

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

**Regular Meeting Agenda**

4:00 P.M., November 16, 2016  
625 Balour Drive, Encinitas CA 92024  
Oak Crest Middle School Learning Commons

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**REGULAR MEETING/OPEN SESSION**

1. Call to Order .....Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the November 16, 2016, Personnel Commission Regular Meeting.  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the agenda for the November 16, 2016 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the October 25, 2016 Personnel Commission Regular meeting.  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the minutes for the October 25, 2016 Personnel Commission Regular Meeting.

**ACTION ITEMS (See Supplements)**

5. ELIGIBILITY LISTS TO BE ESTABLISHED
  - A. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish an Eligibility List for ADMINISTRATIVE ASSISTANT, SR-42, Promotional Only, six months eligibility.
  - B. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish an Eligibility List for DIRECTOR OF PLANNING SERVICES, Management Salary Group 5, Range 2, Open/Promotional-Dual Certification, six months eligibility.
  - C. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish an Eligibility List for CONSTRUCTION PROJECT MANAGER – II, Management Salary Group 5, Range 3, Open/Promotional-Dual Certification, six months eligibility.
  - D. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish an Eligibility List for HEALTH TECHNICIAN, SR-35, Open/Promotional, six months eligibility.
  - E. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish an Eligibility List for NUTRITION SERVICES TRANSPORTER I, SR-27, Open/Promotional, six months eligibility.
  - F. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION(SEVERELY HANDICAPPED), SR-36, Open/Promotional, continuous filing.
6. ELIGIBILITY LISTS TO BE APPROVED
  - A. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for NUTRITON SERVICES ASSISTANT I, SR-25, Open/Promotional-Dual Certification, eligibility from 10/21/16.
  - B. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for NUTRITON SERVICES TRANSPORTER I, SR-27, Open/Promotional, eligibility from 11/02/16.
  - C. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a corrected Eligibility List for RECEPTIONIST, SR-32, Open/Promotional, eligibility from 9/08/16.

7. CLASSIFICATION REVIEW REPORTS

- A. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve class description revisions for Director of Planning Services as shown in the attached supplements.
- B. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the out-of-class stipend for the Chief Financial Officer as shown in the attached supplements.

**DISCUSSION/INFORMATION ITEMS (See Supplements)**

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report
- B. Personnel List Report

9. CORRESPONDENCE

10. PUBLIC COMMENTS

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

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

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, December 13, 2016, at 4:00 P.M. in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

12. ADJOURNMENT

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

**Regular Meeting Minutes**

4:00 P.M., October 25, 2016  
710 Encinitas Boulevard, Encinitas, CA 92024  
District Office Board Room # 101

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**REGULAR MEETING/OPEN SESSION**

1. CALL TO ORDER

The meeting was called to order at 4:02 p.m. by JOHN BAIRD, Commission Chair.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Baird.

Members in Attendance

John Baird

Terry King

Patricia Spirit

Staff in Attendance

Susan Dixon, Director

Barbara Bass, Human Resources Analyst

Kathy Potter, Human Resources Technician

Guests

Carmen Blum

Ron Tackett

Matt Colwell

Dayne Tsuda

Debbie Johnson

Joel Van Hooser

Tina Peterson

3. APPROVAL OF AGENDA FOR THE OCTOBER 25, 2016, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve the agenda for the October 25, 2016, Personnel Commission Regular Meeting.

*Passed unanimously.*

4. APPROVAL OF THE MINUTES FOR THE SEPTEMBER 13, 2016, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve the minutes for the September 13, 2016, Personnel Commission Regular Meeting.

*Passed unanimously.*

**ACTION ITEMS**

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to establish an Eligibility List for NUTRITION SERVICES ASSISTANT-TRANSPORTER I, SR-27, Open/Promotional, six months eligibility.

*Passed unanimously.*

B. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to establish an Eligibility List for CUSTODIAL SUPERVISOR I, Supervisory Range 5, Open/Promotional-Dual Certification, six months eligibility.

*Passed unanimously.*

6. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve an Eligibility List for RECEPTIONIST, SR-32, Open/Promotional-Dual Certification, eligibility from 9/8/16.  
*Passed unanimously.*
- B. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve an Eligibility List for CONTRACTS ANALYST, SR-62, Open/Promotional, eligibility from 9/19/16.  
*Passed unanimously.*
- C. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Behavior Intervention), SR-36, Open/Promotional-Dual Certification, eligibility from 9/30/16.  
*Passed unanimously.*
- D. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Non-Severe), SR-34, Open/Promotional-Dual Certification, eligibility from 10/3/16.  
*Passed unanimously.*
- E. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Severe), SR-36, Open/Promotional, eligibility from 10/3/16.  
*Passed unanimously.*
- F. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve an Eligibility List for CUSTODIAN, SR-32, Open/Promotional-Dual Certification, eligibility from 9/21/16.  
*Passed unanimously.*
- G. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve an Eligibility List for CUSTODIAN FLOATER, SR-33, Open/Promotional-Dual Certification, eligibility from 9/21/16.  
*Passed unanimously.*
- H. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve an Eligibility List for CUSTODIAN CREW LEADER, SR-38, Open/Promotional, eligibility from 9/13/16.  
*Passed unanimously.*
- I. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve an Eligibility List for PLUMBER, SR-49, Open/Promotional-Dual Certification, eligibility from 10/6/16.  
*Passed unanimously.*

7. CLASSIFICATION REVIEW REPORTS

- A. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve retitling the classification of Computer Support Technician to Information Technology (IT) Support Technician as shown in the attached supplements.  
*Did not pass.*
- B. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve class description revisions for Computer Support Technician as shown in the attached supplements.  
*Did not pass.*
- C. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve class description revisions for Custodian Crew Leader as shown in the attached supplements.  
*Passed unanimously.*

**DISCUSSION/INFORMATION ITEMS (See Supplements)**

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

The Personnel Commissioners' packets included for review and discussion:

- A. Vacancy Report – Commissioner Baird commented that vacancies seem very low.
- B. Personnel List Report

9. CORRESPONDENCE - None

**10. 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 - President, Matt Colwell, suggested moving the Personnel Commission meeting to an earlier start time than the current meeting time of 4:00 PM, to allow more employees to attend. This will be discussed at the December meeting when the meeting calendar for 2017 is decided.

B. San Dieguito Union High School District – None

C. Public – Prior to the start of the meeting, former employee, Ron Tackett, submitted a request to address the Personnel Commission to speak on Agenda Item 7. Commission Chair Baird requested he speak during the Public Comments portion of the meeting. Mr. Tackett spoke regarding his personal experience when incumbents in the classification of Computer Support Technician were laid off in August 2012.

**11. NEXT PERSONNEL COMMISSION MEETING**

It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to reschedule the Tuesday, November 15, 2016 meeting to Wednesday, November 16, 2016, at 4:00 p.m. A meeting location will be determined.

**12. ADJOURNMENT**

The Personnel Commission meeting adjourned at 4:52 p.m.

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

Effective: 10/20/16  
Expiration: 4/20/17

Nutrition Services Assistant I

Rank	Applicant ID
1	2108774
2	2908048
3	2208784
3	2306245
4	3257198
5	1294756

S.Dixon

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

Effective: 11/2/2016  
Expiration: 5/2/2017

Nutrition Services Transporter I

**Open**

Rank	Applicant ID
1	824508

S. Dixon

San Dieguito Union High School District

Personnel Commission

Eligibility List

Open/Promotional

Effective: 9/8/16

Expiration: 3/8/17

Receptionist

	Rank	Applicant ID
Promotional	1	1378240

Open	Rank	Applicant ID
	1	2044896
	1	2050452
	2	2263548
	2	742247
	3	3094027
	3	2295741
	4	3110758
	4	3198056
	5	1856123
	5	2710055
	5	2834092
	6	2228888
	6	3195052
	6	3050976
	7	1651825
	8	2679047

S. Dixon



<b>Classification Review Report</b>	
Classification	Director of Planning Services
Classification Type	Classified Management
Salary Range	2
Prepared By	Susan Dixon, Director Classified Personnel
Submission to Classification Advisory Committee	October 25, 2016
Submission to Personnel Commission	November 15, 2016
Agenda Item	#7 A. Classification Revisions

**Background Information**

The District is currently recruiting for the Director of Planning Services. The classification has not been staffed since the former incumbent was reclassified to Executive Director of Planning Services in April of 2015. At this time, the Interim Superintendent/Associate Superintendent Business Services has indicated that due to the volume of work in Facilities Construction, it has become necessary to backfill the Director of Planning Services position. As such, personnel commission staff worked with the hiring manager, the Executive Director of Planning Services, to review and update the class description. The changes are largely related to District standard formatting conventions. Additionally, the Working Environment section of the description was updated to reflect the physical and environmental conditions associated with this classification. The standards provided by the JPA were used to specify the physical demands, auditory and visual requirements and environmental conditions typical of this classification.

**Sources of Information**

Interim Superintendent/Associate Superintendent, Business Services, Eric Dill  
 Executive Director of Planning Services, John Addleman  
 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**

Several comparable job classifications within our standard external market comparison base were identified. Many of the districts within our comparison market do not have the level of new construction and major

renovations that exist in San Dieguito and/or the planning duties of facilities are combined with oversight of the Maintenance & Operations Department. Based on the information obtained, there is no recommendation for salary reallocation.

District	Salary Range	Job Title	Minimum	Maximum
Escondido Union SD	5	Director Facilities, Planning & Construction	\$88,230	\$105,351
MiraCosta CC	15	Director, Facilities	\$121,361	\$147,514
Poway USD	23	Director of Capital Facilities Funding and Planning	\$118,728	\$139,680
Sweetwater USD	2	Director of Planning & Construction	\$128,582	\$147,075
Vista USD	24	Director, Facilities Planning	\$96,623	\$121,347

<b>Average</b>			<b>\$110,705</b>	<b>\$132,193</b>
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SDUHSD	2	Director of Planning Services	\$125,514	\$143,057
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**Recommendation**

It is recommended the Director of Planning Services job description be revised as proposed.

Vote by Committee Members:

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

\*Management reviews are presented to CSEA; however, CSEA members do not vote on the recommendation

## DIRECTOR OF PLANNING SERVICES

### OVERALL JOB PURPOSE STATEMENT

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

### DISTINGUISHING CHARACTERISTICS

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

### ESSENTIAL JOB FUNCTIONS:

- Assists district administration ~~for the purpose of~~ with formalizing long-range facilities and technology plans, evaluating available resources and funding mechanisms and projecting enrollment trends.
- Analyzes the impact of new development on the District ~~for the purposes of~~ to projecting future facilities and technology needs and ~~update~~ ing the District's facilities and financing master plan.
- Administers various capital facility funds and community facility districts (CFD) ~~for the purpose of~~ to ~~ensuring~~ ing their accuracy, integrity, availability for authorized use and conformance to applicable statutes.
- Supervises the issuance of construction bonds, collection of developer fees and Mello-Roos taxes ~~for the purpose of~~ to ~~ensuring~~ ing accurate and timely receipt, release, and recording of funds.
- Coordinates with financial advisers, underwriters and legal counsel in issuance of capital debt to ensure the most cost-effective financial instruments are used that will support the timely implementation of the facilities master plan.
- Represents the district to the Office of Public School Construction, the State Department of Education, the County Office of Education and with other agencies ~~for the purpose of~~ to ~~presenting~~ ing, ~~garnering~~ ing support for and ~~gaining~~ ing funding and approval for projects, and ~~tracking~~ ing applications for documentation necessary to obtain State approval and funding.
- Coordinate information sharing and decision-making processes with elementary districts ~~for the~~

~~purpose of to resolving~~ issues of the impact of new projects and proposed developments and for developing a coordinated response on planning issues affecting all districts.

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

**OTHER JOB FUNCTIONS:**

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

## **ESSENTIAL JOB REQUIREMENTS: – MINIMUM QUALIFICATIONS**

### **KNOWLEDGE, SKILLS AND ABILITIES**

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

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

**ABILITY** is required to schedule a number of activities, meetings, and/or events; routinely gather, collate and/or classify data; and use job-related equipment; to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines and development of new guidelines. Specific abilities required to satisfactorily perform the functions of the job include: plan debt issuance activities and create funding streams to sustain ongoing, simultaneous, complex facility construction and renovation projects in the master plan; administer capital facility funds and work closely with Business Services staff on budgeting and accounting of facility funds; represent the District at the state and local level with officials and with the community; present complex information to an audience; analyze and solve problems relating to facility financing and construction; monitor construction contracts and agreements; prepare specifications, procedures manuals, schedules, correspondence and other written material; schedule construction activities; confer with architect(s), engineers, planners, school and district administrators, contractors, government agencies and others; monitor the work of consultants and professional experts; conduct analytical studies; plan, organize and maintain complex technical record keeping, accounting and reporting for various district facility financing sources; prepare, organize and conduct research and compile data to complete complex reports; analyze pending legislation, laws and regulations to determine impact on the District and to recommend revisions in policies; understand and use complex software programs; read, interpret, apply and explain rules, regulations, policies,

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

**RESPONSIBILITY**

The person in this classification has responsibility in multiple areas including ensuring compliance with mandates, fiscal monitoring and managing a department. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the organizations' services.

**WORKING ENVIRONMENT**

This assignment requires the ability to travel to and from school sites to perform assigned duties on a regular basis. In addition, the usual and customary methods of performing the job's functions require the following physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability. ~~occasional lifting, carrying, pushing and/or pulling up to 50 pounds; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and or feeling.~~

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

Never = 0%

Seldom = 1-10% (<45 minutes)

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

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

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

<u>Seldom</u>	<u>lifting up to 25 lbs. at waist height, carrying up to 25 lbs. up to 10 feet, reach above shoulder, pushing and/or pulling up to 50 pounds</u>
<u>Occasionally</u>	<u>handling/simple grasping; climbing, balancing, stooping, kneeling, crouching and crawling</u>
<u>Frequently</u>	<u>fingering/fine manipulation</u>

~~Generally the job requires 70% sitting, 15% walking and 15% standing. The job is performed under minimal temperature variations and some hazardous conditions, including time at sites during construction activities.~~

**AUDITORY OR VISUAL REQUIREMENTS**

*Adopted: August 14, 1997  
Revised: January 18, 2001  
Revised: February 7, 2013  
**November 16, 2016***

## CLASSIFIED

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

### ENVIRONMENTAL CONDITIONS

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

### EDUCATION

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

### EXPERIENCE

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

### REQUIRED TESTING

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

### LICENSES AND CERTIFICATES

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

### CONTINUING EDUCATION/TRAINING

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

### CLEARANCES

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

### FLSA STATUS

Exempt

### SALARY RANGE

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*Adopted: August 14, 1997*  
*Revised: January 18, 2001*  
*Revised: February 7, 2013*  
***November 16, 2016***

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| Management Range 2



<b>Out-Of-Classification Review Report</b>	
Employee Name	Delores Perley
Classification	Chief Financial Officer
Classification Type	Classified Management
Salary Range	Management Range 2
Report Completed By	Susan Dixon Director of Classified Personnel
Submission to Personnel Commission	November 16, 2016
Agenda Item	Classification Review Report #7

**Background Information**

Earlier this year, the Board of the San Dieguito Union High School District appointed the Associate Superintendent of Business Services, Eric Dill, to serve as Interim Superintendent until the position is filled. After several months of performing the duties of both superintendent and associate superintendent, the District has come to the realization that Mr. Dill needs to relinquish a number of his responsibilities specific to business services oversight in order to fulfill the scope of responsibilities inherent in the role of Superintendent. This, in turn, has resulted in a situation whereby a classified employee is performing duties which are inconsistent with her current classification.

Rule 3.9 of *The Rules & Regulations for the Classified Service* provide that when a classified employee is required to work out of classification, the fact shall be reported to the Personnel Director who shall immediately investigate and report to the Personnel Commission. The rule also specifies that the salary of an employee shall be adjusted upward while working out of classification. Education Code §45110 states that the amount of compensation will reasonably reflect the duties required to be performed outside (his) normal assigned duties. Often times, when an employee is working out of classification, the additional compensation is very clear in that the employee is performing the full scope of tasks of a specific job class, and, as such, is paid from that salary range. In these instances, it is treated as a limited-term assignment with the employee receiving the rate of pay of the classification in which he/she is serving. In situations where an employee is performing higher-level duties than his/her regular assignment, but not performing the full scope of work of a classification, the out of class pay rate must be determined. In order to determine the appropriate rate of pay, an analysis of the work that is being performed was conducted to determine the comparability of this assignment to similar classifications within our organization.

The employee working out of class is our Chief Financial Officer, Delores Perley. While she is continuing to perform the full scope of her permanent duties, she has been assigned additional tasks to relieve Mr. Dill of the daily oversight of several departments/programs in Business Services as well been assigned an increased role in the financial operations functions. This includes: reviewing, troubleshooting, and resolving issues that may arise in departments such as Purchasing, Risk Management, Nutrition Services ,Transportation, Maintenance & Operations; providing executive direction to the management and oversight for the directors of these departments; performing higher-level business reporting functions District-wide, including preparation and delivery of a broader range of Board items. Performance of these higher-level tasks comes with a higher level of accountability, complexity, and responsibility. This out of class assignment is largely comparable to a classification that formerly existed in the District, the Executive Director of Business Services. Executive Director-level assignments are allocated to Range 8 of the Classified Management Salary Schedule. A stipend of \$1,000 a month would place Ms. Perley's compensation within the range of pay for an Executive Director at approximately the rate she would earn if placed on Step 2 of the range (the step she would be placed if she were hired in the classification) and would be consistent with the stipend certificated managers are receiving for additional duties being performed due to the interim superintendent situation.

**Sources of Information**

Interim Superintendent, Eric Dill

Current and former Management Class Descriptions, San Dieguito Union High School District

**Recommendation**

It is recommended that Delores Perley receive a monthly stipend of \$1,000 while working out of classification.

## CHIEF FINANCIAL OFFICER

### OVERALL JOB PURPOSE STATEMENT

Under the general direction of the Associate Superintendent of Business Services, the job of Chief Financial Officer is established for the purpose/s of planning, organizing, directing, supervising, monitoring and coordinating the day-to-day payroll, accounts payable and budget functions within the Financial Services Department; providing administrative and technical support of the District's Board of Trustees, Superintendent, and administrative personnel related to the financial operations; financial oversight of all district funds, including bond funds; communicate with county and State administrators, auditors and others regarding fiscal services; determining the operational workload requirements, and supporting the Associate Superintendent of Business Services in the overall development, planning, oversight and implementation of the District's fiscal operations.

### ESSENTIAL JOB FUNCTIONS

- \* Supports the Associate Superintendent of Business Services for the purpose of assisting in developing and planning departmental goals and objectives, preparing the District's annual budget calendar and coordinating other departmental and school site activities associated with the District's financial operations.
- \* Coordinates various district accounting projects (e.g. budget development, payroll, etc.) for the purpose of providing required guidance, ensuring effective and efficient district operations and complying with district, local, State and Federal regulations.
- \* Develops budgets and financial forecasts (e.g. multi-year budget projections, restrictive and nonrestrictive funds including program, capital facilities, special funds, bond funds, Adult Education, etc.) for the purpose of providing financial guidance and recommendations to administrative personnel, Superintendent and/or Board of Trustees.
- \* Supervises the implementation of district accounting procedures for the purpose of maintaining accurate records and internal controls throughout the District.
- \* Advises personnel regarding various procedures and program requirements for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with sound accounting practices, established fiscal guidelines, and district, local, State and Federal regulations.
- \* Develops, installs and maintains accounting systems which provide control of expenditures made to carry out District programs, including required State reporting.
- \* Monitors budgets and expenditures of all district funds for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- \* Makes presentations (e.g. staff, sites, Superintendent's cabinet, community members, etc.) for the purpose of assisting the Associate Superintendent of Business Services in budget planning and preparation.

## CLASSIFIED

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- \* Develops cost proposals and projections for the purpose of providing necessary data to programs writing grant requests.
- \* Researches, compiles, analyzes data pertaining to expenditures and system issues (e.g. phone system costs, large open purchase orders, etc.) for the purpose of developing solutions and new approaches to enhance cost-effectiveness and integrity of District financial operations.
- \* Identifies problems (e.g. unexplained vendor system costs, large open purchase orders, etc.) for the purpose of developing solutions and new approaches to enhance cost-effectiveness and integrity of District financial operations.
- \* Develops and implements adequate internal system controls (e.g. revolving cash fund checks, workability expenditures, etc.) for the purpose of ensuring adequate accountability and integrity of systems and efficiency/accuracy of payment processing in accordance with Federal, State and District standards.
- \* Researches methods and new technologies (e.g., electronic payment systems) for the purpose of improving efficiency of financial operations.
- \* Directs staff activities (e.g. transportation, nutrition program, adult education, capital facilities, bond special funds, etc.) for the purpose of ensuring adherence to report deadlines and schedules for different funds.
- \* Plans and coordinates special staff activities for the purpose of providing specialized assistance to school sites to maintain and enhance site and ASB accounting controls and internal audits.
- \* Performs a variety of personnel-related functions as assigned (e.g. interviewing, selecting, evaluating, training, supervising, etc.) for the purpose of providing efficient departmental operations.
- \* Develops and implements automated systems and procedures utilizing customized databases and spreadsheets (e.g. position control, budget, payroll, etc.) for the purpose of linking and sharing common information sets to enhance efficiency and accuracy of various financial operations.
- \* Supports the Associate Superintendent of Business Services for the purpose of assisting in the completion of the District's financial operations functions.
- \* Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

### ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS

#### KNOWLEDGE, SKILLS AND ABILITIES

**KNOWLEDGE** is required to perform advanced math; review and interpret highly technical information such as regulations pertaining to proper accounting, budgeting and payroll procedures including State and Federal reporting, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues, draw conclusions and recommend appropriate actions.

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Specific knowledge required to satisfactorily perform the functions of the job includes: business telephone etiquette; concepts of grammar and punctuation; office application software; California School Accounting Manual (CSAM); budgeting procedures, State reporting requirements, proper internal controls, online financial information system; payroll processes; and employment law affecting payroll procedures.

**SKILLS** are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment; performing accounting procedures; performing standard bookkeeping; preparing budgets and financial plans; planning and managing projects; preparing and maintaining accurate records; using pertinent software applications; administering personnel policies and practices; applying appropriate codes, policies, regulations and/or laws; and communicating with persons of varied cultural and educational backgrounds.

**ABILITY** is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using 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 data of varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires analysis based on organizational objectives and independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; adapting to changing work priorities; being attentive to detail; establishing and maintaining effective working relationships; maintaining a professional work environment; meeting deadlines and schedules; setting priorities; and working with detailed information/data.

### **RESPONSIBILITY**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; using standardized practices and/or methods; directing other persons within a department, large work unit and/or across several small work units; and supervising and monitoring the use of all district funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

### **WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

### **EXPERIENCE**

Sufficient experience and training to possess the knowledge, skills and abilities necessary to perform the duties of the class. Typical qualifying experience would be at least four years service in a public agency, preferably in a school district, that included responsibility for budget development, monitoring and oversight. At least two years of increasingly responsible supervisory or management experience.

## **CLASSIFIED**

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### **EDUCATION**

Education and experience equivalent to a Bachelor's degree in Business administration, financial management, accounting, or related. Up to four years of additional full-time qualifying experience may substitute for the education requirement on the basis of one year of experience for each 24 semester/45 quarter units of education leading to one of the degrees.

### **REQUIRED TESTING**

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

### **CERTIFICATES**

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

### **CONTINUING EDUCATION/TRAINING**

None Specified

### **CLEARANCES**

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

### **FLSA STATUS**

Exempt

### **SALARY RANGE**

Management

## **CLASSIFIED**

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### **ASSOCIATE SUPERINTENDENT/BUSINESS**

#### **BASIC FUNCTION**

The Associate Superintendent/Business directly supervises the Directors of Facilities, Transportation, Purchasing/Warehousing, and Food Services and works closely with the Executive Director of Finance in district financial matters. Under the general direction of the Superintendent, the Associate Superintendent/Business is responsible for facilities planning, including site acquisition and new construction, as well as other business services tasks and related work as required.

#### **REPRESENTATIVE DUTIES**

1. Directs and supervises, with the assistance of the Executive Director of Operations, the general upkeep and maintenance of schools, equipment, grounds, and custodial services.
2. Directs and supervises, with the assistance of the Director of Transportation, the transportation of pupils and the use of district transportation facilities.
3. Directs and supervises, with the assistance of the Director of Purchasing, the district's purchasing and warehousing operation.
4. Directs and supervises, with the assistance of the Director of Nutrition Services, the school cafeteria program for the district.
5. Works closely with the Executive Director of Finance in the development of the district budget, student attendance reporting, revenue forecasting, and the financing of facilities.
6. Develops budgets for selected business service areas and assists in the preparation and administration of budgets for the cafeteria, transportation, maintenance, facilities, and purchasing/warehousing program areas including coordination of the Capital Facilities and Deferred Maintenance budgets with the state Office of Local Assistance.
7. Coordinates the preparation and maintenance of the district's comprehensive master plan, including compilation of required demographic, facility, and educational data.
8. Prepares and monitors state applications for funds under the state school building aid program.
9. Administers the Environmental Quality Act compliance for the district including coordinating acquisition of the necessary federal and state permits involved in site acquisition and construction planning.
10. Works with the appropriate state, county and city agencies to coordinate school facility planning and represents the district at City Council, planning commission and other meetings.
11. Works with the district architect and Executive Director of Business Services in directing and coordinating construction activities and assists in planning for future building projects in the district.

## CLASSIFIED

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12. Assists the superintendent in coordinating the district's facility planning needs with the North City West School Facilities Financing Authority.
13. Supervises the collection of developer fees for school facilities and assists the superintendent in preparing policies, procedures and agreements to mitigate the impact of new residential development projects insuring the district's capacity to house students.
14. Supervises the district's attendance accounting function, developing programs to maximize district ADA and provides forecasts of student attendance for budget and program development.
15. Serves on the district's team that negotiates with the classified employee association.
16. Serves as the district representative to the Joint Powers Authority for worker's compensation and liability insurance.
17. Administers the district's Risk Management Program and oversees the district's Safety Program.
18. Coordinates the preparation of the business services section of the Board of Trustees agenda and participates in all regular and special meetings of the Board of Trustees.
19. Maintains records and reports associated with all areas of responsibility.
20. Performs related duties as assigned.

### KNOWLEDGE AND ABILITIES

- Knowledge of personnel practices and procedures.
- Knowledge of modern theories of management, including current principles of supervision and training.
- Knowledge of state and local laws and procedures dealing with school facility planning.
- Knowledge of the interpersonal and communicative skills necessary to deal with all levels of employees as well as public and private agencies involved in the planning process.
- Ability to develop a close relationship with planners, consultants, and others who are responsible for ruling on district applications in the planning process.
- Ability to analyze problems and involve staff in developing problem solving solutions to such problems.
- Ability to develop and present staff development programs.
- Ability to supervise the work of others while maintaining an effective working relationship with those contacted in the course of work.

### LICENSE

Possession of a valid California driver's license.

### EDUCATION AND EXPERIENCE

A bachelor's degree in management, business, public administration, or a related field. A master's degree is



## **CLASSIFIED**

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desirable or additional graduate level course work in business or public administration is required. Experience in school district business operations and in working with individuals and groups, both inside and outside the district, in the planning process. Supervisory level experience or training in the management of people; responsible personnel management experience and training.

### **WORKING CONDITIONS**

Typical office environment.

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**EXECUTIVE DIRECTOR OF BUSINESS SERVICES**

**OVERALL JOB PURPOSE STATEMENT**

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Under the administrative direction of the Associate Superintendent/Business, the job of Executive Director of Business Services is done for the purpose/s of providing executive direction both to the management and technical operations of the District's general and special funds accounting and budgeting systems and to the procurement, purchasing, contracting, delivery, and warehousing of services, supplies and equipment; and directing day-to-day activities and programs to manage the District's exposure to risk and loss.~~managing the District's facility planning program; providing direction in the development of the Facility Master Plan; managing and directing activities to identify, and secure the financing necessary to ensure schools and support facilities are constructed, renovated, and available in a timely manner, including fiscal management for implementation of the facility and technology master plans; providing executive direction to the District's nutrition services, purchasing/warehousing, and risk management programs.~~

**DISTINGUISHING CHARACTERISTICS**

This job is distinguished from similar jobs by the following characteristics: The Executive Director of Business Services is a single-position management class responsible for ~~coordinating development of the District's Facilities Master Plan and carrying out the day-to-day activities of the Master Plan including developing funding options, coordinating with other governmental agencies, monitoring the activities of consultants and developing program fund account budgets. To accomplish the program objectives, this classification identifies and develops data sources for projecting future trends, designs, implements and monitors data collection systems and activities, and develops and prepares reports and recommendations for District action. Additionally, this class provides~~ providing executive direction to the management and oversight for the directors of other district-wide programs including: ~~nutrition services,~~ finance, accounting, and budgeting; purchasing/warehousing; and risk management.

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**ESSENTIAL JOB FUNCTIONS**

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Policy Adopted: January 1, 2005

Policy Revised: xxxxxxxx x, 2008

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EXECUTIVE DIRECTOR OF BUSINESS SERVICES

~~\*Administers various capital facility funds and community facility districts for the purpose of ensuring their accuracy, integrity, availability for authorized use, and conformance to applicable statutes.~~

~~\*Analyzes the impact of new development on the District for the purpose of projecting future facilities, technology needs, updating the District's facilities and facilities financing master plan.~~

~~\*Assists District administration for the purpose of formalizing long-range facilities, technology plans, evaluating available resources, funding mechanisms and projecting enrollment trends.~~

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\* Provides executive direction, program oversight and day-to-day direction as required for major district programs, including general and special fund financial systems, payroll, purchasing, contracting and warehousing, and risk management, for the purpose of ensuring efficient and effective operations sufficient to meet District requirements.

\* Directs/ensures the development and implementation of new and legacy systems to support all assigned functional areas.

~~\*Assists the Associate Superintendent/Business Services as assigned for the purpose of selecting and training replacement staff to support assigned programs and for researching alternatives for organizing and designing the delivery of facility projects and for program outcomes in other functional areas assigned (e.g. nutrition services, purchasing/warehousing, risk management).~~

\* Attends meetings (e.g. budget planning, hearings, risk management, safety committee,) for the purpose of conveying the District's position on land use matters, joint use agreements, and construction and improvement of sites financial systems, budgeting issues, liability concerns, loss control/risk assessment, and purchasing/procurement/warehousing.

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\* Conducts performance review of assigned staff for the purpose of ensuring conformance of work activities to program goals

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EXECUTIVE DIRECTOR OF BUSINESS SERVICES

and objectives, developing capabilities of staff, and maintaining District standards, policies, and procedures.

\* Coordinates activities and projects with staffs of the County Office of Education and other school districts, ~~of cities, and of developers to determine the impact of development on the District and on planning for school facilities, and to gain necessary financial agreements from developers and other funding entities for planning for and developing school facilities~~ for the purpose of ensuring timely and appropriate support and coordination of District activities and resources.

~~\*Coordinates information-sharing and decision-making processes as appropriate with elementary districts for the purpose of resolving issues of the impact of developments and for coordinating response on all planning issues affecting the District and related elementary district.~~

~~\*Coordinates the analysis of sites, the acquisition of property, and the development of designs and plans for the purpose of carrying out the District's Facilities Master Plan.~~

\* Provides leadership and administration to the directors of other district-wide programs (i.e. finance, accounting and budgeting; nutrition services, purchasing/warehousing; and risk management) for the purpose of ensuring program coordination and continuity and resolution of organizational issues.

\* Performs a variety of personnel functions (e.g. interviewing, hiring, evaluating, training, staffing, scheduling, motivating, supervising, etc.) for the purpose of providing efficient departmental operations throughout the District.

~~\*Performs facility space and size planning in consultation with affected managers, staff, architects, and other consultants for the purpose of identifying and incorporating plans for facility use.~~

~~\*Prepares applications to State and other funding agencies for the purpose of initiating facility construction, upgrade, and repair projects.~~

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**EXECUTIVE DIRECTOR OF BUSINESS SERVICES**

\* Directs the preparation of ~~Prepares~~ financial projections for the purpose of determining the amount of revenue available to carry out the ~~facility and technology mater plans~~ District's annual general and special funds operations.

\* Represents the district for the purpose of ~~to the Office of Public School Construction, the State Department of Education, the County Office of Education and with other agencies for the purpose of presenting, garnering support for, and gaining funding and approval for, and tracking applications and documentation necessary to obtain State approval and funding~~ ensuring the best interests of the District are sustained in mitigating loss control and claims issues.

\* Researches laws, regulations, legislation and policies for the purpose of assessing their potential impact on the ~~Facility Master Plan,~~ integrity d soundness of the District's general and special funds and operations, for recommending appropriate revisions to District policies and procedures, and for assisting other staff in coordinating the updating and maintenance of appropriate Board policies and regulations.

~~\*Reviews mitigation and developer agreements for the purpose of determining appropriate rates, methods, and amounts of special taxes and fees.~~

~~\*Supervises the collection of developer fees and Mello-Roes taxes for the purpose of ensuring accurate and timely receipts and recording of funds.~~

**\*Other Functions**

\* Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include skill to administer personnel policies and practices; to apply

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pertinent codes, policies, regulations and/or laws; to communicate with persons of varied cultural and education backgrounds; to prepare and maintain accurate records; to operate standard office equipment pertinent software applications; to plan and manage projects.

KNOWLEDGE is required to perform advanced math; to review and interpret highly technical information; to write technical materials, to speak persuasively to implement desired actions; and to analyze situation to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: legal provisions for residential project approvals including EIR's and mitigation; facility financing methods, procedures and requirements; State codes and regulations and district policies; uniform building codes; and methods and terminology used in contracting real estate transactions, insurance, and accounting loss control, safety, industrial hygiene and risk management principles and techniques; current laws, codes and regulations; assessment and evaluation practices and procedures; risk management procedures for loss control and claims handling.

ABILITY is required to schedule a significant number of activities, meetings and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work independently with others in a wide variety of circumstances; to analyze data utilizing a variety of complex processes; and to operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; to work with data of widely varied types and/or purposes; to identify issues and create action plans. Problem solving with data requires following prescribed guidelines and utilizing a variety of types of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: working with detailed information/data; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; analyzing laws and regulations; working under time constraints, written and verbal communication, logistic

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EXECUTIVE DIRECTOR OF BUSINESS SERVICES

planning, conflict resolution and using pertinent software applications.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organizations' services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking and 15% standing. The job is performed under minimal temperature variations, in a generally hazard free environment, and in varying atmospheric conditions.

**Experience:** Job related experience demonstrating increasing experience at the supervisory and management levels typically in school construction funding programs, finance and accounting, loss control and risk management, school business management, or program planning and management in public agencies—city or county planning especially related to schools.

**Education:** Bachelor's degree in job related area (e.g., business, public or educational administration, or a related field).

**Required Testing** Pre-employment proficiency test

**Certificates** Valid Driver's License & Evidence of Insurability; participation in the DMV pull-notice program

**Continuing Education/Training** None Specified

**Clearances:** Criminal Justice Fingerprint/Background Clearance; Tuberculosis Clearance

**FLSA Status:** Exempt      **Salary Grade:** Management

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

**CERTIFICATED MANAGEMENT**

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

**CLASSIFIED MANAGEMENT**

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

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

**LONGEVITY BENEFITS**

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



# SAN DIEGUITO UNION HIGH SCHOOL DISTRICT VACANCY REPORT 11/03/16

Classified Personnel

7 current/pending vacancies in 7 different job classifications

SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
Facilities	AJ158	Custodian Supervisor I	40	1.00	Selection interview 11/16/16
LCC	AK186	Campus Supervisor	19.5	0.49	Selection interview 11/28/16
OC Café	AF015	Nutrition Services Assistant I	15	0.38	Selection interviews 11/02/16
Facilities	AA020	Administrative Asssistant	40	1.00	Selection interview 11/18/16
FAC CON	AK964	Director of Planning Services	40	1.00	Selection interview 12/14/16
TP Café	AI751	Nutrition Services Assistant-Transporter I	13.75	0.34	Selection interview 12/15/16
EW	AE422	Health Technician	30	0.75	Selection interviews 12/15/16

## PERSONNEL LIST

### CLASSIFIED PERSONNEL

#### Employment

1. **Classified Artist in Residence**, employment for the 2016-17 school year, effective July 1, 2016 through June 30, 2017, per attached supplement.
2. **Classified A.V.I.D. Tutors**, employment for the 2016-17 school year, effective July 1, 2016 through June 30, 2017, per attached supplement.
3. **Classified Substitutes**, employment for the 2016-17 school year, effective July 1, 2016 through June 30, 2017, per attached supplement.
4. **Fulton, Gabriela**, Contracts Analyst, SR62, 100.00% FTE, Purchasing and Risk Management, effective 10/18/16.
5. **Reeve, Meredith**, Instructional Assistant-SpEd (NS), SR34, 75.00% FTE, La Costa Canyon High School, effective 10/17/16.

#### Change in Assignment

1. **Rubinstein, Jaya**, from Instructional Assistant-SpEd (NS), SR34, 48.75% FTE, Torrey Pines High School to Instructional Assistant-SpEd (SH), SR36, 68.75% FTE, Earl Warren-ATP, effective 10/13/16.

#### Dismissal of Probationary Employee

1. **Employee Number 528-605**, Campus Supervisor, SR32, 48.75% FTE, La Costa Canyon High School, effective 10/26/16.

#### Resignation

1. **Brockoff, Theresa**, Nutrition Services Transporter I, SR27, 25.00% FTE, San Dieguito High School Academy, resignation effective 11/18/16.
2. **Fortin, Yvonne**, Secretary, SR36, 100.00% FTE, Canyon Crest Academy, resignation effective 11/04/16.
3. **Lim, Ming-Yi**, Nutrition Services Assistant I, SR25, 43.75% FTE, Canyon Crest Academy (currently on Unpaid Leave of Absence), resignation effective 10/06/16.
4. **Long, Victoria**, Administrative Assistant, SR42, 100.00% FTE, Sunset High School, resignation for the purpose of retirement, effective 12/30/16.
5. **Valdez, Alberto**, Custodian Supervisor I, Supervisory SR5, 100.00% FTE, Facilities, resignation effective 10/19/16.