.) for the purpose of ensuring effective and efficient planning and implementation of district construction projects.
- Analyzes bids, proposals and change requests for the purpose of making recommendations concerning effective and timely project completion and ensuring compliance with district, local, State and Federal regulations.
- Authorizes purchase orders, contracts and agreements for the purpose of ensuring compliance with district, State and Federal regulations, policies and procedures.
- Develops and directs district capital inventory system and department procedures (e.g., the use of appropriate accounting practices) for the purpose of ensuring effective and efficient district operations.
- Informs school sites and office personnel concerning various purchasing and contracting issues for the purpose of providing support for related issues.
- Develops department and district procedures for the purpose of ensuring efficient and effective contracting, purchasing, warehousing, and risk management operations and maintaining compliance with district, local, State and Federal regulations.
- Prepares various documents (e.g., budgets, requisitions, time studies, productivity, evaluation reports, award of contract/agreement contracts) for the purpose of providing necessary information to State/Federal agencies and appropriate district personnel and/or developing contracts specifications.
- Presents various programs (e.g., safety, purchasing and warehouse programs) for the purpose of informing staff on appropriate procedures and safe practices.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the function of the job includes knowledge to: utilize basic math plus algebra and geometry for practical applications; read scientific and technical journals; write manuals; speak persuasively in relation to concepts and theories; and analyze situations to define issues and draw conclusions. Requires knowledge of: loss control, safety, industrial hygiene and risk management principles and techniques;

DIRECTOR OF PURCHASING AND RISK MANAGEMENT

risk management procedures for loss control and claims handling; legal and procedural requirements in the procurement and acquisition of goods and services; accounting practices and procedures; current laws, codes and regulations related to purchasing and risk management; assessment and evaluation practices and procedures; supervisory and leadership principles and techniques.

SKILLS are required to perform multiple, 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 skills to: administer personnel policies and practices; apply pertinent codes, policies, regulations and laws relating to purchasing, ~~and~~ contracting and risk management; communicate effectively with persons of varied cultural and educational backgrounds; operate standard office equipment, including utilizing pertinent software applications; perform standard bookkeeping/accounting procedures; plan and manage projects; prepare and maintain accurate records; prepare budgets and financial plans; prepare written correspondence and reports.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and groups; work with data of widely varied types and purposes; identify issues and create action plans. Problem-solving with data requires following prescribed guidelines and utilizing 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 problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include ability to: supervise and lead others; adhere to safety practices; be attentive to details; meet deadlines and schedules and work under time constraints; work with detailed information/data; communicate with diverse groups; maintain confidentiality; set priorities; analyze laws and regulations; communicate effectively both orally and in writing; and manage conflict resolution.

RESPONSIBILITY

Responsibilities include working under limited supervision using standardized practices and/or methods; managing a department; 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 impact the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require 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)

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

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

Seldom	lifting up to 25 lbs. at waist height, carrying up to 25 lbs. up to 10 feet, reach above shoulder, pushing and/or pulling
Occasionally	handling/simple grasping
Frequently	fingering/fine manipulation

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to communicate with coworkers, staff, vendors and others contacted within the course of performing the essential functions of the job. Vision ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

This job is performed in a generally clean and healthy environment. In the course of performing assigned duties, the incumbent will occasionally be required to: walk on uneven ground, tolerate exposure to dust, gas, fumes, noise, vibration, extremes in temperature and humidity, biohazard materials such as sewage. Incumbents will be required to operate a motor vehicle requiring a California Class C driver's license to travel to and from various district work sites.

EXPERIENCE

Job related experience within the specialized field with increasing levels of responsibility is required. An example of typical qualifying experience would be a minimum of three years of purchasing and/or contracting experience in a public agency or school district, or directing the activities of a program responsible for risk management, loss control and mitigation. Experience must include a minimum of one year in a lead, supervisory, or management level capacity with responsibility for the work of others.

EDUCATION

Bachelor's degree in job related area (e.g. business administration, public administration, accounting, purchasing/ contracting, material management, risk management, loss control management etc.). Additional qualifying experience may substitute for the educational requirement on the basis of one year of experience for 24 semesters or 45 quarter units.

REQUIRED TESTING

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

CERTIFICATES

Certification with National Association of Purchasing Managers or Certificated Public Purchasing Officer is desirable. Valid State of California Class C driver's license.

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

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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 RANGE

Management Range 4

**MANAGEMENT SALARY SCHEDULE
Effective July 1, 2016 (+5.5%)**

CERTIFICATED MANAGEMENT

GROUP	RANGE	TITLE	STEP 1	STEP 2	STEP 3	STEP 4	WORK DAYS
4	3	Principal, Sr. High School	147,868	154,586	161,632	169,041	220
4	4	Principal, Middle School	135,091	141,191	147,593	154,312	220
4	5	Asst. Principal, Sr. High School	127,213	132,937	138,952	145,267	210
4	6	Asst. Principal, Middle School	114,925	120,087	125,501	131,188	200
4	6	Program Supervisor – Special Education	114,925	120,087	125,501	131,188	200
4	17	Director of Accountability & Special Programs	135,091	141,191	147,593	154,312	220
4	8	Executive Director of Educational Services	151,308	158,368	165,779	173,561	222
4	10	Director of PPS and Alternative Programs	139,159	145,558	151,998	159,006	220
4	13	Coordinator of Special Education	124,589	130,314	136,318	142,623	220
4	13	Coordinator of Student Support Services	124,589	130,314	136,318	142,623	220
4	10	Director of School & Student Services	139,159	145,558	151,998	159,006	220
4	17	Director of Special Education	135,091	141,191	147,593	154,312	220
4	20	District Mental Health Support Provider	111,647	116,706	122,010	127,584	196

CLASSIFIED MANAGEMENT

GROUP	RANGE	TITLE	STEP 1	STEP 2	STEP 3	STEP 4	WORK YEAR
5	2	Chief Financial Officer	125,514	131,077	136,920	143,057	12 MO
5	2	Director of Classified Personnel	125,514	131,077	136,920	143,057	12 MO
5	2	Director of Human Resources	125,514	131,077	136,920	143,057	12 MO
5	2	Director of Planning Services	125,514	131,077	136,920	143,057	12 MO
5	2	Director of Technology Project Management	125,514	131,077	136,920	143,057	12 MO
5	2	Director of Maintenance, Operations & Transp.	125,514	131,077	136,920	143,057	12 MO
5	2	Director of Information Technology	125,131	131,077	136,920	143,057	12 MO
5	3	Construction Project Manager – II	99,504	103,971	108,662	113,587	12 MO
5	4	Director of Nutrition Services	109,513	114,480	119,698	125,174	12 MO
5	4	Director of Purchasing & Risk Management	109,513	114,480	119,698	125,174	12 MO
5	4	Director of Student Information Services	109,513	114,480	119,698	125,174	12 MO
5	8	Chief Facilities Officer	147,868	154,586	161,632	169,041	12 MO
5	8	Executive Director of Planning Services	147,868	154,586	161,632	169,041	12 MO
5	9	Construction Project Manager – I	87,886	91,772	95,853	100,138	12 MO

Credit for previous management experience will be given consideration toward initial placement on the management salary schedule. Twelve days of sick leave for each year shall be allowed each full-time manager during the period of time under active contract with the District. All classified managers shall be governed by the Classified Merit System Rules and Regulations.

LONGEVITY BENEFITS

An increment of \$3,090 for a 12 month, 8 hours per day, full-time employee at the end of 10, 15, 20, 25 and 30 years in the district, shall be added to the employee's annual salary. The longevity increment of those employees employed less than 12 months or less than 8 hours per day will be prorated in accordance with the number of months and/or hours or regular employment.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT VACANCY REPORT 12/07/17

Classified Personnel

8 current/pending vacancies in 6 different job classifications

SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
CCA	AC988	Health Technician	40	1.00	Selection interview 12/21/17
CV	AA344	Health Technician	30	0.75	Selection interview 12/21/17
DO	AI167	Information Systems Support Supervisor	40	1.00	Selection interview 12/14/17
CCA	AB226	School Plant Supervisor - High School	40	1.00	Selection interview 12/12/17
TRANS	AK204	School Bus Driver	20	0.50	Continuous recruitment
TRANS	AF521	School Bus Driver	20	0.50	Continuous recruitment
CCA	AB275	Custodian	40	1.00	Selection interview 1/17/18
LCC	AA032	Administrative Secretary	40	1.00	Selection interview 12/21/17