

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

Regular Meeting Agenda

4:00 P.M., July 14, 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 Agenda

4:00 P.M., July 14, 2015
710 Encinitas Boulevard, Encinitas, CA 92024
District Office Board Room 101

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER Commission Chairperson
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF THE AGENDA
Motion by _____, second by _____, to approve the agenda for the July 14, 2015, Personnel Commission Regular Meeting.
4. APPROVAL OF THE MINUTES
 - A. Motion by _____, second by _____, to approve the minutes for the June 9, 2015, Personnel Commission Regular Meeting.
 - B. Motion by _____, second by _____, to approve the minutes for the July 2, 2015, Personnel Commission Special Meeting.

ACTION ITEMS (See Supplements)

5. ELIGIBILITY LISTS TO BE ESTABLISHED
 - A. Motion by _____, seconded by _____, to establish an Eligibility List for RECEPTIONIST, SR-32, Open/Promotional-Dual Certification, six months eligibility.
 - B. Motion by _____, seconded by _____, to establish an Eligibility List for ACCOUNTING TECHNICIAN, SR-42, Open/Promotional-Dual Certification, six months eligibility.
 - C. Motion by _____, seconded by _____, to establish an Eligibility List for DIRECTOR CLASSIFIED PERSONNEL, Classified Management SR-5-2, Open/Promotional-Dual Certification, six months eligibility.
6. ELIGIBILITY LISTS TO BE APPROVED
 - A. Motion by _____, seconded by _____, to approve an Eligibility List for GROUNDS MAINTENANCE WORKER/APPLICATOR, SR-40, Open/Promotional, six months eligibility from 6/17/15.
 - B. Motion by _____, seconded by _____, to approve an Eligibility List for HUMAN RESOURCES TECHNICIAN, SR-42, Open/Promotional-Dual Certification, six months eligibility from 6/16/15.

- C. Motion by _____, seconded by _____, to approve an Eligibility List for GROUNDS MAINTENANCE WORKER II, SR-39, Open/Promotional-Dual Certification, six months eligibility from 6/17/15.
- D. Motion by _____, seconded by _____, to approve an Eligibility List for CUSTODIAN FLOATER, SR-33, Open/Promotional-Dual Certification, six months eligibility from 6/29/15.
- E. Motion by _____, seconded by _____, to approve an Eligibility List for SCHOOL BUS DRIVER, SR-38, Open/Promotional-Dual Certification, six months eligibility from 7/9/15.

7. APPROVAL OF CLASS DESCRIPTION REVISIONS

- A. Classification Grounds Maintenance Worker I
Motion by _____, seconded by _____, to approve class description revisions for the Grounds Maintenance Worker I classification as shown in the attached supplements.
- B. Classification Grounds Maintenance Worker II
Motion by _____, seconded by _____, to approve class description revisions for the Grounds Maintenance Worker II classification as shown in the attached supplements.
- C. Classification Nutrition Services Transporter I
Motion by _____, seconded by _____, to approve class description revisions for the Nutrition Services Transporter I classification as shown in the attached supplements.
- D. Classification Nutrition Services Transporter II
Motion by _____, seconded by _____, to approve class description revisions for the Nutrition Services Transporter II classification as shown in the attached supplements.

8. ESTABLISH NEW CLASSIFICATION

Classification: Instructional Assistant Special Education (Behavior Intervention)

- A. Motion by _____, seconded by _____, to establish a new classification and approve the class description for Instructional Assistant Special Education (Behavior Intervention) as shown in the attached supplements.
- B. Motion by _____, seconded by _____, to recommend a salary allocation of SR-36 on the Classified Salary Schedule to the Board of Trustees.

9. APPROVAL OF THE 2014-2015 ANNUAL REPORT

- A. Motion by _____, seconded by _____, to approve the 2014-2015 Annual Report of the Personnel Commission for submission to the Board of Trustees.

DISCUSSION/INFORMATION ITEMS (See Supplements)

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report
- B. Employment Listing

11. CORRESPONDENCE

12. 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 it 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

13. 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 employee unless the employee requests a public session).

- A. Replacement of the Director of Classified Personnel

14. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, August 11, 2015, at 4:00 P.M. in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

15. ADJOURNMENT

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

Regular Meeting Minutes

4:00 P.M., June 9, 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 4:06 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

Carmen Blum
Matt Colwell
Alex Guerrero
Debbie Johnson
Tina Peterson
Adrienne St. George

3. Approval of the Agenda for the June 9, 2015, Personnel Commission Regular Meeting.
It was moved by TERRY KING, second by JOHN BAIRD, to approve the agenda for the June 9, 2015 regular personnel commission meeting.
Motion unanimously carried.

4. Approval of the Minutes for the May 5, 2015, Personnel Commission Regular Meeting.
It was moved by JOHN BAIRD, second by TERRY KING, to approve the minutes for the May 5, 2015 regular personnel commission meeting as amended.

Commissioner Baird requested his comment stated under 13.C be amended to read "Commissioner Baird requested Rule 2.15.C be added to the June 9 meeting for *reconsideration.*"
Motion unanimously carried as amended.

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by TERRY KING, seconded by JOHN BAIRD, to establish an eligibility list for Administrative Secretary, SR-40, Open/Promotional, six months eligibility.
Motion unanimously carried.

B. It was moved by JOHN BAIRD, seconded by TERRY KING, to establish an eligibility list for Human Resources Technician, SR-42, Open/Promotional-Dual Certification, six months eligibility.
Motion unanimously carried.

6. ELIGIBILITY LISTS TO BE APPROVED

A. It was moved by TERRY KING, second by JOHN BAIRD, to approve an eligibility list for Custodian - Floater, SR-33, Open/Promotional-Dual Certification, six months eligibility from 5/7/15.
Motion unanimously carried.

B. It was moved by JOHN BAIRD, second by TERRY KING, to approve an eligibility list for School Plant Supervisor – Middle School, SR-39, Promotional, six months eligibility from 5/14/15.
Motion unanimously carried.

C. It was moved by TERRY KING, second by JOHN BAIRD, to approve an eligibility list for Accounting Assistant, SR-40, Open/Promotional-Dual Certification, six months eligibility from 5/22/15.
Motion unanimously carried.

D. It was moved by JOHN BAIRD, second by TERRY KING, to approve an eligibility list for Custodian, SR-32, Open/Promotional-Dual Certification, six months eligibility from 6/3/15.
Motion unanimously carried.

CLASSIFICATION (See Supplements)

7. APPROVAL OF CLASS DESCRIPTION REVISIONS

A. Learning Commons Technician

a. It was moved by TERRY KING, seconded by JOHN BAIRD, to approve class description revisions for the Learning Commons Technician as presented.

Ayes: Holmerud, King

Noes: Baird

Motion carried by 2-1 vote

b. It was moved by JOHN BAIRD, second by TERRY KING, to establish an eligibility list for Learning Commons Technician, SR-40, Open/Promotional-Dual Certification, six months eligibility.

Motion unanimously carried.

B. Risk Management Technician

It was moved by TERRY KING, seconded by JOHN BAIRD, to approve class description revisions for the Risk Management Technician classification as presented.

Ayes: Holmerud, King

Noes: Baird
Motion carried by 2-1 vote

C. Human Resources Technician

It was moved by JOHN BAIRD, seconded by TERRY KING, to approve class description revisions for the Human Resources Technician classification as presented.

Ayes: Holmerud, King
Noes: Baird
Motion carried by 2-1 vote

8. APPROVAL OF ANNUAL MEMBERSHIPS AND SERVICE AGREEMENTS

It was moved by TERRY KING, seconded by JOHN BAIRD, to approve the renewal of annual memberships and service agreements for the 2015-16 fiscal year as presented.

Motion unanimously carried.

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. PERSONNEL COMMISSION RULES – Rule 4.9

This item was placed on the agenda at the request of Mr. Scott Hendries, Labor Relations Representative for CSEA. Mr. Hendries was not in attendance at the meeting. The Commissioners agreed to carry the item forward to the July 14, 2015 agenda.

10. PERSONNEL COMMISSION RULES – Rule 2.15.C

After discussion, the Commissioners agreed to carry this item forward for further discussion on the July 14, 2015 agenda.

11. PERSONNEL COMMISSION RULES – Chapter 3

After discussion, the Commissioners agreed to carry this item forward for further discussion on the July 14, 2015 agenda.

12. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. The Vacant Positions report dated 6/4/15 was submitted as information.
- B. The Personnel Lists dated 5/21/15 and 6/4/15 were submitted as information.
- C. Director Amador shared the Merit newsletter for June 2015 with the Commissioners. Director Amador also shared with the Commissioners the passing of Ms. Tricia Kelly, Secretary in Adult Education.

13. CORRESPONDENCE

The approval letter from the San Diego County Office of Education for the 2015-16 personnel commission budget was submitted as information.

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 – None

B. San Dieguito Union High School District – Ms. Tina Peterson reported they are busy wrapping up the school year and gearing up for next year.

C. Public Comment

Commissioner Baird stated he thought the Merit newsletter was excellent and requested the next edition include information regarding the process for reclassification. He also stated he was honored to attend the retiree and employee of the year celebration event put on by the District and Board of Trustees.

15. NEXT PERSONNEL COMMISSION MEETING

It was confirmed the next regular meeting of the Personnel Commission is scheduled for Tuesday, July 14, 2015, at 4:00 PM in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024. This item was discussed prior to the Closed Session.

16. CLOSED SESSION

The Commission convened to Closed Session at 5:48 PM to discuss the evaluation of the Director. There was nothing to report.

17. ADJOURNMENT

The meeting adjourned at 6:10 PM.

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

Special Meeting Minutes

3:00 PM, July 2, 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 3:03 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

Guests

None

3. **ADJOURNMENT TO CLOSED SESSION**
The Commission adjourned to Closed Session at 3:04 PM.
4. **RETURN TO OPEN SESSION**
The Commission Returned to Open Session at 3:49 PM.
5. **REPORT OUT FROM CLOSED SESSION**
The Commission discussed the resignation of Director Amador and recruitment for a new Director. There was no action taken.
6. **NEXT PERSONNEL COMMISSION MEETING**
It was confirmed the next regular meeting of the Personnel Commission is scheduled for Tuesday, July 14, 2015, at 4:00 PM in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.
7. **ADJOURNMENT**
The meeting adjourned at 3:51 PM.

**San Dieguito Union High School District
Personnel Commission
Eligibility List
Open/Promotional**

**Effective: 6/17/15
Expiration: 12/17/15**

Grounds Maintenance Worker Applicator

	Rank	Applicant ID
Open	1	2853172
Open	1	2851471
Open	2	2852775
Open	3	2852647

**San Dieguito Union High School District
Personnel Commission
Eligibility List
Open/Promo - Dual Certification**

**Effective: 06/16/15
Expiration: 12/16/15**

Human Resources Technician

	Rank	Applicant ID
Open	1	1728896
Promo	2	2680700
Promo	3	2791914
Open	3	2804885

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

**Effective: 06/17/15
Expiration: 12/17/15**

Grounds Maintenance Worker II

	Rank	Applicant ID
Open	1	2847162
Open	2	2740407
Open	2	1149660
Open	3	1413417

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

Effective: July 1, 2015
Expiration: January 1, 2015

Custodian - Floater

	Rank	Applicant ID#
Open	1	2213512
Open	2	2818811
Open	3	2229741
Open	4	2822545
Promo	5	2826369
Open	6	2828080

San Dieguito Union High School District
Personnel Commission
Eligibility List
Open/Promotional - Dual Certification

School Bus Driver

Effective: 7/9/15
Expiration: 1/9/16

	Rank	Applicant ID
Open	1	2712073

Classification Review Report	
Classification	Grounds Maintenance Worker I
Classification Type	Classified
Salary Range	35
Submission to Classification Advisory Committee	4/23/15; 7/7/15
Submission to Personnel Commission	5/5/15; 7/14/15
Agenda Item	Classification Revisions # 7A

Background Information

In preparation for posting a recruitment bulletin for several Grounds Maintenance Worker classifications, it became apparent that Grounds Maintenance Worker job descriptions required review and revision. This report focuses on the job description for Grounds Maintenance Worker I.

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

- Remove the reference to assisting a Grounds Maintenance Worker/ Applicator in the "Distinguishing Characteristics" section.
- Add an "Essential Function" to maintain Best Management Practices (BMPs) for preventing contaminants from contacting runoff.
- Change asphalt "sealer" to asphalt "cold patch." Remove duty related to repairing concrete. Grounds Maintenance Workers do pour cement when installing fencing. Repairing concrete is performed by the Maintenance Worker job classifications.
- Remove duty "Prepares documentation (e.g. work orders, etc.)..." This duty is performed by the Grounds Maintenance Worker II or the Lead Grounds Maintenance Worker.
- Update the "Working Environment" section to align with the JPA, San Diego County Office of Education, Standards for Working Conditions.
- Revise requirements in the "Experience" section to specify "Work in the grounds maintenance field where knowledge of methods, tools, materials and equipment used in grounds maintenance has been acquired."
- Add the requirement in the "Continuing Education" section to participate in job-related training, BMP training, and completion of the County Recycled Water Certification.

Sources of Information

Javier Lopez, Grounds and Custodial Supervisor
 David Yamashiro, Lead Grounds Maintenance Worker
 Juan Chesus, Grounds Maintenance Worker II (recently promoted)
 Amador Del Val, Grounds Maintenance Worker I (retired)
 Alex Guerrero, Grounds Maintenance Worker I
 Luis Barragan, Grounds Maintenance Worker II
 Joint Powers Authority, San Diego County Office of Education
 Comparable districts in San Diego County, San Diego County Office of Education, and Mira Costa Community College

Salary Compensation Review

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

District	Grounds Maintenance Worker I	Min	Max	Grounds Maintenance Worker II	Min	Max
Mira Costa CC	No match			Gardner/Groundskeeper	47,691	58,174
Grossmont	No match			Gardner	39,266	49,910
SDCOE	No match			Gardner	37,751	48,183
Sweetwater	No match			Gardner	38,628	47,520
Poway	Groundskeeper I	32,906	40,174	Groundskeeper II	35,443	43,181
Escondido High	Groundskeeper	30,824	39,340	Custodial and Grounds Maintenance	32,710	41,748
Carlsbad	No match			Grounds Maintenance Worker	34,154	41,496
San Marcos	Groundskeeper I	30,720	39,156	Groundskeeper II	32,184	41,124
Vista	No match			Grounds Maintenance Worker	31,602	40,454
Ramona	Groundskeeper I	27,864	35,664	Groundskeeper II	30,024	38,388
Oceanside	Groundskeeper I	32,777	41,897	Groundskeeper II		
Average		31,018	39,246		35,945	45,018
SDUHSD		34,150	43,656		37,720	48,123

Recommendation

- 1) It is recommended that Grounds Maintenance Worker I 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
Y	Carmen Blum, CSEA	Y	Dan Love, Admin
Y	Matt Colwell, CSEA	Y	Rick Mariam, Admin
Y	Debbie Johnson, CSEA	Y	Tina Peterson, Admin

Working Environment

At the May 5, 2015 Personnel Commission meeting, this description was tabled for further review of the proposed Working Environment section. This 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 and have been validated by incumbents in the classification and the supervisor. The proposed changes reflect this job analysis.

Vote by Committee Members 7/7/15:

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

GROUNDS MAINTENANCE WORKER I

OVERALL JOB PURPOSE STATEMENT

Under the day-to-day work coordination of a Lead Grounds Maintenance Worker, the job of Grounds Maintenance Worker I is ~~done for the purposes of~~ performing entry-level general grounds maintenance and gardening duties at District sites; and applying horticultural practices and techniques for maintenance of plants and/or beautification of grounds.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Grounds Maintenance Worker I performs entry-level general grounds maintenance and gardening duties. Incumbents are responsible for receiving instructions and carrying out assignments. They are usually assigned to work crews or to assist a Grounds Maintenance Worker II. ~~or Grounds Maintenance Worker/Applicator. Promotion to Grounds Maintenance Worker II is competitive and contingent on vacant positions in the higher class.~~

ESSENTIAL FUNCTIONS

- Cleans grounds and landscaped areas and related spaces (e.g. storm drains, rain gutters) for the purpose of preventing flooding, removing hazards.
- Maintains/installs various types of landscaping (e.g. lawns, shrubbery, flowers, ground cover, etc.) for the purpose of reducing erosion and preserving and presenting grounds in a healthy, attractive and safe condition.
- **Maintains and installs Best Management Practices (BMPs) for preventing contaminants from contacting storm water runoff.**
- Maintains grounds keeping equipment (e.g. hedgers, chain saws, blowers, mixers, etc.) for the purpose of ensuring availability of equipment in a safe operating condition.
- Assists Grounds Maintenance Worker II for the purpose of accomplishing a variety of tasks as assigned such as applying asphalt **cold patch sealer**, **repairing**/pouring concrete, or installing and maintaining fences.
- Communicates with supervisor, principals, coaches, athletic directors, students and public for the purpose of **scheduling work**, carrying out assignments, answering questions and providing information about work in progress.
- ~~Prepares documentation (e.g. work orders, etc.) as needed for the purpose of providing written record of work assigned and completed, and for conveying information.~~
- 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 multiple, non-technical tasks using existing skills. 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 basic math, including calculations using fractions, percents, and/or

GROUNDS MAINTENANCE WORKER I

ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods of shrub, tree and lawn planting and care; proper use and maintenance of tools and power equipment used in grounds maintenance; and health and safety regulations.

SKILLS are required to perform multiple, non-technical tasks using existing skills. 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.

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. In working with others, problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with frequent interruptions.

RESPONSIBILITY

Responsibilities include: working under ~~direct~~ supervision of the Lead Grounds Maintenance Worker using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some 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; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.~~ Generally the job requires 10% sitting, 80% walking and 10% 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:

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 and carrying up to 50 lbs. at knee height, up to 15 feet, reach above shoulder level; crawling; balancing; climbing, keyboarding
Seldom/Occasionally	Kneeling, bending, squatting; lifting; sitting for periods of time to drive a

GROUNDS MAINTENANCE WORKER I

Occasionally	vehicle; using foot controls Lifting up to 50 lbs. at knee and also at waist height up to 15 feet, fingering/fine manipulation, reach at shoulder level
Occasionally/Frequently	Handling/simple grasping; using hand controls
Frequently	Lifting and carrying up to 40 lbs. up to 100 feet, carrying up to 50 lbs. up to 10 feet; reach below shoulder level; twisting; carrying
Frequently/Continuously	Pushing and pulling; power/firm grasping;

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, 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 related experience is required.~~ Work in the grounds maintenance field where knowledge of methods, materials, tools and equipment used in grounds maintenance has been acquired.

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.

CONTINUING EDUCATION/TRAINING

~~None Specified~~

- Best Management Practices (BMPs) for preventing contaminants from contacting stormwater runoff.
- Completion of County Recycled Water Certification.
- Participation in ongoing job-related training as assigned.

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.

Classification Review Report	
Classification	Grounds Maintenance Worker II
Classification Type	Classified
Salary Range	39
Submission to Classification Advisory Committee	4/23/15; 7/7/15
Submission to Personnel Commission	5/5/15; 7/14/15
Agenda Item	Classification Revisions #7B

Background Information

In preparation for posting recruitment bulletin for several Grounds Maintenance Worker classifications, it became apparent that Grounds Maintenance Worker job descriptions required review and revision. This report focuses on the job descriptions for Grounds Maintenance Worker II.

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

- In the "Overall Job Purpose Statement" as well as in the "Ability" section, clarify that duties associated with overseeing and scheduling grounds crew is performed in the absence of a Lead Grounds Maintenance Worker.
- In the "Essential Function" section, add the duty of setting sprinkler clocks and the maintenance of Best Management Practices (BMPs) for preventing contaminants from contacting runoff.
- Specify the application of pesticides as *non-restricted* pesticides.
- Change asphalt "sealer" to asphalt "cold patch." Grounds Maintenance Workers do pour cement when installing fencing.
- Update the "Working Environment" section to align with the JPA, San Diego County Office of Education, Standards for Working Conditions.
- Revise requirements in the "Experience" section to specify "Experience in grounds maintenance preferably in a school, industrial, or commercial setting where knowledge of methods, materials and equipment used in grounds maintenance has been acquired. Experience operating equipment and tools in grounds maintenance. Experience performing sports field lining preferred."
- Add the requirement in the "Continuing Education" section to participate in job-related training, BMP training, and completion of the County Recycled Water Certification.

Sources of Information

Javier Lopez, Grounds and Custodial Supervisor
 David Yamashiro, Lead Grounds Maintenance Worker
 Luis Barragan, Grounds Maintenance Worker II
 Kelvin Tanaka, Grounds Maintenance Worker II (retired)
 Joint Powers Authority, San Diego County Office of Education
 Comparable districts in San Diego County, San Diego County Office of Education, and Mira Costa Community College

Salary Compensation Review

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

District	Grounds Maintenance Worker I	Min	Max	Grounds Maintenance Worker II	Min	Max
Mira Costa CC	No match			Gardner/Groundskeeper	47,691	58,174
Grossmont	No match			Gardner	39,266	49,910
SDCOE	No match			Gardner	37,751	48,183
Sweetwater	No match			Gardner	38,628	47,520
Poway	Groundskeeper I	32,906	40,174	Groundskeeper II	35,443	43,181
Escondido High	Groundskeeper	30,824	39,340	Custodial and Grounds Maintenance	32,710	41,748
Carlsbad	No match			Grounds Maintenance Worker	34,154	41,496
San Marcos	Groundskeeper I	30,720	39,156	Groundskeeper II	32,184	41,124
Vista	No match			Grounds Maintenance Worker	31,602	40,454
Ramona	Groundskeeper I	27,864	35,664	Groundskeeper II	30,024	38,388
Oceanside	Groundskeeper I	32,777	41,897	Groundskeeper II		
Average		31,018	39,246		35,945	45,018
SDUHSD		34,150	43,656		37,720	48,123

Recommendation

- 1) It is recommended that Grounds Maintenance Worker II 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
Y	Carmen Blum, CSEA	Y	Dan Love, Admin
Y	Matt Colwell, CSEA	Y	Rick Mariam, Admin
Y	Debbie Johnson, CSEA	Y	Tina Peterson, Admin

Working Environment

At the May 5, 2015 Personnel Commission meeting, this description was tabled for further review of the proposed Working Environment section. This 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 and have been validated by incumbents in the classification and the supervisor. The proposed changes reflect this job analysis.

Vote by Committee Members 7/7/15:

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

GROUNDS MAINTENANCE WORKER II

OVERALL JOB PURPOSE STATEMENT

Under the work coordination of a Lead Grounds Maintenance Worker, the job of Grounds Maintenance Worker II is done for the purposes of, performing the full range of general and varied grounds maintenance and gardening duties at District sites; scheduling work assignments; and overseeing the activities of a grounds crew ~~as assigned in the absence of a Lead Grounds Maintenance Worker.~~

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Grounds Maintenance Worker II performs the full range of journey-level general and specialized grounds maintenance and gardening duties. Incumbents are responsible for receiving instructions, ~~scheduling work~~, carrying out assignments and providing information about work in progress. Positions in this class apply knowledge of horticultural practices and techniques for maintenance of plants and/or 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; ~~and oversee the activities of a crew on a larger grounds maintenance project over a period of several days.~~

ESSENTIAL FUNCTIONS

- Cleans grounds and landscaped areas and related spaces for the purpose of preventing flooding, removing hazards.
- Maintains/installs landscaping and sprinkler heads, ~~sets sprinkler clocks~~, etc. (e.g. lawns, shrubbery, flowers, ground cover, etc.) for the purpose of reducing erosion and preserving and presenting grounds in a healthy, attractive and safe condition.
- ~~Maintains and installs Best Management Practices (BMPs) for preventing contaminants from contacting stormwater runoff.~~
- Prepares documentation (e.g. work orders, ~~pesticide reports~~, etc.) for the purpose of providing written record of work assigned and completed, and/or conveying information.
- Maintains grounds keeping equipment (e.g. hedgers, chain saws, blowers, mixers, etc.) for the purpose of ensuring availability of equipment in a safe operating condition.
- ~~Applies as directed, and under the auspices of a licensed applicator, non-restricted~~ pesticides for the purpose of controlling insects and weeds.
- Prepares grounds (e.g. ball fields, courtyards, lawns, flower- beds, lining fields for athletic events, etc.) for the purpose of providing adequate, attractive and/or safe areas for competitive athletics, assemblies, and/or recreational activities.
- Communicates/coordinates with principals, coaches, athletic directors, students and public for the purpose of scheduling work, carrying out assignments, answering questions and providing information about work in progress.
- Applies asphalt ~~sealer and~~ cold patch ~~asphalt (asphylic and~~ concrete material) for the purpose of repairing parking lots, ~~and on~~ campus roads, ~~and installing fences.~~
- Assists in the performance of other related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

GROUNDS MAINTENANCE WORKER II

~~SKILLS are required to perform multiple, non-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 basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods of shrub, tree and lawn planting and care; **non-restricted** herbicides, pesticides and other chemicals used in grounds maintenance; proper use and maintenance of tools and power equipment used in grounds maintenance; and health and safety regulations.

SKILLS are required to perform multiple, non-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.

ABILITY is required to **schedule activities**; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: ~~in the absence of the Lead Grounds Maintenance Worker, provide work direction and guidance to assigned grounds maintenance personnel~~; adapt to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with frequent interruptions.

RESPONSIBILITY

Responsibilities include: working under ~~direct~~ the supervision **of the Lead Grounds Maintenance Worker** using standardized routines; ~~leading, guiding, and/or coordinating the work of others; and operating within a defined budget.~~ Utilization of some resources from other work units may be required to perform the job's functions. There is some 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; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.~~ Generally, the job requires 10% sitting, 80% walking and 10% 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:

GROUNDS MAINTENANCE WORKER II**Physical Demands Frequency Definitions Based on an 8-Hour Day:**

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 and carrying up to 50 lbs. at knee height, up to 15 feet, reach above shoulder level; crawling; balancing; climbing, keyboarding
Seldom/Occasionally	Kneeling, bending, squatting; lifting; sitting for periods of time to drive a vehicle; using foot controls
Occasionally	Lifting up to 50 lbs. at knee and also at waist height up to 15 feet, fingering/fine manipulation, reach at shoulder level
Occasionally/Frequently	Handling/simple grasping; using hand controls
Frequently	Lifting and carrying up to 40 lbs. up to 100 feet, carrying up to 50 lbs. up to 10 feet; reach below shoulder level; twisting; carrying
Frequently/Continuously	Pushing and pulling; power/firm grasping;

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, work near hazardous equipment/machinery, walk on uneven ground, tolerate exposure to dust, gas, fumes, dust/dirt, odors, noise (required to wear ear protection), vibration, extremes in temperature and humidity, biohazard materials such as sewage; work at heights.

EXPERIENCE

~~Job related experience is required.~~ Experience in grounds maintenance preferably in a school, industrial, or commercial setting where knowledge of methods, materials and equipment used in grounds maintenance has been acquired. Experience operating equipment and tools in grounds maintenance. Experience performing sports field lining preferred.

EDUCATION

High School diploma or equivalent

REQUIRED TESTING~~Pre-employment Proficiency Test~~

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

CERTIFICATES

Valid California Class C driver's license

GROUNDS MAINTENANCE WORKER II**CONTINUING EDUCATION/TRAINING**

~~None specified~~

- Best Management Practices (BMPs) for preventing contaminants from contacting stormwater runoff.
- Completion of County Recycled Water Certification.
- Participation in ongoing job-related training as assigned.

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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Classification Review Report	
Classification	Nutrition Services Transporter I Nutrition Services Transporter II
Classification Type	Classified
Salary Range	I – 27 II - 29
Submission to Classification Advisory Committee	4/23/15; 7/7/15
Submission to Personnel Commission	5/5/15; 7/14/15
Agenda Item	Classification Revisions #7C and #7D

Background Information

The Personnel Commission staff reviewed the class description for Nutrition Services Transporter I and II in order to prepare for a Nutrition Services Transporter I recruitment. The following key areas were identified as needing revision:

- Serve/Save Certification is not required for either of these classes; remove reference to this certificate in the Licenses and Certificates section
- References to transporting items such as food and equipment to school sites should be changed to transporting items "within the District" as Transporters may deliver to more than one school site, or other district locations.
- A statement has been added to the Distinguishing Characteristics section of the Nutrition Services Transporter I to clarify the differences between level one and two classifications.
- The task "Estimates food preparation amounts..." was removed from both descriptions as this function is performed by the Nutrition Services Site Supervisors.
- Additionally, the statement "Ensures that replenishment orders are placed in a timely manner..." was removed from the Transporter II description as both management and the incumbent agreed this is not a task of the position.

Sources of Information

Jacob Lopez, Nutrition Services Transporter II
 Terri Brockhoff, Nutrition Services Transporter I
 Carolyn Underhill, Nutrition Services Supervisor
 Cathy Burnham, Nutrition Services Supervisor
 Siri Perlman, Nutrition Specialist Supervisor

Rick Mariam, Director of Nutrition Services
 Joint Powers Authority, San Diego County Office of Education
 Comparable districts in San Diego County, San Diego County Office of Education, and Mira Costa Community College

Salary Compensation Review

District	Salary Range	Job Title	Minimum	Maximum
Carlsbad		Warehouse Worker/Delivery Driver (greater scope)		
Escondido High	16	Food Service Delivery Driver	13.16	17.63
Grossmont		Food Service Driver (greater scope)		
Mira Costa	No Match			
Oceanside	20	Delivery Driver (not assigned to Nutrition)	16.05	20.35
Poway	26	Food and Nutrition Delivery Driver	16.46	20.05
Ramona		Food & Nutrition Services - Warehouse Delivery III (greater scope)		
San Marcos	31	Warehouse Driver I	15.54	19.88
SDCOE		Food Services Field Assistant (match with Transporter I)		
Sweetwater		Warehouse Worker/Delivery Driver I (greater scope)		
Vista		Warehouse Worker/Delivery Driver (greater scope)		
Average			\$ 15.30	\$ 19.48
SDUHSD	29	Nutrition Services Transporter II	\$14.19	\$18.13

Other Classes in Same Range:
 Nutrition Services Assistant III
 Nutrition Services Catering Assistant

District	Salary Range	Job Title	Minimum	Maximum
Carlsbad	No Match			
Escondido High	16	Food Service Delivery Driver	13.16	17.63
Grossmont	No Match			
Mira Costa	No Match			
Oceanside	No Match			
Poway		Food and Nutrition Delivery Driver (greater scope)		
Ramona		Warehouse/Delivery II (greater scope)		
San Marcos		Warehouse Driver I (greater scope)		
SDCOE	33	Food Services Field Assistant	14.54	18.55
Sweetwater		Warehouse Worker/Delivery Driver I (greater scope)		
Vista		Warehouse Worker/Delivery Driver (greater scope)		
Average			\$ 13.85	\$ 18.09
SDUHSD	27	Nutrition Services Transporter I	\$13.48	\$17.20

Other Classes in Same Range: Nutrition Services Assistant II

Classifications deemed not a match had greater scope of responsibility for computer entry of purchase orders, inventory and reporting; reconciling cash transactions and item counts; receiving order requests and communicating with staff and vendors regarding discrepancies. These duties are conducted by the Nutrition Services Supervisor. However, it is noted these positions are paid less than the average of comparable classifications. It is recommended the salary compensation be reviewed again following the salary negotiation settlement between the District and the Association.

Working Environment

In addition, the proposed Working Environment section of the description has been updated to reflect the physical and environmental conditions associated with this classification. The language in this section is modeled after the analysis provided by the JPA of San Diego County Office of Education and validated by the incumbents in the positions and their supervisors. The proposed changes reflect the job analysis conducted.

Recommendation

It is recommended the Nutrition Services Transporter I and Nutrition Services Transporter II class descriptions be revised as proposed.

Vote by Committee Members:

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

NUTRITION SERVICES TRANSPORTER I

OVERALL JOB PURPOSE STATEMENT

Under the direction of an assigned supervisor, the job of Nutrition Services Transporter I is ~~to done for the purposes of~~ transporting food, supplies and equipment to District schools; performing tasks relating to the preparation, serving and sale of food ~~at a school site location~~ within the District.

DISTINGUISHING CHARACTERISTICS

Positions in the ~~n~~Nutritional ~~s~~Services series prepare, assemble, transport and serve food in compliance with current health standards for meeting mandated nutritional standards and meeting projected meal requirements with a minimum of waste. They verify quantities and specifications of orders, prepare documentation of items prepared and sold and provide information and direction to customers about the type and cost of meals.

The Nutrition Services Transporter I class is a more experienced level in the series, performing responsible and complex food service duties such as loading/unloading a vehicle for transporting prepared meals, food items and equipment to school site nutritional services areas. Positions in the class also service the transport vehicle as appropriate, inspecting ~~and maintaining~~ engine fluid ~~and fluid~~ levels and tire pressure as directed. This class differs from the Nutrition Services Assistant I which performs routine duties such as setup, serving, cleaning and basic food assembly and operating a point of sale terminal. The Nutrition Services Assistant II assists or substitutes for the Nutrition Services Supervisor as necessary in a satellite facility, but does not load/unload a vehicle, transport food or maintain a transport vehicle. ~~The Nutrition Services Transporter II class is responsible for complex food service duties such as loading/unloading a vehicle for transporting volume commodities, prepared meals, food items and Nutrition Services equipment to school site nutritional services areas.~~

ESSENTIAL ~~JOB~~ FUNCTIONS:

- Transports food and equipment ~~from the central kitchen to other campuses within the District~~ for the purpose of providing food and supply items in support of the school lunch program.
- Maintains assigned vehicle (e.g. tracking routine maintenance, cleaning, washing, checking fluids, ~~adding fuel~~, etc.) for the purpose of ensuring that the vehicle is in safe operating condition.
- Cleans utensils, equipment and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions in compliance with current health standards.
- ~~Estimates food preparation amounts for the purpose of meeting meal requirements and minimizing waste.~~
- Sets up work and food serving areas for the purpose of meeting standards for efficient and effective food assembly, ~~display~~ and serving of food items, ensuring adequate quantity and quality of items to be served at scheduled meal times.
- Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding the type and/or cost of meals, marketing ~~and promoting~~ items to increase sales and to present a pleasant atmosphere for eating.
- Inspects one or more items of food and/or supplies for the purpose of verifying quantity and specifications of orders and/or complying with mandated health requirements.
- Operates a point of sale terminal in accordance with established procedures (e.g. setup, maintenance, etc.) for the purpose of selling food items and accounting for monies received from, and change made for, customers.

NUTRITION SERVICES TRANSPORTER I

- Assembles and serves food and beverage items for the purpose of meeting mandated nutritional requirements and projected **number of meals** and/or requests of students and school personnel.
- Stores unused food items in accordance with health and sanitation standards for the purpose of maintaining items for future use.
- Maintains equipment in the storage, food preparation and serving areas (e.g. cleans, stores, organizes, etc.) for the purpose of maintaining sanitary conditions in compliance with current health standards.
- Stocks food, condiments, beverages and supplies for the purpose of maintaining adequate quantities and security of items. **Rotates FIFO method of using oldest to newest stock.**
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends meetings (e.g. inservice training, etc.) for the purpose of receiving and/or conveying information.

OTHER JOB FUNCTIONS:

- Performs other related duties as assigned.

~~ESSENTIAL~~ JOB REQUIREMENTS—: MINIMUM QUALIFICATIONS**~~SKILLS, KNOWLEDGE, SKILLS, AND ABILITIES~~**

~~IS REQUIRED TO PERFORM~~ **KNOWLEDGE** is required to perform basic math; read a variety of manuals; understand written procedures; **complete** routine documents, speak clearly; and understand complex, multi-step written and oral instructions; **knowledge** of health standards and hazards related to cooking, transporting, **holding** and storing food, quantity cooking and safety practices and procedures; **and** standard kitchen equipment, utensils and measurements **is also required.**

SKILLS are required to perform multiple, non-technical tasks. Adhering to safety practices. Operating equipment used in quantity food production. Operating a vehicle to transport food and supplies. Preparing and maintaining accurate records.

ABILITY to schedule activities. Gather and/or collate data, consider ~~a number of~~ **all safety** factors when using equipment Work with a diversity of individuals and/or groups. Work with specific, job-related data. Utilize a variety of job-related equipment. Assemble, serve and sell a variety of food items in large quantities in a sanitary kitchen and/or food service area. Operate a point of sale terminal and compute daily cash totals. Make change and arithmetic calculations quickly and accurately. Understand and follow oral and written directions. Interpret and apply rules, regulations, policies and procedures. Establish and maintain cooperative and effective working relationships with others. Meet deadlines and schedules.

PROBLEM SOLVING

In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation. Problem solving with equipment is limited to moderate.

NUTRITION SERVICES TRANSPORTER I

FLEXIBILITY

~~Work with others in a variety of circumstances. Work with data utilizing specific, defined processes. Operate equipment using standardized methods. (this is stated in "Ability" section.)~~

RESPONSIBILITY

Responsibilities include: working under direct supervision using standardized procedures, providing information and/or advising others; 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 functions requires the following physical demands:

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

- 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 50 lbs. at waist height, carrying up to 50 lbs. up to 20 ft.; sitting for short periods of time to drive a vehicle
Occasionally	Stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back; lifting up to 25 lbs. at waist height, carrying up to 25 lbs. up to 20 ft., fingering/fine manipulation, power/firm grasping, standing, hand controls, foot controls
Frequently	Walking, neck flexation/rotation, lifting up to 10 lbs. at shoulder height up to 20 ft., pushing and pulling, reach above shoulder, reach at shoulder
Frequently/Continuously	Handling/simple grasping, reach below shoulder

AUDITORY OR VISUAL REQUIREMENTS

Must be able to hear traffic alarms, student voices, respond to oral instructions. Must be able to see traffic signals, near, distant, color, depth, and peripherally.

ENVIRONMENTAL CONDITIONS

Work involves driving a vehicle; potential traffic hazards, exposure to dust, gas or fumes, exposure to vibration, occasional exposure to extremes in temperature or humidity, occasional adverse weather conditions, working at heights, walking on uneven ground, working near hazardous equipment/machinery.

EXPERIENCE

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

NUTRITION SERVICES TRANSPORTER I**EDUCATION**

High School diploma or equivalent.

REQUIRED TESTING

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

CONTINUING EDUCATION/TRAINING

~~None specified.~~

Participate in ongoing job-related training as assigned.

LICENSES AND CERTIFICATES

State of California Food Handler's Certificate at time of employment; ~~Serve/Safe Certification within 6 months of employment; Valid~~ valid California Class C or higher Driver's License and evidence of insurability; record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position.

CLEARANCES

~~Criminal Justice Fingerprint/Background Clearance; TB Clearance every 4 years; pre-employment physical exam including 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.

NUTRITION SERVICES TRANSPORTER II

OVERALL JOB PURPOSE STATEMENT

Under the direction of an assigned supervisor, the job of Nutrition Services Transporter II is ~~done for the purposes of~~ transporting food, supplies, volume commodities, money, mail and nutrition services equipment ~~to District schools;~~ within the District and performing tasks relating to the preparation, serving and sale of food ~~at a school-site location~~ within the District.

DISTINGUISHING CHARACTERISTICS

Positions in the nutritional services series prepare, assemble, transport and serve food in compliance with current health standards for meeting mandated nutritional standards and meeting projected meal requirements with a minimum of waste. They verify quantities and specifications of orders, prepare documentation of items prepared and sold and provide information and direction to customers about the type and cost of meals.

The Nutrition Services Transporter II class is a more experienced level in the series, performing responsible and complex food service duties such as loading/unloading a vehicle for transporting volume commodities, prepared meals, food items and nutrition services equipment ~~to school-site~~ within the District nutritional services areas. Positions in the class also service the transport vehicle as appropriate, inspecting engine fluid level and tire pressure as directed. This class differs from the Nutrition Services Transporter I which performs routine duties such as setup, serving, cleaning and basic food assembly and operating a point of sale terminal. The Nutrition Services Assistant III assists or substitutes for the Nutrition Services Supervisor as necessary in a satellite facility, may supervise students as part of their academic program in an assigned eatery, but does not load/unload a vehicle, transport food or maintain a transport vehicle.

ESSENTIAL ~~JOB~~ FUNCTIONS:

- Transports prepared food, supplies, volume commodities, money, department mail and nutrition services equipment ~~from the central kitchen to other campuses-~~ within the District for the purpose of providing food and supply items in support of the school lunch program.
- Organizes delivery products and delivery points to ensure that prepared foods remain at required hot or cold temperatures to avoid spoilage.
- Adapts workday schedule as needed to accommodate large commodity deliveries and varying site schedules (within regular work schedule).
- Maintains assigned vehicle (e.g. tracking routine maintenance, cleaning, washing, checking fluids, adding fuel, etc.) for the purpose of ensuring that the vehicle is in safe and ready operating condition.
- Cleans utensils, equipment and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions in compliance with current health standards.
- ~~Estimates food preparation amounts for the purpose of meeting projected meal requirements and minimizing waste.~~
- Sets-up work and food serving areas for the purpose of meeting standards for efficient and effective food assembly and serving of food items, ensuring adequate quantity and quality of items to be served at scheduled meal times.
- Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding the type and/or cost of meals, marketing items to increase sales and to present a pleasant atmosphere for eating.

NUTRITION SERVICES TRANSPORTER II

- Inspects one or more items of food and/or supplies for the purpose of verifying quantity and specifications of orders and/or complying with mandated health requirements.
- ~~Ensures that replenishment orders are placed in a timely manner for the purpose of ensuring adequate supplies to maintain production schedules.~~
- Signs for incoming deliveries for the purpose of ensuring that correct items and quantities are supplied by vendors.
- Operates a point of sale terminal in accordance with established procedures (e.g. setup, maintenance, etc.) for the purpose of selling food items and accounting for monies received from, and change made for, customers.
- Operates a variety of delivery and storage equipment such as trucks with lift gates, pallet jack, motor coach, hand trucks, and food containers for the purpose of completing deliveries.
- Assembles and serves food and beverage items for the purpose of meeting mandated nutritional requirements and projected meal requirements and/or requests of students and school personnel.
- Stores unused food items in accordance with health and sanitation standards for the purpose of maintaining items for future use.
- Maintains equipment in the storage, food preparation and serving areas (e.g. organizes and cleans kitchen areas, refrigeration floors, hoods, vents, coils, condensers, etc.) for the purpose of maintaining sanitary conditions in compliance with current health standards.
- Stocks food, condiments, beverages and supplies for the purpose of maintaining adequate quantities and security of items. **Rotates FIFO method of using oldest to newest stock.**
- Assists in setting up and breaking down equipment and preparing for opening and closing of kitchens for the purpose of timely food service operations.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

OTHER JOB FUNCTIONS:

- Performs other related duties as assigned.

ESSENTIAL JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**KNOWLEDGE, SKILLS AND ABILITIES**

KNOWLEDGE IS REQUIRED TO PERFORM basic math; read a variety of manuals; understand written procedures; write routine documents, speak clearly; and understand complex, multi-step written and oral instructions; health standards and hazards related to cooking, transporting and storing food; quantity cooking and safety practices and procedures; standard kitchen equipment, utensils and measurements.

SKILLS are required to perform multiple, non-technical tasks, to adhere to safety practices to operate equipment used in quantity food production and to operate a vehicle to transport food and supplies. Skills are also needed to prepare and maintain accurate records.

ABILITY to schedule activities and gather and/or collate data. Consider a number of factors when using equipment. Work with a diversity of individuals and/or groups. Work with specific, job-related data.

NUTRITION SERVICES TRANSPORTER II

Utilize a variety of job-related equipment. Assemble, serve and sell a variety of food items in large quantities in a sanitary kitchen and/or food service area. Operate a point of sale terminal and compute daily cash totals. ~~M~~Take change and arithmetic calculations quickly and accurately. Understand and follow oral and written directions Interpret and apply rules, regulations, policies and procedures. Establish and maintain cooperative and effective working relationships with others. Meet deadlines and schedules.

PROBLEM SOLVING

In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation. Problem solving with equipment is limited to moderate.

FLEXIBILITY

~~Work with others in a variety of circumstances. Work with data utilizing specific, defined processes. Operate equipment using standardized methods. (stated in ability section)~~

RESPONSIBILITY

Responsibilities include: working under direct supervision using standardized procedures providing information and/or advising others; 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 functions requires the following physical demands:

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

- 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)

Occasionally	Stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back; fingering/fine manipulation, power/firm grasping, standing, hand controls, foot controls; sitting for periods of time up to 45 minutes in duration to drive a vehicle
Frequently	Lifting and carrying up to 50 lbs. at waist height up to 10 ft.; sitting, walking, neck flexation/rotation, lifting up to 10 lbs. at shoulder height, carrying up to 10 lbs. up to 20 ft., pushing and pulling, reach above shoulder, reach at shoulder
Frequently/Continuously	handling/simple grasping, reach below shoulder

AUDITORY OR VISUAL REQUIREMENTS

Must be able to hear traffic alarms, student voices, respond to oral instructions. Must be able to see traffic signals, near, distant, color, depth, and peripherally.

NUTRITION SERVICES TRANSPORTER II**ENVIRONMENTAL CONDITIONS**

Work involves driving a vehicle; potential traffic hazards, exposure to dust, gas or fumes, exposure to vibration, occasional exposure to extremes in temperature or humidity, occasional adverse weather conditions, working at heights, walking on uneven ground, working near hazardous equipment/machinery.

EXPERIENCE

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

EDUCATION

High School diploma or equivalent.

REQUIRED TESTING

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

CONTINUING EDUCATION/TRAINING

~~None specified.~~

Participate in ongoing job-related training as assigned.

LICENSES AND CERTIFICATES

State of California Food Handler's Certificate at time of employment; ~~Serve/Safe Certification within 6 months of employment;~~ Valid California Class C or higher Driver's License and evidence of insurability; record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position.

CLEARANCES

~~Criminal Justice Fingerprint/Background Clearance; TB Clearance every 4 years; pre-employment physical exam including 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.



Board of Trustees
 Joyce Dalessandro
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 John Salazar

Union High School District

Superintendent
 Rick Schmitt

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

Classification Review Report	
Classification	Proposed: <i>Instructional Assistant Special Education (Behavior Intervention)</i>
Classification Type	Classified
Salary Range	36
Submission to Classification Advisory Committee	7/7/15
Submission to Personnel Commission	7/14/15
Agenda Item	Establish New Classification: #8

Background Information

Based on the recent FCMAT study recommendations, the District has requested a new classification be created to provide instructional and behavior management support for students with autism. A comparison with external agencies was conducted and it was found that seven school districts have a differentiated instructional assistant classification assigned to this classroom environment.

The proposed class description mirrors the minimum qualifications required of the Instructional Assistant Special Education (Severe) and is therefore proposed as a lateral classification. Incumbents in the classification will be provided ongoing and related training to prepare them for working with this student population. For example, incumbents will receive training in Applied Behavior Analysis methods to properly support students with autism in achieving the goals of the Individualized Education Plan.

Sources of Information

Charles Adams, Director of Special Education
 Amy Briggs, Coordinator of Special Education
 Rachel Page, Program Supervisor of Special Education
 SDUHS: Instructional Assistant Special Education – Severe
 Comparable districts in San Diego County, San Diego County Office of Education, and Mira Costa Community College
 Joint Powers Authority, San Diego County Office of Education

Salary Compensation Review

District	Salary Range	Job Title	Minimum	Maximum
Escondido High	23	Instructional Assistant V	15.12	20.26
San Marcos	29	Behavior Interventionist	15.36	19.63
Vista	42	Instructional Assistant - Behavioral Intervention	14.82	18.97
Grossmont	35	Behavior Intervention Assistant	14.87	18.88
Carlsbad	15	Instructional Assistant - Special Education/Behavioral Intervention	15.24	18.53
Poway	23	Behavioral Intervention Instructional Assistant	14.04	17.96
Oceanside	14	Instructional Assistant - Special Education/Behavior Intervention	14.00	17.73
Mira Costa	No Match			
Ramona	No Match			
SDCOE	No Match			
Sweetwater	No Match			

<i>Average</i>			\$ 14.78	\$ 18.85
SDUHSD	36		16.83	21.54

New

Classification: Instructional Assistant Special Education (Behavioral Intervention)

Other Classes in Same Range:

Instructional Assistant Special Education (Severe)

It is proposed the new classification be allocated at Range 36 based on external and internal alignment.

Working Environment

In addition, the Working Environment section of the description must 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 analysis conducted by the JPA for Instructional Assistants in Special Education.

Recommendation

It is recommended the new classification of Instructional Assistant Special Education (Behavior Intervention) be approved as proposed, and a recommendation of salary allocation to Range 36 be submitted to the Board of Trustees for approval.

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

INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION (BEHAVIOR INTERVENTION)

OVERALL JOB PURPOSE STATEMENT

Under the direction of an assigned supervisor or certificated teacher, the job of the Instructional Assistant Special Education - Behavior Intervention assists certificated staff by reinforcing instruction to individual or small groups of students with significant aggressive and/or other behavioral difficulties in a classroom setting, job site, and/or community based program using intensive behavioral management techniques, intervention strategies, coping skills, and problem solving techniques; implementing plans for instruction, monitoring student behavior, documenting activities and progress; and performing a variety of other related instructional support duties as assigned.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from similar jobs by the following characteristics: the Instructional Assistant Special Education - Behavior Intervention is responsible for providing academic support to students with significant aggressive and/or other behavioral difficulties. The Instructional Assistant Special Education (Severe) differs from this class by providing instruction and care to students with physical disabilities and/or cognitive delays of sufficiently severe condition. The Instructional Assistant Special Education (Non-Severe) is responsible for instructional support for students with learning disabilities.

ESSENTIAL FUNCTIONS

- Assists instructional personnel with behavior management of students for the purpose of ensuring proper support is provided to students in meeting the goals of the Individualized Education Program (IEP).
- Delivers Applied Behavior Analysis and overarching positive behavior supports in small groups, whole group and 1:1 settings in school, job and/or community based program.
- Confers with instructional personnel and provides input regarding student progress for the purpose of improving learning skills and/or social development.
- Collects data and records anecdotal student progress notes, maintains and organizes program notebooks, and implements program modifications.
- Administers drills, reviews data with supervisor, and reports concerns for the purpose of providing input used in evaluating students' progress and/or needs.
- Assists instructional personnel with the preparation and adaptation of learning materials and reinforcement strategies according to the student's IEP to facilitate student learning and performance.
- Accompanies students as may be assigned between locations for the purpose of assisting students in their scheduled activities (e.g., workability and community experience).
- Participates in various activities (e.g. meetings, training, etc.) for the purpose of receiving and/or conveying information.

INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION (BEHAVIOR INTERVENTION)

- Maintains various classroom records, files, supplies, and work aids for the purpose of ensuring the necessary materials are available when required.
- Understands the goals of the IEP for the students with whom incumbent works for the purpose of appropriately assisting the student to achieve the goals
- May attend to student's personal hygiene needs for the purpose of maintaining their health, comfort, cleanliness and safety within the school environment.
- Assists in the performance of other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE is required to read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: Applied Behavioral Analysis (ABA) theories and practices used with students with aggressive and disruptive behaviors; Discrete Trial Training methods; methods of addressing and correcting student behavior; child guidance principles and practices, especially as they relate to students with learning disabilities; basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading; instructional materials and techniques used in special education; safe practices in classroom and other activities; correct English usage, grammar, spelling, punctuation and vocabulary; reading and writing communication skills; basic first aid and cardiopulmonary resuscitation (CPR); record-keeping techniques; modern office practices and procedures.

SKILLS are required to perform multiple, non-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: adhering to safety practices; administering first aid; handling hazardous materials; operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; and operating equipment used in the Special Education classroom.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different 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 specific, job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: learning the methods, procedures, functions and limitation of assigned duties; supervising and disciplining students according to approved policies and procedures; printing and writing legibly; making arithmetic calculations quickly and accurately; understanding and following oral and written directions;

INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION (BEHAVIOR INTERVENTION)

communicating effectively orally and in writing with children and adults; establishing emotional support and a friendly attitude toward students; reading, interpreting and following rules, regulations, policies and procedures; establishing and maintaining effective working relationships with others; maintaining confidentiality; and understanding the exceptional needs of special education students and the goals of the students’ IEP.

RESPONSIBILITY

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others (e.g. students); and operating within a defined budget. There is some opportunity to impact the Organization’s services (e.g. carrying out goals of students’ IEP).

WORKING ENVIRONMENT

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:

- 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	With assistance and devices provided lift students weighing more than 100 lbs. at waist height up to 5 feet; reach above shoulder; climbing, balancing
Occasionally	Lifting up to 25 lbs. at waist height up to 30 feet; fingering/fine manipulation; power/firm grasping sitting/standing; twisting back; reach at, above, or below shoulder height; pushing/pulling
Occasionally/Frequently	Stooping/bending; squatting/crouching; kneeling
Frequently	Lifting up to 10 lbs. at waist height up to 30 feet; handling/simple grasping
Frequently/Continuously	Reach below shoulder height

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to hear alarms, respond to student needs and emergencies. Vision ability to see near, distant, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Generally the job requires 20% sitting, 40% walking and 40% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in varying atmospheric conditions. The condition/functioning of some students may expose the incumbent to behavior that includes biting, hitting, or bolting away. There is also potential for exposure to bodily fluids and biohazardous materials.

EXPERIENCE

INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION (BEHAVIOR INTERVENTION)

Job related experience working with students with special needs in a school or related environment.

EDUCATION

Targeted job related education that meets organization's prerequisite requirements, including provisions of the No Child Left Behind Act (e.g. possession of an Associate of Arts degree, or successful completion of at least two years of full-time course work at an institution of higher learning).

REQUIRED TESTING

Pre-employment Proficiency Test to meet the requirements of the No Child Left Behind Act in lieu of the above listed education requirement.

CERTIFICATES

Valid First Aid and CPR Certificate issued by the American Red Cross. Possession of a valid California Class C Driver's License may be required for some assignments, but is not a condition for service in the class.

CONTINUING EDUCATION/TRAINING

Blood Borne Pathogen Training; First Aid, CPR; ABA and CPI.
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

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

July 9, 2015

TO: Personnel Commission
FROM: Corrie Amador
Director of Classified Personnel
SUBJECT: Agenda Item #9 – Approval of the 2014-15 Annual Report

The Annual Report included for your approval reflects the work of the Personnel Commission and staff for the 2014-15 school year. This report has been generated in compliance with Education Code Section 45266 and Personnel Commission Rule 2.17. The data reflected on the final page demonstrates figures from the 2013-14 school year in comparison to the 2014-15 school year. Significant increases occurred in several key areas that demonstrate positive trends in overall improved processes and efficiency, including the benefit of additional staff.

The number of applications received increased by 57%, which is likely attributed to utilizing an on-line application and on-line recruitment sources such as social media.

The number of promotions increased by 56%, from 16 during the 2013-14 school year to 25 during the 2014-15 school year. Staff cannot be more pleased about the number of employees selected for promotional opportunities.

The number of limited term assignments increased from 3 during the 2013-14 school year to 33 during the 2014-15 school year. For the purpose of this count limited term assignments include assignments such as extra clerical, custodial and grounds work during off-calendar periods. Limited term vacancy announcements were posted for classified employees ahead of the fall, winter, spring, and summer breaks. This was an ideal arrangement for both employees and the District.

For clarification purposes, it is important to note the number of transfers increased by 169% and is attributed to the creation of several full time equivalent Instructional Assistant positions. In compliance with the Collective Bargaining Agreement, Article 12.D, the positions were restricted to the first 30 Instructional Assistants hired before March 1, 2014 to ensure employees gained access to fringe benefits ahead of outside candidates.

Over this past year the Personnel Commission approved revisions to 16 class descriptions and established a new classification. Additionally, four employees were reclassified/reallocated upward. The Classification Advisory Committee is to be commended for their diligence and hard work in reviewing employee and management requests for classification reviews and supporting the work of Personnel

Commission staff in making recommendations for revisions, reclassifications, and establishing new classifications.

The accomplishments highlighted in this report are believed to be directly attributed to the support received by the Board of Trustees, District Leadership, the Association and a hard working Personnel Commission staff. We accomplish exponentially more when we work together as a team and this report is clearly a reflection of that.

San Dieguito Union High School District Personnel Commission

710 ENCINITAS BOULEVARD, ENCINITAS, CA 92024
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ANNUAL REPORT 2014-2015

The Annual Report for the 2014-15 year has been prepared by Personnel Commission staff in compliance with Education Code Section 45266, and Personnel Commission Rule 2.17. The Annual Report describes Commission activities for the preceding fiscal year.

The District has operated under the Merit System since its adoption in 1972. The San Dieguito Union High School District is comprised of four middle schools, four comprehensive high schools, two alternative high schools, and an Adult Education program and is located in coastal North San Diego County. The employees in the classified service proudly serve the students and the community in support of high education standards.

The Commission staff thanks each employee of the classified service for their dedication to the students of the San Dieguito Union High School District. Additional appreciation goes to the many individuals who have served as panel members for examinations and provided input as subject matter experts ensuring the employment of highly qualified individuals.



**Recruitment, Selection,
Training, and Retention**

Personnel Commissioners

Established:

December 1, 1972

John Baird

CSEA Appointee

Commissioner

Serving Since 2014

David Holmerud

Commission Joint Appointee

Commission Vice-Chair

Serving Since 1996

Terry King

Board of Trustees Appointee

Commissioner

Serving Since 2014

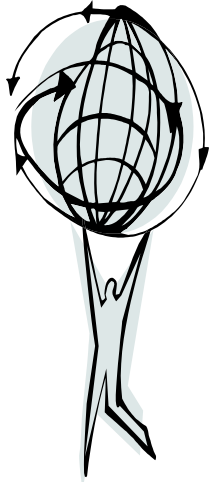
William A. Berrier

Board of Trustees Appointee

Commission Chair

Served 2008—2014

Personnel Commission Staff



Director of Classified Personnel

Corrie Amador

Responsible for the development and management of the District’s personnel services within the Merit System for classified employees. Critical goals of the director include ensuring equal access for all applicants and employees to participate in the employment process.

Human Resources Analyst

Barbara Bass

Responsible for journey-level work in recruitment, test development and administration and other analytical procedures in support of the Merit System.

Human Resources Technician

Kathy Potter

Responsible for a wide variety of complex clerical functions related to the recruitment, on-boarding and employment processes for the classified service. Additionally, responsible for administrative support to the Personnel Commission.

San Dieguito Union High School District Administration

Board of Trustees:

Beth Hergesheimer, President

Amy Herman, Vice-President

John Salazar, Clerk

Joyce Dalessandro, Trustee

Maureen “Mo” Muir, Trustee

District Administration:

Superintendent

Rick Schmitt

Associate Superintendent, Human Resources

Torrie Norton

Associate Superintendent, Business Services

Eric Dill

Associate Superintendent, Educational Services

Mike Grove

Classified Service

Classified Employees — 387

Confidential Employees — 4

Classified Supervisors — 13

Classified Management — 12



Excellence is our Standard

The Merit System

The fundamental purpose of merit employment for classified employees under California Education Code is to ensure selection, promotion, and retention are without favoritism or prejudice and on the basis of merit and fairness. An independent Personnel Commission administers the Merit System, which is composed of three Commissioners, each appointed for a three-year term. The District appoints one Personnel Commissioner. The classified employees, through their bargaining unit, appoint the second Commissioner. Those two Commissioners then appoint the third member of the Commission.

The Commission has a threefold responsibility:

- To cooperate with the Board of Trustees and District administrators in the quest for high quality employees and sound human resources administration.
- To represent the interests of the general public by providing a personnel system dedicated to hiring and keeping great workers in the service of the jurisdiction.
- To see that classified employees receive fair and equitable treatment.

The three-way division of responsibilities sometimes places Commissioners in the position of being mediators between conflicting interests of employees, management and the general public. Commissioners must make decisions which are fair, and which contribute to the overall goal of a personnel program based on merit.

Goals of the Commission

Commissioners have the responsibility to oversee that classified employment is built on, and remains consistent with, core merit principles. The most important of these merit employment principles are best summarized as follows:

- Hiring and promoting employees on the basis of ability, with open competition for initial employment.
- Retaining employees on the basis of performance and separating from the service those whose

inadequate performance cannot be corrected.

- Ensuring that employees doing like work are classified the same and receive like pay.
- Providing for fair and impartial rules and consistency of administration of the rules.
- Assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to race, color, religion, sex or sexual preference/ orientation, age, political affiliation,

national origin, or disability which may be reasonably accommodated, and with proper regard for their privacy and constitutional rights.

**MERIT:
DESERVE OR
BE WORTHY
OF**

Meetings of the Personnel Commission



RULE 2.6 REGULAR MEETINGS

Regularly scheduled meetings of the Personnel Commission are held on the second Tuesday of the month at 4:00 p.m., in the District Office Board Room, 101.

The Personnel Commission held 15 meetings over the 2014-2015 fiscal year. Commissioners received a stipend of \$25.00 per meeting attended, and do not receive District-paid health and/or dental benefits.

SUMMARY OF PERSONNEL COMMISSION ACTIVITIES

Recruitment

	2013-14	2014-15
Promotional Only Exams	6	5
Open/Promotional Exams	9	17
Open/Promotional Dual Certification	10	16
Applications Received	303	475
Candidates Tested	268	344
Candidates Eligible	192	236

Employment

	2013-14	2014-15
Transfers	13	35
Promotions	16	25
New Hires	55	40
Re-employments	1	0
Limited Term Appointments	3	33
Leave of Absence	0	2
Voluntary Demotions	2	6
Placed in Unpaid Status	2	0

Terminations

	2013-14	2014-15
Resignations	27	31
Retirements	14	12
Layoffs/Reductions	2	2
Employees affected	2	2
Appeals from Discipline	0	0

Classification Activities

	2013-14	2014-15
New classifications established	8	1
Classification descriptions revised	2	16
Positions/incumbents reclassified	3	4
Classifications reallocated upward	0	1
Classifications reallocated downward	0	0
Reclassification requests denied	0	2



A year in review

Approved by the Personnel Commission: *Draft 7/14/15*; Presented to the Board of Trustees:

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

VACANT POSITIONS 7/14/15

Prepared for 7/14/15 Personnel Commission Meeting

Classified Personnel

14 current/pending vacancies in 11 different job classifications

Job Vacancy

Classes	Count	SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
1	1	DO	AA558	Director of Classified Personnel	40	1.00	Selection August 2015
2	2	TP	AA039	Administrative Secretary	40	1.00	Selection week of 7/27/15
	3	DO	AA031	Administrative Secretary	40	1.00	Selection week of 7/27/15
3	4	DO	AA010	Accounting Technician	40	1.00	Selection week of 8/10/15
4	5	SDA Café	AA236	Nutrition Services Assistant I	12.5	0.31	Selection 7/29/15
	6	CV Café	AH037	Nutrition Services Assistant I	12.5	0.31	Selection 7/29/15
5	7	TRANS	AJ472	School Bus Driver	20	0.50	Selection week of 7/13/15
	8	TRANS	AJ471	School Bus Driver	20	0.50	Selection week of 7/13/15
6	9	SDA	AF900	Learning Commons Technician	40	1.00	Selection 7/23/15
7	10	DO	AA137	Custodian	40	1.00	Selection 7/21/15
8	11	FAC	AJ772	Grounds Maintenance Worker Applicator	40	1.00	Selection 7/10/15
9	12	FAC	AJ730	Grounds Maintenance Worker II	40	1.00	Selection 7/10/15
10	13	FAC	AJ728	Custodian Floater	40	1.00	Selection 7/10/15
11	14	SDA	AJ675	Theater Technician	40	1.00	Selection week of 7/13/15

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Quebedeaux, Kevin**, Custodian Floater, SR33, 100.00% FTE, Facilities Department, effective 06/10/15.

Change in Assignment

1. **Gotta, Kristine**, from Secretary, SR36, 100.00% FTE, Canyon Crest Academy to Administrative Assistant-HS, SR44, 100.00% FTE, effective 7/1/15.
2. **Juve, Robert**, from Instructional Assistant-SpEd(NS), SR34, 75.00% FTE, La Costa Canyon High School to Accounting Assistant, SR40, 100.00% FTE, District Office-Finance Department, effective 06/10/15.
3. **Kinnare, Carolyn**, from Receptionist, SR32, 100.00% FTE, La Costa Canyon High School to Health Technician, SR35, 75.00% FTE, Earl Warren Middle School, effective 06/02/15.
4. **Margiotta, Kathleen**, from Health Technician, SR35, 48.75% FTE, Earl Warren Middle School to 75.00% FTE, Pacific Trails Middle School, effective 08/11/15. Kathleen will be displaced from the Health Technician position at Earl Warren Middle School from 6/4/15 through 6/15/15 due to seniority displacement.
5. **Roberts, Caroline**, from Construction Services Analyst, SR60, 100.00% FTE, Facilities-Construction Department, to Facilities Planning Analyst, SR62, 100.00% FTE, effective 06/05/15.
6. **Schleining, Natalie**, from Instructional Assistant-SpEd(NS), SR34, 59.38% FTE, Torrey Pines High School to 75.00% FTE, effective 08/24/15.
7. **Stewart, John**, from Instructional Assistant-SpEd(NS), SR34, 48.75% FTE, Torrey Pines High School to 75.00% FTE, effective 08/24/15.

Resignation

1. **DeVal, Amador**, Grounds Maintenance Worker I, SR35, 100.00% FTE, Facilities Department, resignation for the purpose of retirement effective 06/12/15.
2. **Henry, Sue**, Instructional Assistant-SpEd(NS), SR34, 48.75% FTE, La Costa Canyon High School, resignation effective 06/12/15.
3. **Jordan, Marie**, Nutrition Services Assistant I, Secondary Position, SR25, 37.50% FTE, Oak Crest Middle School, resignation effective 06/12/15.
4. **Rios, Emily**, Instructional Assistant-SpEd(NS), SR34, 75.00% FTE, Earl Warren Middle School, resignation effective 06/12/15.

sj
6/18/15
classbdagenda