

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

Regular Meeting Agenda

3:30 P.M., November 13, 2018

710 Encinitas Blvd., Encinitas CA 92024

San Dieguito Union High School District Office - Large Board Room

REGULAR MEETING/OPEN SESSION

1. Call to Order Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the November 13, 2018, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the November 13, 2018 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the October 9, 2018 Personnel Commission Regular meeting.
Motion by _____, second by _____, to approve the minutes for the October 9, 2018 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 ACCOUNTING SPECIALIST, SR-52, Open/Promotional, six months eligibility.
 - B. Motion by _____, second by _____, to establish an Eligibility List for CAMPUS SUPERVISOR, SR-32, Open/Promotional-Dual Certification, six months eligibility.
 - C. Motion by _____, second by _____, to establish an Eligibility List for DIRECTOR OF PURCHASING, Management Salary Group 5, Range 10, Open/Promotional-Dual Certification, six months eligibility.
 - D. Motion by _____, second by _____, to establish an Eligibility List for Executive Assistant, Confidential SR 1, Open/Promotional-Dual Certification, six months eligibility.
 - E. Motion by _____, second by _____, to establish an Eligibility List for Chief Financial Officer, Management Salary Group 5, Range 2, Open/Promotional-Dual Certification, six months eligibility.
6. ELIGIBILITY LISTS TO BE APPROVED
 - A. Motion by _____, second by _____, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT-BILINGUAL, SR-31, Open/Promotional-Dual Certification, eligibility from 10/10/18.
 - B. Motion by _____, second by _____, to approve an Eligibility List for NUTRITION SERVICES SUPERVISOR, Supervisory Range , Open/Promotional, eligibility from 10/11/18.
 - C. Motion by _____, second by _____, to approve an Eligibility List for NUTRITION SERVICES ASSISTANT I, SR 25, Open/Promotional-Dual Certification, eligibility from 10/17/18.

- D. Motion by _____, second by _____, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Non-Severe), SR-34, Open/Promotional-Dual Certification, eligibility from 10/25/18.
- E. Motion by _____, second by _____, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Severe), SR-36, Open/Promotional, eligibility from 10/25/18.

7. APPOINTMENT OF PERSONNEL COMMISSIONER

The term for the “Joint Appointee” commissioner, Jeffery Charles, will expire on December 1, 2018. The Appointee of the Classified Employees (John Baird) and the Appointee of the Governing Board (Justin Cunningham) will need to determine whether or not to announce Jeffery Charles as their “Intended Appointee” for the December 1, 2018 – December 1, 2021 term. If this determination is not made, next steps for filling the “joint appointee” commissioner position will need to be discussed and determined.

- A. Motion by _____, second by _____, to publicly announce Jeffery Charles as the “Intended Appointee” of the Appointee of the Classified Employees and the Appointee of the Governing Board.

8. PUBLIC HEARING DATE

Upon announcing their “Joint Appointee”, the Appointee of the Classified Employees and the Appointee of the Governing Board will set a date for an open public hearing (after 30 days) on the qualifications of the “Intended Appointee”.

- A. Motion by _____, second by _____, to set an open public hearing date after December 13, 2018.

9. JOB DESCRIPTION UPDATES

- A. Motion by _____, second by _____, to approve class description revisions for Secretary as proposed.
- B. Motion by _____, second by _____, to approve class description revisions and retitle Administrative Secretary - Middle School to Administrative Assistant I as proposed.
- C. Motion by _____, second by _____, to approve class description revisions and retitle Administrative Secretary to Administrative Assistant II as proposed.
- D. Motion by _____, second by _____, to approve class description revisions and retitle Administrative Assistant to Administrative Assistant III as proposed.
- E. Motion by _____, second by _____, to retitle Administrative Assistant – High School to Administrative Assistant IV (job description was previously updated).
- F. Motion by _____, second by _____, to retitle the classification of Chief Financial Officer to Director of Fiscal Services as proposed.

DISCUSSION/INFORMATION ITEMS (See Supplements)

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report
- B. Personnel List Report
- C. Other

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 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

13. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, December 11, 2018, at 3:30 P.M. in the San Dieguito UHSD Board Room, 710 Encinitas Blvd., Encinitas, CA 92024.

14. CLOSED SESSION

- A. Annual Evaluation of Director, Classified Personnel
- B. Administrative Process

15. ADJOURNMENT

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

Regular Meeting Minutes

3:30 P.M., October 9, 2018

710 Encinitas Blvd., Encinitas, CA 92024

San Dieguito Union High School District Office - Board Room

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:34 p.m. by JOHN BAIRD. As Vice-Chair, Commissioner Baird chaired the meeting.

2. PLEDGE OF ALLEGIANCE

Commissioner Baird asked Jeff Charles to lead the pledge of allegiance.

Members in Attendance

John Baird

Jeffery Charles

Justin Cunningham

Staff in Attendance

Susan Dixon, Director

Barbara Bass, Human Resources Analyst

Kathy Potter, Human Resources Technician

Guests

Carmen Blum

Cindy Frazee

Sheila Graciano

Tina Peterson

Jose Sanchez

3. OATH OF ALLEGIANCE FOR NEW PERSONNEL COMMISSIONER: JEFFERY CHARLES, for the remainder of the 2015-2018 term, was administered by Director Dixon.

4. APPROVAL OF THE AGENDA FOR THE OCTOBER 9, 2018, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JUSTIN CUNNINGHAM, seconded by JEFFERY CHARLES, to approve the agenda for the October 9, 2018, Personnel Commission Regular Meeting.

Passed unanimously

5. APPROVAL OF THE MINUTES FOR THE SEPTEMBER 11, 2018, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the minutes for the September 11, 2018, Personnel Commission Regular Meeting.

Approved with a revision to Item 7.A., as discussed and agreed upon by commissioners; line 29, replaced "charges" with "allegations".

Passed with 2 Ayes (Meeting held prior to Commissioner Charles' appointment, therefore, he did not vote)

6. APPROVAL OF THE MINUTES FOR THE SEPTEMBER 30, 2018, PERSONNEL COMMISSION SPECIAL MEETING.

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the minutes for the September 30, 2018, Personnel Commission Special Meeting.

Passed with 2 Ayes (Meeting held prior to Commissioner Charles' appointment, therefore, he did not vote)

ACTION ITEMS

7. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by JEFFERY CHARLES, seconded by JUSTIN CUNNINGHAM, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT-SpEd (Severe), SR-36, Open/Promotional, six months eligibility.

B. It was moved by JOHN BAIRD, seconded by JEFFERY CHARLES, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT-SpEd (Non-Severe), SR-34, Open/Promotional-Dual Certification, six months eligibility.

C. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish an Eligibility List for NUTRITION SERVICES SUPERVISOR, Supervisory Range 4, Open/Promotional, six months eligibility.

All passed unanimously

8. DISCIPLINARY HEARING

A. It was moved by JOHN BAIRD, seconded by JEFFERY CHARLES to amend the motion as follows, "The Personnel Commission shall appoint a hearing officer to conduct the disciplinary hearing and report findings and recommendations to the commission. The commissioners may participate in the disciplinary hearing."

The original motion was stated as follows: Motion by _____, second by _____, to either a) have the Personnel Commission conduct the disciplinary hearing; OR b) appoint a hearing officer to conduct the disciplinary hearing and report findings and recommendations to the Commission.

There was a brief discussion as to how to proceed with the item given the wording of the motion. Director Dixon explained that it was difficult to word the item but that the point to be discussed and decided was whether or not to use a hearing officer. Commissioner Baird made a motion to a) have the Personnel Commission conduct the disciplinary hearing and Commissioner Charles seconded the motion so the item could be open for discussion. Commissioner Baird stated that he had no concerns about running a hearing and shared that he has had extensive experience conducting hearings, provided information as to hearing procedures and gave his perspective as to how the hearing would be conducted by the commission. Commissioner Baird also brought up the cost associated with the services of a hearing officer. He offered to serve as the "quasi" hearing officer with the other commissioners in attendance. Commissioner Cunningham stated that the benefit of a hearing officer, in addition to the experience they would have to offer, would also support a lack of appearance of bias. Commissioner Baird compared their role to that of a judge stating that they would have a vote after hearing both sides of the case and if there was an appearance of bias the two commissioners could say that it is not working for them. A hearing officer is simply going to receive the items, introduce the two different sides, introduce the witnesses, swear them in and those kinds of things. There is not much room for bias in his experience. Picking a hearing officer is a lengthy process, have to get a list, all three have to agree on that person. Commissioner Charles expressed his thoughts that there are pros and cons to using a hearing officer and asked Director Dixon about the materials she had handed out in regards to the upcoming hearing. She stated that she prepared the information packet in anticipation of questions that might be asked. Information and discussion included: local merit district practices (varies); the practice SDUHSD used from

1993-2014 (hearing officer); Los Angeles Community College District practice (hearing officer - this was shared because when researching hearings in California merit systems this agency had detailed documents available to view); hearing officers can be identified through the American Association of Arbitrators; and the CSPCA handbook for conducting hearings. Commissioner Baird again pointed out the high cost of using a hearing officer and that based on the size of the LA Community College District it was not an appropriate source of information. The next issue discussed was the use of a court reporter versus the use of technology to provide a written transcript of the hearing procedure. Commissioner Charles provided information on a technology-based recording system in which he is familiar. Commissioner Cunningham, upon review of the CSPCA handbook, brought up the option of utilizing a hearing officer in conjunction with the commissioners in attendance at the hearing and that this may be a way to ensure the proper process is followed and prevent it from advancing to a court. Commissioner Baird stated that the CSPCA board reviewed the hearing handbook and, although it was produced in 1993, the information contained in it is still accurate. Commissioner Baird further stated that members of the statewide CSPCA board have used this handbook to conduct hearings rather than use a hearing officer. The anticipated length of time of a hearing was discussed; Commissioner Baird stated that based on his experience he would expect the hearing to last at least three days. Commissioner Cunningham reiterated that a hearing officer might be a good option to ensure that the procedures are as streamlined as possible. Commissioner Charles stated that he could see using a hearing officer as almost like a paralegal to gather and organize information and that if he were the employee who was the subject of a disciplinary hearing he would not want to have a hearing officer present his side of the story to the commission without the benefit of knowing the information was correctly conveyed. He further stated that a hearing officer could serve as an efficiency resource and subject matter resource. Commissioner Cunningham stated that by having the commissioners attend the hearing, the employee would see that the commission cares. Given that the commissioners seemed to agree that a hearing officer would be used but that the commissioners would attend the hearing, a discussion of the best way to word a motion to that effect including the use of words such as "observer" versus "participant" and the specific role of the hearing officer ensued. Director Dixon pointed out that the CSPCA handbook suggests that a pre-conference hearing may be in order to give the commissioners a chance to agree to the procedures that will be followed to avoid disagreement during the hearing. Commissioner Baird requested that the hearing officer selected know in advance that the commissioners would be participating in the hearing to avoid any confusion as to their participation; the commissioners discussed the process of identifying a hearing officer who can serve as a facilitator versus an adjudicator. Commissioner Baird made an amendment to the motion which was seconded by Commissioner Charles as follows: The Personnel Commission shall appoint a hearing officer to conduct the disciplinary hearing and report findings and recommendations to the commission. The commissioners may participate in the disciplinary hearing. Director Dixon asked the commission to verify that her next step is to identify hearing officers who would be willing to serve in the capacity just discussed. Director Dixon stated she had the names of three hearing officers who had been recommended or were affiliated with CSPCA. Commissioner Baird said he would rather have bios on the individuals and Director Dixon stated those were in their informational packets. She presented the three individuals to the commissioners. Commissioner Baird informed everyone that he had worked previously with one of the individuals in the capacity of a mediator and that he found that individual to be outstanding, extremely fair and right in the middle and Commissioner Baird would strongly recommend this individual. He had concerns about the other two individuals including cost and location and that the individual he recommended is local so that would be a cost savings. Director Dixon asked if she should follow up with that hearing officer to see if he was willing to work in the capacity discussed and to find out the daily rate (including travel) of one of the individuals who had not provided that information. Suggestions as to other sources of recommended hearing officers were discussed.

- B. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to discuss possible dates for the employee disciplinary hearing. Commissioners, labor representation and district representation shared their availability.
Both passed unanimously

9. JOB DESCRIPTION UPDATES

- A. It was moved by JEFFERY CHARLES, seconded by JUSTIN CUNNINGHAM, to approve class description revisions for Receptionist as proposed.
- B. It was moved by JUSTIN CUNNINGHAM, seconded by JEFFERY CHARLES, to approve class description revisions for Executive Assistant as proposed. Director Dixon explained how benefits are included in salary for Management, Confidential and Supervisory positions.
Both passed unanimously

DISCUSSION/INFORMATION ITEMS (See Supplements)

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report – Director Dixon reported that School Bus Driver summer classroom trainees are now completing Behind the Wheel training with our Driver Trainer.
- B. Personnel List Report
- C. Other

11. CORRESPONDENCE- Director Dixon announced CSPCA Conference dates are February 7 – 10, 2019 in Anaheim.

12. PUBLIC COMMENTS

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- A. California School Employees Association – Jose Sanchez commented on the method of recording the disciplinary hearing such that accurate transcripts can be provided.
- B. San Dieguito Union High School District – Tina Peterson stated that the Personnel Commission staff has been busy filling positions.
- C. Public - None

13. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, November 13, 2018, at 3:30 P.M. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

14. CLOSED SESSION – Director’s evaluation was postponed to next month.

15. ADJOURNMENT – 6:05 PM

San Dieguito Union High School District
Personnel Commission
Eligibility List

Effective: October 10, 2018
Expiration: April 10, 2019

Instructional Assistant - Bilingual Open/Promotional - Dual Certification

Rank	Applicant ID
1	1233913

S. Dixon

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

**Effective: 10/11/18
Expiration: 04/11/19**

Nutrition Services Supervisor

	Applicant ID	Rank
Promotional	3240740	1
	2306245	2
Open		
	3693719	1
	3845424	2
	1885698	3

S. Dixon

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

Nutrition Services Assistant I

**Effective: 10/17/18
Continuous: 04/17/19**

Rank	Applicant ID	Expiration
1	3687591	4/17/2019
2	3655679	4/17/2019
3	3853799	4/17/2019

S. Dixon

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

**Effective: 10/25/18
Continuous**

Instructional Assistant SpEd Non-Severe

Rank	Applicant ID	Expiration Date
1	2713008	4/25/2019
1	2727249	4/25/2019
1	3592753	4/25/2019
2	3109508	4/25/2019
3	3547063	4/25/2019
4	2861799	4/25/2019
5	877098	4/25/2019
6	3841647	4/25/2019
6	2193332	4/25/2019
7	3855000	4/25/2019
8	2643551	4/25/2019
8	3861227	4/25/2019
8	1188795	4/25/2019
9	3636547	4/25/2019
9	3813340	4/25/2019

S. Dixon

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

Instructional Assistant SpEd Severe

**Effective:10/25/2018
Expiration:4/25/2019**

Promo	Rank	Applicant ID
None		

Open	Rank	Applicant ID
	1	2713008
	1	2727249
	2	3109508
	3	3547063
	4	2861799
	5	2193332
	6	3861227
	6	1188795
	7	3813340

S. Dixon

Secretarial Series Job Description Updates (Continued)

As you have heard at multiple personnel commission meetings, the Personnel Commission staff has spent a significant amount of time over the last couple of years working to update the job descriptions for all the classifications in the secretarial series. The descriptions were last reviewed and updated in 2001. The updates involved:

- Meeting with incumbents in the secretarial series to discuss the tasks they perform on a regular basis and how those tasks can best be captured through essential function statements. The meetings included a discussion of the knowledge and abilities required to perform the essential functions and the minimum experience typically necessary to gain the specified knowledge and abilities.
- Meeting with administrators who supervise classifications within the secretarial series to obtain their perspective on the data described above.
- Drafting of proposed job description revisions followed by additional meetings with incumbents and administrators to ensure that the data we captured was presented accurately.
- Comparing each of our classifications to similar classifications within our comparison school districts.

At its May meeting, the Personnel Commission approved one revised job description in the series – Administrative Assistant – High School. That classification was brought to the commission in advance of the others due to the Director's interest in using an updated job description for a pending recruitment. At the October meeting, the commission approved recommended updates to the Receptionist and Executive Assistant classifications. Today we will be presenting Secretary, Administrative Secretary – Middle School, Administrative Secretary, and Administrative Assistant.

Personnel Commission staff will continue to work on issues related to bilingual use and corresponding minimum qualifications.

Classification Review Report	
Classification	Secretary
Classification Type	Classified
Salary Range	36
Prepared By	Susan Dixon, Director, Classified Personnel Barbara Bass, Human Resources Analyst
Submission to Classification Advisory Committee	January 23, 2018 February 27, 2018 March 27, 2018 April 24, 2018 October 2, 2018
Submission to Personnel Commission	November 13, 2018
Agenda Item	Classification Revisions

Background Information

The Secretary job description was last updated in 2001. Proposed revisions have been made to update the description to facilitate ease of reading (using a bulleted format) and to update terminology (e.g., typewriting is now keyboarding). Additionally, some knowledge and abilities described were not applicable to this assignment. For example, knowledge of accounting/bookkeeping principles.

There are a number of essential functions, knowledge and abilities common among several or all classifications within the Secretarial/Clerical job family. When this occurs, an effort has been made to standardize the phrasing across the classifications and present the essential functions in the same order to assist in determining distinctions in assignments.

Sources of Information

- Incumbents in the job class
- Administrators
- Joint Powers of Authority, San Diego County Office of Education
- Comparable districts in San Diego County

Salary Compensation Review

The classifications below have been reviewed and determined to be viable comparisons in terms of evaluating whether the District’s rate of pay is appropriate.

District	Salary Range	Job Title	Minimum	Maximum
Grossmont UHSD	42	Secretary	\$3,494	\$4,435
Oceanside USD	20	School Secretary & Secretary	\$2,988	\$3,777
Poway USD	26	Office Specialist	\$2,954	\$3,602
SDCOE	41	Program Secretary	\$3,321	\$4,238
Sweetwater UHSD	50	Senior Office Assistant	\$3,490	\$4,293
Average			\$3,249	\$4,069
SDUHSD	36	Secretary	\$3,293	\$4,425

Recommendation

Revise the Secretary class description as presented.

Retain the current salary allocation of Range 36 on the Classified Salary Schedule.

Vote by Committee Members:

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

CLASSIFIED

SECRETARY

CLASSIFIED PERSONNEL

SECRETARY

OVERALL JOB PURPOSE STATEMENT SUMMARY:

The ~~job of Secretary is done for the purpose of providing~~ provides secretarial and clerical assistance ~~in support to assigned school and/or District office; providing accurate and timely reporting and dissemination of information to appropriate parties; taking appropriate action or directing issues to appropriate staff for resolution; ensuring compliance with financial, legal and/or administrative requirements or legal guidelines; ensuring accurate and comprehensive information base for preparing reports and making program decisions; and completing program related transactions. This position may provide some coordination and oversight of the work of other office workers.~~ to department or program administrators and staff. Secretaries may be assigned to a school counseling office, high school athletics program, school attendance office, or a District department, and receive direction from an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This ~~job is distinguished from similar jobs by the following characteristics: Positions in the secretarial/clerical series provide clerical and progressively more responsible secretarial and administrative support to a supervisor, school or district administrator, in the collection, compiling, processing and reporting of program data and in the day-to-day organization and implementation of program functions and activities. The class of Secretary is responsible for providing secretarial support to an assigned supervisor and performing a variety of responsible and technical secretarial work in support of a District and/or school department or program. This class differs from the Administrative Secretary which performs a variety of clerical and secretarial duties to coordinate office and other activities in relieving the assigned administrator (e.g. an assistant principal of a senior high school or a district wide program director) of a variety of administrative duties.~~

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Secretary may perform any combination of the following:

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Adopted: May 7, 1987

Revised: September 4, 1997

Revised: July 1, 2001 San Dieguito Union High School District

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Adopted: May 7, 1987

Revised: July 1, 2001

Revised: November 13, 2018

CLASSIFIED

SECRETARY

CLASSIFIED PERSONNEL

SECRETARY

- ~~* Supports assigned administrative personnel (e.g. department/program administrators, counselors, department chairs, etc) for the purpose of providing assistance with their administrative functions and reducing administrative detail for the assigned supervisor.~~
- ~~* Compiles/coordinates/prepares data and written materials from various sources (e.g. brochures, newsletters, mail, student information, absence tracking, enrollment reports, school income reports, textbook information, utility bills, vacations, substitutes, safety training, transcripts, events, etc.) for the purpose of assuring accurate and timely reporting to and/or dissemination to appropriate parties.~~
- ~~* Composes/edits/prepares documents, independently or from oral instructions, (e.g. correspondence, agendas, minutes, bulletins, reports, policy statements, forms, calendars, etc.) for the purpose of communicating information to school and/or district personnel, students, parents, the public, etc.~~
- ~~* Receives telephone calls and visitors for the purpose of providing general and technical program information and directing inquiries to the appropriate personnel.~~
- ~~* Evaluates situations (e.g. staff, students, parents, media representatives, the public, etc.) for the purpose of taking appropriate action for resolution.~~
- ~~* Monitors assigned activities and/or program components (e.g. student and/or staff records, budget expenditures, etc.) for the purpose of ensuring compliance with financial, legal and/or administrative requirements.~~
- ~~* Establishes/maintains program files and records of assigned area (e.g. student registration, grade slip for concurrent students, transcripts, attendance records, financial records, cum folders, student grades, report cards, master schedules, textbook inventories, construction files, blueprints, MSDS files, accident reports, etc.) for the purpose of ensuring accurate and comprehensive information base for preparing reports and making program decisions.~~
- ~~* Processes documents and materials (e.g. student data, transcripts, registration schedules, agendas, mail, work orders, contractual work, etc.) for the purpose of completing program-related transactions and/or disseminating information to appropriate parties.~~

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

~~Adopted: May 7, 1987~~

~~Revised: September 4, 1997~~

~~Revised: July 1, 2001~~ San Dieguito Union High School District

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~~Adopted: May 7, 1987~~

~~Revised: July 1, 2001~~

~~Revised: November 13, 2018~~

CLASSIFIED

SECRETARY

CLASSIFIED PERSONNEL

SECRETARY

- ~~* Oversees student workers and/or volunteers as may be assigned for the purpose of providing work instruction and/or monitoring of activities.~~
- ~~* Reconciles cash and budget accounts (e.g. utility bills, contractual agreements, etc.) for the purpose of maintaining accurate balances and complying with accounting principles and district record keeping procedures.~~
- ~~* Coordinates various activities (e.g. events, meetings, etc.) for the purpose of ensuring that department/program objectives are achieved.~~

OTHER FUNCTIONS

- ~~* Attends meetings for the purpose of receiving/conveying information and/or assisting in facilitating information.~~
- ~~* Performs other related duties as assigned.~~
- Monitors assigned activities, operations and/or program components such as student records, attendance, and budget expenditures.
- Prepares and processes program-related information and transactions.
- Receives, screens and processes visitors, telephone calls, and mail.
- Provides information and directs inquiries to appropriate staff.
- Provides clerical and secretarial assistance to a department or school program administrator and staff. Clerical and secretarial tasks vary depending upon the program or office needs.
- Evaluates situations and determines appropriate action to take.
- Composes written communications.
- Maintains current, organized, and secure records, complying with established practices and policies.
- Prepares and processes information and transactions.
- Compiles, enters and verifies data and produces reports.
- Coordinates activities such as events, meetings, and schedules.
- Applies and clearly explains District and worksite policies and procedures.
- Takes meeting minutes and prepares agendas.
- Assists other office staff in completing work assignments.
- Performs other job-related duties as assigned.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

~~Adopted: May 7, 1987~~

~~Revised: September 4, 1997~~

~~Revised: July 1, 2001~~ San Dieguito Union High School District

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~~Adopted: May 7, 1987~~

~~Revised: July 1, 2001~~

~~Revised: November 13, 2018~~

CLASSIFIED

SECRETARY

CLASSIFIED PERSONNEL

SECRETARY

JOB REQUIREMENTS: ~~Minimum Qualifications~~ MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

KNOWLEDGE OF:

~~is required to perform basic math including calculation of fractions, percents and/or ratios; read a variety of manuals, write documents following prescribed formats and/or present information before groups; and understand complex multiple step instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; accounting and bookkeeping principles.~~

- ~~• Current, up-to-date office practices and procedures.~~
- ~~• Telephone techniques and etiquette.~~
- ~~• Electronic and manual recordkeeping practices.~~
- ~~• Computer-based applications such as word processing, databases, spreadsheets, calendars, and email.~~
- ~~• Workplace math such as arithmetic operations, percents, rounding, and problem solving.~~
- ~~• English usage, grammar, spelling, punctuation and vocabulary.~~
- ~~• Business writing, proofing and editing.~~

~~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 standard office equipment including pertinent software applications; preparing and maintaining accurate records.~~

ABILITY TO:

~~is required to schedule a number of activities; often gather, collate and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standard methods of operation. Ability is also required to work with a diversity of individuals; work with data of different types and/or purposes; and utilize job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is moderate; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; maintaining confidentiality and working with discretion;~~

~~SAN DIEGUITO UNION HIGH SCHOOL DISTRICT~~

~~Adopted: May 7, 1987~~

~~Revised: September 4, 1997~~

~~Revised: July 1, 2001 San Dieguito Union High School District~~

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~~Adopted: May 7, 1987~~

~~Revised: July 1, 2001~~

~~Revised: November 13, 2018~~

CLASSIFIED

SECRETARY

CLASSIFIED PERSONNEL

SECRETARY

~~communicating with diverse groups; working with constant interruptions; type at 50 words net per minute from clear copy; and working with detailed information/data.~~

- ~~• Coordinate and schedule activities, meetings and events.~~
- ~~• Compose written communications applying correct English usage, grammar, spelling, punctuation and vocabulary.~~
- ~~• Adapt to changing work priorities.~~
- ~~• Operate a variety of office equipment.~~
- ~~• Use current, up-to-date software applications computer-based applications such as wordprocessing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.~~
- ~~• Keyboard information accurately and at a rate of speed sufficient to complete required tasks.~~
- ~~• Provide information to staff, students, parents and the public.~~
- ~~• Communicate with courtesy, diplomacy and tact.~~
- ~~• Learn, apply and clearly explain District and worksite policies and procedures.~~
- ~~• Understand and resolve issues, complaints and problems.~~
- ~~• Work effectively and independently as part of a team with minimum supervision.~~
- ~~• Maintain confidentiality of sensitive information.~~
- ~~• Establish and maintain cooperative working relationships with others.~~
- ~~• Organize, safeguard, and comply with recordkeeping practices and policies.~~
- ~~• Compile, enter and verify data and produce reports.~~
- ~~• Perform accurate math calculations.~~
- ~~• Plan, prioritize and organize work, schedules and timelines.~~
- ~~• Work with constant interruptions.~~
- ~~• Exercise appropriate judgment when making decisions.~~
- ~~• Complete routine tasks thoroughly, accurately and with attention to detail.~~

EDUCATION AND EXPERIENCE

~~Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. One year of clerical experience involving recordkeeping and frequent contact with the public is required.~~

Responsibility

~~Responsibilities include: working under standardized instructions and/or routines; leading, guiding and/or coordinating other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.~~

~~SAN DIEGUITO UNION HIGH SCHOOL DISTRICT~~

~~Adopted: May 7, 1987~~

~~Revised: September 4, 1997~~

~~Revised: July 1, 2001 San Dieguito Union High School District~~

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~~Adopted: May 7, 1987~~

~~Revised: July 1, 2001~~

~~Revised: November 13, 2018~~

CLASSIFIED

SECRETARY

CLASSIFIED PERSONNEL

SECRETARY

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 climbing and balancing; reaching, handling, fingering and/or feeling. Generally the job requires 65% sitting, 25% walking and 10% standing. The job is performed under minimal temperature variations, a generally hazard free environment and in a clean atmosphere.

Education

High School Diploma or equivalent.

Experience

One year of general clerical experience involving record keeping and public contact.

DISTINGUISHING CHARACTERISTICS

Secretary is a classification within the Administrative Support series. Positions in this series provide clerical and progressively more responsible secretarial and administrative support as the series progresses.

The **Secretary** performs a variety of clerical and secretarial tasks to support department or school program administrators and staff. Assigned duties require knowledge of policies and procedures related to the department or program.

Differentiation between Secretary and positions above and below are distinguished as follows:

The **Administrative Assistant I** provides secretarial support to a middle school Assistant Principal and staff. Assigned duties require a working knowledge of the program or functions for which the Administrative Assistant I supports. Additionally, the Administrative Assistant I maintains the Associated Student Body (ASB) financial records which requires knowledge of basic bookkeeping and accounting practices and regulations.

The **Receptionist** is the central point of contact for phone calls and visitors and provides general clerical support to an office. Assigned duties require general knowledge of office functions, policies and procedures. Tasks and assignments have clear instructions, guidelines and parameters.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

~~Adopted: May 7, 1987~~

~~Revised: September 4, 1997~~

~~Revised: July 1, 2001~~ San Dieguito Union High School District

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~~Adopted: May 7, 1987~~

~~Revised: July 1, 2001~~

~~Revised: November 13, 2018~~

CLASSIFIED

SECRETARY

CLASSIFIED PERSONNEL

SECRETARY

REQUIRED TESTING

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

CERTIFICATES

None

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

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

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

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

Never = 0%

Seldom = 1-10% (<45 minutes)

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

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

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

<u>Seldom</u>	<u>stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back</u>
<u>Seldom/Occasionally</u>	<u>pushing and pulling, reach above shoulder, reach at shoulder</u>
<u>Occasionally</u>	<u>walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet</u>
<u>Occasionally/Frequently</u>	<u>handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder</u>

AUDITORY OR VISUAL REQUIREMENTS

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Adopted: May 7, 1987

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Revised: November 13, 2018

CLASSIFIED

SECRETARY

CLASSIFIED PERSONNEL

SECRETARY

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

None

Required Testing

None Specified

Certificates

None Specified

Continuing Education/Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance; TB Clearance

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Adopted: May 7, 1987

Revised: September 4, 1997

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Adopted: May 7, 1987

Revised: July 1, 2001

Revised: November 13, 2018

SECRETARY

JOB SUMMARY

The Secretary provides clerical and secretarial assistance to department or program administrators and staff. Secretaries may be assigned to a school counseling office, high school athletics program, school attendance office, or a District department, and receive direction from an assigned supervisor.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Secretary may perform any combination of the following:

- Monitors assigned activities, operations and/or program components such as student records, attendance, and budget expenditures.
- Prepares and processes program-related information and transactions.
- Receives, screens and processes visitors, telephone calls, and mail.
- Provides information and directs inquiries to appropriate staff.
- Provides clerical and secretarial assistance to a department or school program administrator and staff. Clerical and secretarial tasks vary depending upon the program or office needs.
- Evaluates situations and determines appropriate action to take.
- Composes written communications.
- Maintains current, organized, and secure records, complying with established practices and policies.
- Compiles, enters and verifies data and produces reports.
- Coordinates activities such as events, meetings, and schedules.
- Applies and clearly explains District and worksite policies and procedures.
- Takes meeting minutes and prepares agendas.
- Assists other office staff in completing work assignments.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Current, up-to-date office practices and procedures.
- Telephone techniques and etiquette.
- Electronic and manual recordkeeping practices.
- Computer-based applications such as word processing, databases, spreadsheets, calendars, and email.
- Correct workplace math such as arithmetic operations, percents, rounding, and problem solving.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Business writing, proofing and editing.

ABILITY TO:

- Coordinate and schedule activities, meetings and events.
- Compose written communications applying correct English usage, grammar, spelling, punctuation and vocabulary.

SECRETARY

- Adapt to changing work priorities.
- Operate a variety of office equipment.
- Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.
- Keyboard information accurately and at a rate of speed sufficient to complete required tasks.
- Provide information to staff, students, parents and the public.
- Communicate with courtesy, diplomacy and tact.
- Learn, apply and clearly explain District and worksite policies and procedures.
- Understand and resolve issues, complaints and problems.
- Work effectively, independently and as part of a team with minimum supervision.
- Maintain confidentiality of sensitive information.
- Establish and maintain cooperative working relationships with others.
- Organize, safeguard, and comply with recordkeeping practices and policies.
- Compile, enter and verify data and produce reports.
- Perform accurate math calculations.
- Plan, prioritize and organize work, schedules and timelines.
- Work with constant interruptions.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. One year of clerical experience involving recordkeeping and frequent contact with the public is required.

DISTINGUISHING CHARACTERISTICS

Secretary is a classification within the Administrative Support series. Positions in this series provide clerical and progressively more responsible secretarial and administrative support as the series progresses.

The **Secretary** performs a variety of clerical and secretarial tasks to support department or school program administrators and staff. Assigned duties require knowledge of policies and procedures related to the department or program.

Differentiation between Secretary and positions above and below are distinguished as follows:

The **Administrative Assistant I** provides secretarial support to a middle school Assistant Principal and staff. Assigned duties require a working knowledge of the program or functions for which the Administrative Assistant I supports. Additionally, the Administrative Assistant I maintains the Associated Student Body (ASB) financial records which requires knowledge of basic bookkeeping and accounting practices and regulations.

The **Receptionist** is the central point of contact for phone calls and visitors and provides general clerical

SECRETARY

support to an office. Assigned duties require general knowledge of office functions, policies and procedures. Tasks and assignments have clear instructions, guidelines and parameters.

REQUIRED TESTING

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

CERTIFICATES

None

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

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

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

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

Never = 0%

Seldom = 1-10% (<45 minutes)

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

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

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

Seldom	stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back
Seldom/Occasionally	pushing and pulling, reach above shoulder, reach at shoulder
Occasionally	walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet
Occasionally/Frequently	handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

None

Classification Review Report	
Classification	Administrative Secretary-Middle School
Classification Type	Classified
Salary Range	38
Prepared By	Susan Dixon, Director, Classified Personnel Barbara Bass, Human Resources Analyst
Submission to Classification Advisory Committee	January 23, 2018 February 27, 2018 March 27, 2018 April 24, 2018 October 2, 2018
Submission to Personnel Commission	November 13, 2018
Agenda Item	Classification Revisions

Background Information

The Administrative Secretary-Middle School job description was last updated in 2001. Proposed revisions have been made to update the description to facilitate ease of reading (using a bulleted format) and to update terminology (e.g., typewriting is now keyboarding). Additionally, there is a recommendation to change the title of the classification to better align with current titles used for this type of assignment and denote that the classification is part of an administrative support series.

There are a number of essential functions, knowledge and abilities common among several or all classifications within the Secretarial/Clerical job family. When this occurs, an effort has been made to standardize the phrasing across the classifications and present the essential functions in the same order to assist in determining distinctions in assignments.

Sources of Information

- Incumbents in the job class
- Administrators
- Joint Powers of Authority, San Diego County Office of Education
- Comparable districts in San Diego County

Salary Compensation Review

The classifications below have been reviewed and determined to be viable comparisons in terms of evaluating whether the District’s rate of pay is appropriate.

Administrative Secretary-Middle School

District	Salary Range	Job Title	Minimum	Maximum
Oceanside USD	20	School Secretary	\$2,988	\$3,777
Poway USD	27	School Secretary	\$3,028	\$3,692
Vista USD	45	School Support Secretary II	\$3,012	\$4,172
Average			\$3,009	\$3,880
SDUHSD	38	Administrative Secretary-Middle School	\$3,465	\$4,645

Recommendation

Revise the Administrative Secretary-Middle School class description as presented including a revision to the classification title.

Retain the salary allocation of Range 38 of the Classified Salary Schedule.

Vote by Committee Members:

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

CLASSIFIED

Administrative Assistant I

ADMINISTRATIVE SECRETARY-MIDDLE SCHOOL

OVERALL JOB PURPOSE STATEMENT SUMMARY

The job of Administrative Assistant I Secretary-Middle School is done for the purpose of providing secretarial and clerical assistance in support of the Assistant Principal and other site administration as assigned; assuring accurate and timely reporting and dissemination of information to appropriate parties; taking appropriate action or directing issues to appropriate staff for resolution; maintaining financial records of student body accounts including properly securing accounting and receiving cash and/or checks; providing required financial information; verifying accuracy of financial records; ensuring compliance with financial, legal and/or administrative requirements or legal guidelines; ensuring accurate and comprehensive information base for preparing reports and making program decisions; and completing program related transactions. This position may provide some coordination and oversight of other office workers. provides clerical and secretarial assistance to a middle school Assistant Principal and other administrators and staff as assigned. The Administrative Assistant I relieves the assigned administrator(s) of administrative detail. The Administrative Assistant I also maintains the Associated Student Body (ASB) financial records.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Administrative Assistant I may perform any combination of the of the following:

- Composes/edits/prepares documents, independently or from oral instructions, (e.g. correspondence, agendas, minutes, bulletins, reports, policy statements, forms, calendars, etc.) for the purpose of communicating information to school and/or district personnel, students, parents, the public, etc.
- Establishes/maintains program files and records of assigned area (e.g. registration students, grade slip for concurrent students, transcripts, attendance records, financial records, cum folders, student grades, report cards, master schedules, textbook inventories, construction files, blueprints, MSDS files, accident reports, etc.) for the purpose of ensuring accurate and comprehensive information base for preparing reports and making program decisions.
- Supports assigned administrative personnel (e.g. department/program administrators, district program administrators, counselors, department chairs, etc.) for the purpose of providing assistance with their administrative functions and reducing administrative detail for the assigned supervisor.
- Compiles/coordinates/prepares data and written materials from various sources (e.g. brochures, newsletters, mail, student information, absence tracking, enrollment reports, school income reports, textbook information, utility bills, vacations, substitutes, safety training, transcripts, events,

CLASSIFIED

Administrative Assistant I

etc.) for the purpose of assuring accurate and timely reporting to and/or dissemination of information to appropriate parties.

- Receives telephone calls and visitors for the purpose of providing general and technical program information, and directing inquiries to the appropriate personnel.
- Evaluates situations (e.g. staff, students, parents, media representatives, the public, etc.) for the purpose of taking appropriate action for resolution.
- Monitors assigned activities and/or program components (e.g. student and/or staff records, budget expenditures, etc.) for the purpose of ensuring compliance with financial legal and/or administrative requirements.
- Processes documents and materials (e.g. student data, transcripts, registrations, schedules, agendas, mail, work orders, contractual work, etc.) for the purpose of completing program-related transactions and/or disseminating information to appropriate parties.
- Oversees students workers and/or volunteers as may be assigned for the purpose of providing work instruction and/or monitoring of activities.
- Reconciles cash and budget accounts (e.g. utility bills, contractual agreements, etc.) for the purpose of maintaining accurate balances and complying with accounting principles and district record keeping procedures.
- Coordinates various activities (e.g. events, meetings, etc.) for the purpose of ensuring that department/program objectives are achieved.
- Assists other personnel as may be required for the purpose of contributing to the effectiveness and efficiency of the assigned unit.
- Attends meetings for the purpose of receiving/conveying information and/or assisting in facilitating discussion.

OTHER FUNCTIONS

- Performs other related duties as assigned.
- Attends meetings for the purpose of receiving/conveying information and/or assisting in facilitating discussion.
- Relieves the administrator or other assigned staff of routine administrative detail.
- Maintains ASB financial records, monitors the ASB budget, and processes ASB transactions.

Administrative Assistant I

- Performs other ASB bookkeeping tasks as assigned such as recording revenue from sales, collecting field trip payments, processing accounts receivables and payables, reconciling bank statements, and performing new-year opening and year-end closing tasks.
- Receives, screens and processes visitors, telephone calls, and mail.
- Provides information and directs inquiries to appropriate staff.
- Evaluates situations and determines appropriate action to take.
- Composes written communications.
- Maintains current, organized, and secure records, complying with established practices and policies.
- Compiles, enters and verifies data and produces reports.
- Coordinates activities such as events, meetings, and schedules.
- Applies and clearly explains District and worksite policies and procedures.
- Takes meeting minutes and prepares agendas.
- Assists other office staff in completing work assignments.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE AND ABILITIES OF:

~~KNOWLEDGE~~ is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; and accounting/bookkeeping principles.

~~SKILLS~~ are required to perform single, 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 including using pertinent software applications; preparing and maintaining accurate records; and performing basic bookkeeping.

- Current, up-to-date office practices and procedures.
- Telephone techniques and etiquette.
- Electronic and manual recordkeeping practices.
- Computer-based applications such as word processing, databases, spreadsheets, calendars, and email.
- Workplace math such as arithmetic operations, percents, rounding, and problem solving.
- English usage, grammar, spelling, punctuation and vocabulary.
- Business writing, proofing and editing.
- Basic bookkeeping practices and regulations.

ABILITY TO:

~~is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with~~

CLASSIFIED

Administrative Assistant I

others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; maintaining confidentiality and working with discretion; communicating with diverse groups; working with constant interruptions; and working with detailed information/data.

- Perform ASB bookkeeping tasks in compliance with financial, legal and administrative requirements.
- Coordinate and schedule activities, meetings and events.
- Compose written communications applying correct English usage, grammar, spelling, punctuation and vocabulary.
- Adapt to changing work priorities.
- Operate a variety of office equipment.
- Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars, and email.
- Keyboard information accurately and at a rate of speed sufficient to complete required tasks.
- Provide information to staff, students, parents and the public.
- Communicate with courtesy, diplomacy and tact.
- Learn, apply and clearly explain District and worksite policies and procedures.
- Understand and resolve issues, complaints and problems related to assigned duties.
- Work effectively and independently as part of a team with minimum supervision.
- Maintain confidentiality of sensitive information.
- Establish and maintain cooperative working relationships with others.
- Organize, safeguard, and comply with recordkeeping practices and policies.
- Compile, enter and verify data and produce reports.
- Perform accurate math calculations.
- Plan, prioritize and organize work, schedules and timelines.
- Work with constant interruptions.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.

RESPONSIBILITY

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

WORKING ENVIRONMENTThe usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and

CLASSIFIED

Administrative Assistant I

balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 65% sitting, 25% walking and 10% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

EXPERIENCE

Job related experience is required.

EDUCATION

High School diploma or equivalent.

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. One year of increasingly responsible clerical and secretarial experience involving recordkeeping and frequent contact with the public is required. Basic bookkeeping experience is preferred.

DISTINGUISHING CHARACTERISTICS

Administrative Assistant I is a classification within the Administrative Support series. Positions in this series provide clerical and progressively more responsible secretarial and administrative support as the series progresses.

The **Administrative Assistant I** provides clerical and secretarial assistance to a middle school Assistant Principal and also maintains ASB financial records.

Differentiation between Administrative Assistant I and positions above and below are distinguished as follows:

The **Administrative Assistant II** relieves a high school Assistant Principal, or program or department Director or Supervisor, who has a broader scope of responsibility at the high school level or for a District-wide program or department.

The **Secretary** performs a variety of clerical and secretarial tasks to support department or school program administrators and staff. Assigned duties require knowledge of policies and procedures related to the department or program.

REQUIRED TESTING

None Specified

CLASSIFIED

Administrative Assistant I

CERTIFICATES

Valid Driver's License & Evidence of Insurability

Continuing Education/Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance; TB Clearance

REQUIRED TESTING

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

CERTIFICATES

None

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

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

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

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

Never = 0%

Seldom = 1-10% (<45 minutes)

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

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

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

Seldom stooping/bending, squatting/crouching, climbing/balancing, kneeling,
twisting back

San Dieguito Union High School District

Adopted: May 7, 1987

Revised: July 1, 2001

Revised: November 13, 2018

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San Dieguito Union High School District

Adopted: July 1, 2001

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Administrative Assistant I

Seldom/Occasionally	pushing and pulling, reach above shoulder, reach at shoulder
Occasionally	walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet
Occasionally/Frequently	handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

None

ADMINISTRATIVE ASSISTANT I

JOB SUMMARY

The Administrative Assistant I provides clerical and secretarial assistance to a middle school Assistant Principal and other administrators and staff as assigned. The Administrative Assistant I relieves the assigned administrator(s) of administrative detail. The Administrative Assistant I also maintains the Associated Student Body (ASB) financial records.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Administrative Assistant I may perform any combination of the of the following:

- Relieves the administrator or other assigned staff of routine administrative detail.
- Maintains ASB financial records, monitors the ASB budget, and processes ASB transactions.
- Performs other ASB bookkeeping tasks as assigned such as recording revenue from sales, collecting field trip payments, processing accounts receivables and payables, reconciling bank statements, and performing new-year opening and year-end closing tasks.
- Receives, screens and processes visitors, telephone calls, and mail.
- Provides information and directs inquiries to appropriate staff.
- Evaluates situations and determines appropriate action to take.
- Composes written communications.
- Maintains current, organized, and secure records, complying with established practices and policies.
- Compiles, enters and verifies data and produces reports.
- Coordinates activities such as events, meetings, and schedules.
- Applies and clearly explains District and worksite policies and procedures.
- Takes meeting minutes and prepares agendas.
- Assists other office staff in completing work assignments.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Current, up-to-date office practices and procedures.
- Telephone techniques and etiquette.
- Electronic and manual recordkeeping practices.
- Computer-based applications such as word processing, databases, spreadsheets, calendars, and email.
- Workplace math such as arithmetic operations, percents, rounding, and problem solving.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Business writing, proofing and editing.
- Basic bookkeeping practices and regulations.

ABILITY TO:

- Perform ASB bookkeeping tasks in compliance with financial, legal and administrative requirements.

ADMINISTRATIVE ASSISTANT I

- Coordinate and schedule activities, meetings and events.
- Compose written communications applying correct English usage, grammar, spelling, punctuation and vocabulary.
- Adapt to changing work priorities.
- Operate a variety of office equipment.
- Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.
- Keyboard information accurately and at a rate of speed sufficient to complete required tasks.
- Provide information to staff, students, parents and the public.
- Communicate with courtesy, diplomacy and tact.
- Learn, apply and clearly explain District and worksite policies and procedures.
- Understand and resolve issues, complaints and problems related to assigned duties.
- Work effectively, independently and as part of a team with minimum supervision.
- Maintain confidentiality of sensitive information.
- Establish and maintain cooperative working relationships with others.
- Organize, safeguard, and comply with recordkeeping practices and policies.
- Compile, enter and verify data and produce reports.
- Perform accurate math calculations.
- Plan, prioritize and organize work, schedules and timelines.
- Work with constant interruptions.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. One year of increasingly responsible clerical and secretarial experience involving recordkeeping and frequent contact with the public is required. Basic bookkeeping experience is preferred.

DISTINGUISHING CHARACTERISTICS

Administrative Assistant I is a classification within the Administrative Support series. Positions in this series provide clerical and progressively more responsible secretarial and administrative support as the series progresses.

The **Administrative Assistant I** provides clerical and secretarial assistance to a middle school Assistant Principal and also maintains ASB financial records.

Differentiation between Administrative Assistant I and positions above and below are distinguished as follows:

The **Administrative Assistant II** relieves a high school Assistant Principal, or program or department Director or Supervisor, who has a broader scope of responsibility at the high school level or for a District-wide program or department.

ADMINISTRATIVE ASSISTANT I

The **Secretary** performs a variety of clerical and secretarial tasks to support department or school program administrators and staff. Assigned duties require knowledge of policies and procedures related to the department or program.

REQUIRED TESTING

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

CERTIFICATES

None

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

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

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

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

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

Seldom	stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back
Seldom/Occasionally	pushing and pulling, reach above shoulder, reach at shoulder
Occasionally	walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet
Occasionally/Frequently	handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ADMINISTRATIVE ASSISTANT I

ENVIRONMENTAL CONDITIONS

None

Classification Review Report	
Classification	Administrative Secretary
Classification Type	Classified
Salary Range	40
Prepared By	Susan Dixon, Director, Classified Personnel Barbara Bass, Human Resources Analyst
Submission to Classification Advisory Committee	January 23, 2018 February 27, 2018 March 27, 2018 April 24, 2018 October 2, 2018
Submission to Personnel Commission	November 13, 2018
Agenda Item	Classification Revisions

Background Information

The Administrative Secretary job description was last updated in 2001. Proposed revisions have been made to update the description to facilitate ease of reading (using a bulleted format) and to update terminology (e.g., typewriting is now keyboarding). Additionally, there is a recommendation to change the title of the classification to better align with current titles used for this type of assignment and denote that the classification is part of an administrative support series.

There are a number of essential functions, knowledge and abilities common among several or all classifications within the Secretarial/Clerical job family. When this occurs, an effort has been made to standardize the phrasing across the classifications and present the essential functions in the same order to assist in determining distinctions in assignments.

Sources of Information

- Incumbents - Administrative Secretary
- Administrators
- Joint Powers of Authority, San Diego County Office of Education
- Comparable districts in San Diego County

Salary Compensation Review

The classifications below have been reviewed and determined to be viable comparisons in terms of evaluating whether the District’s rate of pay is appropriate.

Administrative Secretary

District	Salary Range	Job Title	Min	Max
Carlsbad USD	22	School Admin Asst-AP & Administrative Assistant	\$3,498	\$4,250
Escondido UHSD	27	Secretary II (Assistant Principals)	\$2,979	\$3,802
Grossmont UHSD	44	Senior Secretary	\$3,667	\$4,656
Poway USD	30	Administrative Assistant I	\$3,262	\$3,976
Poway USD	27	School Secretary	\$3,028	\$3,692
Ramona USD	24	Secretary III	\$2,860	\$3,659
San Marcos USD	33	Administrative Secretary I	\$3,019	\$3,850
Sweetwater UHSD	52	Administrative Secretary	\$3,665	\$4,508
Vista USD	45	School Support Secretary II	\$3,102	\$4,172
Vista USD	46	Staff Secretary I	\$3,180	\$4,276
<i>Average</i>			\$3,226	\$4,084
SDUHSD	40	Administrative Secretary	\$3,635	\$4,864

Recommendation

Revise the Administrative Secretary class description as presented including a revision to the classification title. Retain the salary allocation of Range 40 of the Classified Salary Schedule.

Vote by Committee Members:

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

CLASSIFIED

ADMINISTRATIVE ASSISTANT II ADMINISTRATIVE SECRETARY

OVERALL JOB SUMMARY/PURPOSE STATEMENT

The ~~job of Administrative Assistant II Secretary~~ provides clerical and secretarial support to a high school Assistant Principal, or a District-wide program or department Director or Supervisor. ~~is done for the purpose of supporting the~~ The Administrative Assistant II assists the assigned administrator in carrying out ~~the his or her~~ functional responsibilities and relieves the assigned administrator of administrative detail. Assigned duties require a working knowledge of the program or functions for which the Administrative Assistant II supports. ~~of the office; maintaining efficiency of office operations and productivity of personnel; documenting and communicating activities and actions; providing interpretations, comparisons and/or recommendations; providing confidentiality and a system of access to information; coordinating and directing inquiries to appropriate parties; maintaining operating expenses within budget and processing of payments.~~

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: ~~Positions in the secretarial/clerical series provide clerical and progressively more responsible secretarial and administrative support to a supervisor, school or district administrator, in the collection, compiling, processing, and reporting of program data and in the day-to-day organization and implementation of program functions and activities. Positions in the Administrative Secretary class perform a variety of clerical and secretarial duties to coordinate office and other activities in relieving the assigned administrator (e.g. an assistant principal of a senior high school or a district wide program director) of a variety of administrative duties. Supervision is general and incumbents frequently initiate action on behalf of the administrator in accordance with general directions or existing policy. This class differs from the Secretary which performs responsible secretarial and clerical support in a school or district office or serves as a secretary to an assistant principal at a middle school.~~

REPRESENTATIVE DUTIES

~~The position description describes the general nature of work performed.~~

ESSENTIAL FUNCTIONS

~~The Administrative Assistant II may perform any combination of the of the following:~~

- ~~• Assists the assigned administrator in carrying out his or her functional responsibilities.~~
- ~~• Relieves the administrator or other assigned staff of routine administrative detail.~~
- ~~• Receives, screens and processes visitors, telephone calls, and mail.~~
- ~~• Provides information and directs inquiries to appropriate staff.~~
- ~~• Evaluates situations and determines appropriate action to take.~~
- ~~• Compose written communications.~~
- ~~• Maintains current, organized, and secure records, complying with established practices and policies.~~
- ~~• Compiles, enters and verifies data and produces reports.~~
- ~~• Coordinates activities such as events, meetings, and schedules.~~
- ~~• Applies and clearly explains District and worksite policies and procedures.~~

ADMINISTRATIVE ASSISTANT II

- Monitors budget, processes orders and payments, and inventories supplies.
- Coordinates processes for hiring contractors and vendors and renting facilities.
- Coordinates personnel processes such as timesheets, evaluations, attendance tracking, and assignments.
- Takes meeting minutes and prepare agendas.
- Assists other office staff in completing work assignments.
- Performs other job-related duties as assigned.

ESSENTIAL FUNCTIONS

- ~~Assists assigned administrator for the purpose of supporting the administrator in carrying out his/her functional responsibilities and in relieving him/her of routine administrative detail.~~
- ~~Attends meetings as required for the purpose of taking minutes and/or dictation, and receiving and/or conveying information.~~
- ~~Compiles/analyzes employee records, school policies, codes, standards and similar data for the purpose of providing interpretations, comparisons and/or recommendations.~~
- ~~Coordinates/oversees office functions and activities (e.g. meetings, schedules, appointments, calendars, office equipment repair, etc.) for the purpose of maintaining efficiency of office operations and productivity of personnel.~~
- ~~Designs/produces a variety of materials (e.g. brochures, flyers, forms, booklets, etc.) in both English and Spanish for the purpose of communicating information.~~
- ~~Guides/trains other office personnel for the purpose of assisting them in performing their assigned functions.~~
- ~~Maintains a variety of files and/or records (e.g. annual, monthly, quarterly reports) for the purpose of maintaining an up-to-date trail for reference and ensuring compliance with established regulations.~~
- ~~Monitors/reconciles/documents budget expenditures for the purpose of maintaining operating expenses within budget and processing payments.~~
- ~~Organizes records and files for the purpose of providing confidentiality and a system of access to information.~~
- ~~Oversees work-related activities (e.g. purchasing requisitions, payroll time sheets, etc.) for the purpose of ensuring timely and accurate submission to and coordination with appropriate departments.~~
- ~~Prepares/composes/disseminates a variety of documents (e.g. correspondence, agendas, minutes of meetings, lists, reports, memoranda, mail, calendars, newsletters, daily bulletins, schedules, forms, flyers, charts, etc.) for the purpose of documenting and communicating activities and actions.~~
- ~~Receives/screens/processes visitors, telephone calls and mail for the purpose of coordinating and directing inquiries to the appropriate parties. Uses English or Spanish as appropriate.~~

OTHER FUNCTIONS

- ~~Assists other office personnel for the purpose of supporting them in the completion of their work assignments.~~
- ~~_____~~

CLASSIFIED

ADMINISTRATIVE ASSISTANT II

- ~~_____~~
- ~~Performs other related duties as assigned for the purpose of accomplishing work unit tasks, projects, priorities.~~

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF:

- Current, up-to-date office practices and procedures.
- Telephone techniques and etiquette.
- Electronic and manual record-keeping practices.
- Computer-based applications such as word processing, databases, spreadsheets, calendars, and email.
- Workplace math such as arithmetic operations, percents, rounding, and problem solving.
- English usage, grammar, spelling, punctuation and vocabulary.
- Business writing, proofing and editing.

ABILITY TO:

- Monitor budget expenses, process payments and order supplies.
- Coordinate and schedule activities, meetings and events.
- Compose written communications applying correct English usage, grammar, spelling, punctuation and vocabulary.
- Adapt to changing work priorities.
- Operate a variety of office equipment.
- Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars, and email.
- Keyboard information accurately and at a rate of speed sufficient to complete required tasks.
- Provide information to staff, students, parents, and the public.
- Communicate with courtesy, diplomacy and tact.
- Learn, apply and clearly explain District and worksite policies and procedures.
- Understand and resolve issues, complaints and problems.
- Work effectively and independently as part of a team with minimum supervision.
- Maintain confidentiality of sensitive information.
- Establish and maintain cooperative working relationships with others.
- Organize, safeguard, and comply with record-keeping practices and policies.
- Compile, enter and verify data and produce reports.
- Perform accurate math calculations.
- Plan, prioritize and organize work, schedules and timelines.
- Work with constant interruptions.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.

~~is required to perform basic math including calculation of fractions, percents and/or ratios; read a variety of manuals, write documents following prescribed formats and or present information before~~

ADMINISTRATIVE ASSISTANT II

groups; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation, both for English and Spanish; accounting/bookkeeping principles.

SKILLS are required to perform multiple non-technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications (word processing, spread sheets, databases, email, scheduler); performing standard bookkeeping; preparing and maintaining accurate records.

ABILITY is required to schedule a number of activities; routinely gather, collate, and/or classify data; and use basic job-related equipment (e.g., computer workstation, copiers, calculator). Flexibility is required to work with others under a wide variety of circumstances; analyze data using various processes, some of which may be undefined; and operate equipment using standard methods of operations. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is moderate to significant; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality and working with discretion; setting priorities; working as part of a team; working with constant interruptions; working with detailed information/data; meeting deadlines and schedules; and type at 50 net words per minute from clear copy.

RESPONSIBILITY

Responsibilities include: working under standardized instructions and/or routines focusing primarily on results; leading, guiding and/or coordinating other persons; and operating within a defined budget and/or financial guidelines. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

EDUCATION

High School Diploma or equivalent.

EXPERIENCE

CLASSIFIED

ADMINISTRATIVE ASSISTANT II

One year of increasingly responsible clerical experience involving frequent contact with the public.

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. Two years of increasingly responsible clerical and secretarial experience involving record keeping and frequent contact with the public is required.

DISTINGUISHING CHARACTERISTICS

Administrative Assistant II is a classification within the Administrative Support series. Positions in this series provide clerical and progressively more responsible secretarial and administrative support as the series progresses.

The **Administrative Assistant II** assists a high school Assistant Principal, or a District-wide program or department Director or Supervisor. Assigned duties reflect the scope of responsibilities assigned to a high school Assistant Principal or program or department Director or Supervisor.

Differentiation between Administrative Assistant II and positions above and below are distinguished as follows:

The **Administrative Assistant III** provides assistance to a Principal of a middle school or continuation high school, or a department Director with a broad scope of responsibilities. Positions in the Administrative Assistant III class exercise a higher level of independence, confidentiality and discretion, and have knowledge of middle or continuation high school or department operations, policies and procedures.

The **Administrative Assistant I** provides clerical and secretarial assistance to a middle school Assistant Principal and also maintains ASB financial records.

REQUIRED TESTING

None-Specified

CERTIFICATES AND LICENSES

None-Specified

CONTINUING EDUCATION/TRAINING

None-Specified

CLEARANCES

Criminal Justice/Fingerprint Clearance; TB Clearance

CLASSIFIED

ADMINISTRATIVE ASSISTANT II

REQUIRED TESTING

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

CERTIFICATES

None

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

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

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

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

Never = 0%

Seldom = 1-10% (<45 minutes)

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

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

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

<u>Seldom</u>	<u>stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back</u>
<u>Seldom/Occasionally</u>	<u>pushing and pulling, reach above shoulder, reach at shoulder</u>
<u>Occasionally</u>	<u>walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet</u>
<u>Occasionally/Frequently</u>	<u>handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder</u>

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

None

ADMINISTRATIVE ASSISTANT II

JOB SUMMARY

The Administrative Assistant II provides clerical and secretarial support to a high school Assistant Principal, District-wide program or department Director or Supervisor. The Administrative Assistant II assists the assigned administrator in carrying out his or her functional responsibilities and relieves the assigned administrator of administrative detail. Assigned duties require a working knowledge of the program or functions for which the Administrative Assistant II supports.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Administrative Assistant II may perform any combination of the of the following:

- Assists the assigned administrator in carrying out his or her functional responsibilities.
- Relieves the administrator or other assigned staff of routine administrative detail.
- Receives, screens and processes visitors, telephone calls, and mail.
- Provides information and directs inquiries to appropriate staff.
- Evaluates situations and determines appropriate action to take.
- Compose written communications.
- Maintains current, organized, and secure records, complying with established practices and policies.
- Compiles, enters and verifies data and produces reports.
- Coordinates activities such as events, meetings, and schedules.
- Applies and clearly explains District and worksite policies and procedures.
- Monitors budget, processes orders and payments, and inventories supplies.
- Coordinates processes for hiring contractors and vendors and renting facilities.
- Coordinates personnel processes such as timesheets, evaluations, attendance tracking, and assignments.
- Takes meeting minutes and prepare agendas.
- Assists other office staff in completing work assignments.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Current, up-to-date office practices and procedures.
- Telephone techniques and etiquette.
- Electronic and manual record-keeping practices.
- Computer-based applications such as word processing, databases, spreadsheets, calendars, and email.
- Workplace math such as arithmetic operations, percents, rounding, and problem solving.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Business writing, proofing and editing.

ADMINISTRATIVE ASSISTANT II

ABILITY TO:

- Monitor budget expenses, process payments and order supplies.
- Coordinate and schedule activities, meetings and events.
- Compose written communications applying correct English usage, grammar, spelling, punctuation and vocabulary.
- Adapt to changing work priorities.
- Operate a variety of office equipment.
- Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.
- Keyboard information accurately and at a rate of speed sufficient to complete required tasks.
- Provide information to staff, students, parents, and the public.
- Communicate with courtesy, diplomacy and tact.
- Learn, apply and clearly explain District and worksite policies and procedures.
- Understand and resolve issues, complaints and problems.
- Work effectively, independently and as part of a team with minimum supervision.
- Maintain confidentiality of sensitive information.
- Establish and maintain cooperative working relationships with others.
- Organize, safeguard, and comply with record-keeping practices and policies.
- Compile, enter and verify data and produce reports.
- Perform accurate math calculations.
- Plan, prioritize and organize work, schedules and timelines.
- Work with constant interruptions.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. Two years of increasingly responsible clerical and secretarial experience involving record keeping and frequent contact with the public is required.

DISTINGUISHING CHARACTERISTICS

Administrative Secretary is a classification within the Administrative Support series. Positions in this series provide clerical and progressively more responsible secretarial and administrative support as the series progresses.

The **Administrative Assistant II** assists a high school Assistant Principal, or a District-wide program or department Director or Supervisor. Assigned duties reflect the scope of responsibilities assigned to a high school Assistant Principal or program or department Director or Supervisor.

Differentiation between Administrative Assistant II and positions above and below are distinguished as follows:

The **Administrative Assistant III** provides assistance to a Principal of a middle school or continuation high school, or a department Director with a broad scope of responsibilities. Positions in the

ADMINISTRATIVE ASSISTANT II

Administrative Assistant III class exercise a higher level of independence, confidentiality and discretion, and have knowledge of middle or continuation high school or department operations, policies and procedures.

The **Administrative Assistant I** provides clerical and secretarial assistance to a middle school Assistant Principal and also maintains ASB financial records.

REQUIRED TESTING

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

CERTIFICATES

None

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

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

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

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

- Never = 0%
- Seldom = 1-10% (<45 minutes)
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- Frequently = 34-66% (up to 6 hours)
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Seldom	stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back
Seldom/Occasionally	pushing and pulling, reach above shoulder, reach at shoulder
Occasionally	walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet
Occasionally/Frequently	handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder

ADMINISTRATIVE ASSISTANT II

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

None

Classification Review Report	
Classification	Administrative Assistant
Classification Type	Classified
Salary Range	42
Prepared By	Susan Dixon, Director, Classified Personnel Barbara Bass, Human Resources Analyst
Submission to Classification Advisory Committee	January 23, 2018 February 27, 2018 March 27, 2018 April 24, 2018 October 2, 2018
Submission to Personnel Commission	November 13, 2018
Agenda Item	Classification Revisions

Background Information

The Administrative Assistant job description was last updated in 2001. Revisions were made to update the description to facilitate ease of reading (using a bulleted format) and to update terminology (e.g., typewriting is now keyboarding). Additionally, there is a recommendation to change the title of the classification to better align with current titles used for this type of assignment and denote that the classification is part of an administrative support series.

There are a number of essential functions, knowledge and abilities common among several or all classifications within the Secretarial/Clerical job family. When this occurs, an effort has been made to standardize the phrasing across the classifications and present the essential functions in the same order to assist in determining distinctions in assignments.

Sources of Information

- Incumbents - Administrative Assistant
- Administrators
- Joint Powers of Authority, San Diego County Office of Education
- Comparable districts in San Diego County

Salary Compensation Review

The classifications below have been reviewed and determined to be viable comparisons in terms of evaluating whether the District’s rate of pay is appropriate.

Administrative Assistant

District	Salary Range	Job Title	Min	Max
Carlsbad USD	22	Administrative Assistant	\$3,498	\$4,250
Carlsbad USD	23	School Admin Asst-Secondary	\$3,586	\$4,359
Escondido USD	37	Secretary II	\$3,315	\$4,231
Escondido USD	35	School Office Manager	\$3,155	\$4,027
Grossmont UHSD	47	Administrative Secretary	\$3,941	\$5,014
Oceanside USD	28	Admin Secretary I	\$3,597	\$4,558
Oceanside USD	31	Admin Secretary II	\$3,862	\$4,892
Poway USD	34	School Administrative Assistant-Middle School	\$3,602	\$4,388
Poway USD	33	School Administrative Assistant - Cont. High School	\$3,514	\$4,281
Poway USD	33	Administrative Assistant II	\$3,514	\$4,281
Ramona USD	28	Secretary V (school)	\$3,151	\$4,039
Ramona USD	27	Secretary IV	\$3,076	\$3,939
San Marcos USD	63	Administrative Secretary II	\$3,686	\$4,705
San Marcos USD	61	Office Manager II	\$3,644	\$4,653
Sweetwater UHSD	58	Administrative Assistant	\$4,243	\$5,220
Sweetwater UHSD	60	School Administrative Assistant	\$4,454	\$5,479
Vista USD	52	School Secretary-Secondary	\$3,687	\$4,959
Average			\$3,619	\$4,546
SDUHSD	42	Administrative Assistant	\$3,808	\$5,113

Recommendation

Revise the Administrative Assistant class description as presented including a revision to the classification title. Retain the current salary allocation of Range 42 on the Classified Salary Schedule.

Vote by Committee Members:

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

CLASSIFIED

ADMINISTRATIVE ASSISTANT III

OVERALL JOB PURPOSE STATEMENT

JOB SUMMARY

The job of Administrative Assistant is supporting an administrator in carrying out his/her functional responsibilities and serving on behalf of the administrator; ensuring and maintaining efficiency of office operations and productivity of personnel; documenting and communicating information, activities and actions; providing interpretations, comparisons and/or recommendations; providing confidentiality and system of access to information; coordinating and directing inquiries to appropriate parties; maintaining operating expenses within budget and processing of payments.

The Administrative Assistant III assists a middle school or continuation high school Principal or an administrator of a department in carrying out his or her functional responsibilities and relieves him or her of administrative detail. The Administrative Assistant III initiates action on behalf of the administrator within established guidelines. The Administrative Assistant III ensures that office operations run efficiently.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: Positions in the secretarial/clerical series provide clerical and progressively more responsible secretarial and administrative support to a supervisor, school or district administrator, in the collection, compiling, processing and reporting of program data and in the day-to-day organization and implementation of program functions and activities. The class of Administrative Assistant performs a variety of responsible complex secretarial and administrative duties to coordinate program, office and other activities in relieving an assigned district level director (e.g. maintenance/operations, special programs, finance or pupil services) or a principal of a middle school, adult education program or continuation school of a variety of administrative duties. Supervision is general and incumbents frequently initiate action on behalf of the administrator in accordance with general directions or existing policy. This class differs from the Administrative Secretary which performs a variety of clerical and secretarial duties to coordinate office and other activities in relieving the assigned administrator (e.g. assistant principal of a senior high school or a district wide program director) of a variety of administrative duties.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Administrative Assistant III may perform any combination of the following:

- Check reports, forms, correspondence, records and other data for the purpose of verifying their accuracy, completeness and compliance with established standards and making corrections as necessary.
- Compiles/analyzes employee records, school policies, codes, standards and similar data for the purpose of providing clarifications, comparisons and/or recommendations.
- Coordinates/oversees office and inter-departmental functions, activities and communication (e.g. meetings, schedules, appointments, calendars, supply orders, forms for equipment/repairs, etc.) for the purpose of maintaining efficiency of office operations and productivity of personnel.

CLASSIFIED

ADMINISTRATIVE ASSISTANT III

- Designs/produces a variety of materials (e.g. brochures, reports, memoranda, letters, records, flyers, forms, booklets, etc.) for the purpose of communicating information to state, county and federal agencies.
- Guides/trains other office personnel, certificated staff and student aides for the purpose of improving their performance of assigned functions and/or assisting them in special procedures and functions.
- Monitors/reconciles/documents expenditures (e.g. budget, petty cash, etc.) for the purpose of maintaining operating expenses within budget and processing of payments.
- Organizes and oversees district activities as assigned for the purpose of ensuring that departmental services are provided efficiently in accordance with departmental and district objectives.
- Organizes/maintains records and files for the purpose of providing confidentiality and a system of access to information, preparing various statistical and financial reports and posting, matching and processing information.
- Prepares/composes/disseminates a variety of documents (e.g. correspondence, agendas, minutes of meetings, lists, reports, memoranda, etc.) for the purpose of documenting and communicating program activities and actions.
- Receives/screens/processes visitors, telephone calls and mail for the purpose of coordinating and directing inquiries to appropriate parties.
- Responds to inquiries and/or concerns for the purpose of evaluating and determining the appropriate action/referral.
- Support assigned administrator(s) for the purpose of assisting them in carrying out their functional responsibilities and relieving them of administrative detail.

OTHER FUNCTIONS

- Performs other related duties as assigned

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF: is required to perform basic math including calculation of fractions, percents and/or ratios; read technical information, compose a variety of documents and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; and accounting/bookkeeping principles.

SKILLS are required to perform multiple non-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; preparing and maintaining accurate records; using pertinent software applications; planning and managing projects.

- Current, up-to-date office practices and procedures.
- Telephone techniques and etiquette.
- Electronic and manual recordkeeping practices.
- Computer-based applications such as word processing, databases, spreadsheets, calendars, and email.
- Workplace math such as arithmetic operations, percents, rounding, and problem solving.
- English usage, grammar, spelling, punctuation and vocabulary.

ADMINISTRATIVE ASSISTANT III

- Business writing, proofing and editing.

ABILITY TO: is required to schedule a significant number of activities; routinely gather, collate and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others under a variety of circumstances; analyze data utilizing defined, but different processes; and operate equipment using standards methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create plans of action and reach solutions; with data it is moderate; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality and working with discretion; meeting deadlines and schedules; working as part of a team; maintaining good public relations; learning, interpreting and applying rules, regulations and policies; performing basic first-aid; working with constant interruptions; and type at 55 words net per minute from clear copy.

- Develop efficient office procedures and processes.
- Monitor budget expenses, process payments and order supplies.
- Coordinate and schedule activities, meetings and events.
- Compose written communications applying correct English usage, grammar, spelling, punctuation and vocabulary.
- Adapt to changing work priorities.
- Operate a variety of office equipment.
- Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars, and email.
- Keyboard information accurately and at a rate of speed sufficient to complete required tasks.
- Provide information to staff, students, parents and the public.
- Communicate with courtesy, diplomacy and tact.
- Learn, apply and clearly explain District and worksite policies and procedures.
- Understand and resolve issues, complaints and problems.
- Maintain confidentiality of sensitive information.
- Establish and maintain cooperative working relationships with others.
- Organize, safeguard, and comply with recordkeeping practices and policies.
- Compile, enter and verify data and produce reports.
- Perform accurate math calculations.
- Plan, prioritize and organize work, schedules and timelines.
- Work with constant interruptions.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.

RESPONSIBILITY

Responsibilities include: working under limited supervision focusing primarily on results; leading, guiding and/or coordinating other persons; and operating within a defined budget and/or financial guidelines. Utilization of 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.

CLASSIFIED

ADMINISTRATIVE ASSISTANT III

WORKING ENVIRONMENT

~~The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant reaching. Generally the job requires 50% sitting, 30% walking and 20% standing. The job is performed under minimal temperature variations, a generally hazard-free environment, and in a clean atmosphere.~~

EDUCATION

~~High School Diploma or equivalent supplemented by college courses in secretarial science or related field.~~

EXPERIENCE

~~Three years of increasingly responsible clerical and secretarial experience involving frequent contact with the public.~~

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. Three years of increasingly responsible clerical and secretarial experience involving recordkeeping and frequent contact with the public is required. Office management experience is preferred.

DISTINGUISHING CHARACTERISTICS

Administrative Assistant III is a classification within the Administrative Support series. Positions in this series provide clerical and progressively more responsible secretarial and administrative support as the series progresses.

The **Administrative Assistant III** assists a Principal of a middle school, continuation high school, or an administrator of a department with multiple functions. Positions in the Administrative Assistant III class have a broad knowledge of middle school, continuation high school or department operations, policies and procedures.

Differentiation between Administrative Assistant III and positions above and below are distinguished as follows:

The **Administrative Assistant IV** provides assistance to a Principal of a high school, where there is a larger volume of staff, students, classes and extracurricular programs than are found in a middle school, continuation high school or department. Positions in the Administrative Assistant IV class have a broad knowledge of high school operations, procedures and policies. The Administrative Assistant IV leads, guides and delegates work to office staff.

The **Administrative Assistant II** assists a high school Assistant Principal, or program or department Director or Supervisor. Assigned duties reflect the scope of responsibilities assigned to a high school Assistant Principal or program or department Director or Supervisor.

ADMINISTRATIVE ASSISTANT III

REQUIRED TESTING

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

CERTIFICATES

None

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

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

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

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

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

Seldom	stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back
Seldom/Occasionally	pushing and pulling, reach above shoulder, reach at shoulder
Occasionally	walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet
Occasionally/Frequently	handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with students, staff, and parents and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

None

CLASSIFIED

ADMINISTRATIVE ASSISTANT III

~~REQUIRED TESTING~~

~~None Specified.~~

~~CERTIFICATES~~

~~None Specified.~~

~~CONTINUING EDUCATION/TRAINING~~

~~None Specified.~~

~~CLEARANCES~~

~~Criminal Justice Fingerprint/Background Clearance; TB Clearance~~

ADMINISTRATIVE ASSISTANT III

JOB SUMMARY

The Administrative Assistant III assists a middle school or continuation high school Principal or an administrator of a department in carrying out his or her functional responsibilities and relieves him or her of administrative detail. The Administrative Assistant III initiates action on behalf of the administrator within established guidelines. The Administrative Assistant III ensures that office operations run efficiently.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Administrative Assistant III may perform any combination of the following:

- Assists the assigned administrator in carrying out his or her functional responsibilities.
- Relieves the administrator of routine administrative detail.
- Communicates information and instructions on behalf of the administrator.
- Serves as the office manager, ensuring procedures and processes are efficient.
- Receives, screens and processes visitors, telephone calls, and mail.
- Provides information and directs inquiries to appropriate staff.
- Evaluates situations and determines appropriate action to take.
- Composes written communications.
- Maintains current, organized, and secure records that comply with established practices and policies.
- Compiles, enters and verifies data and produces reports.
- Coordinates activities such as events, meetings, and schedules.
- Applies and clearly explains District and worksite policies and procedures.
- Coordinates processes for hiring contractors and vendors and renting facilities.
- Oversees and manages a complex budget for the school site.
- Coordinates the process of ordering, receiving and inventory of various supplies, equipment and other items.
- Coordinates personnel processes such as timesheets, evaluations, attendance tracking and assignments.
- Takes meeting minutes and prepares agendas.
- Assists other office staff in completing work assignments.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Current, up-to-date office practices and procedures.
- Telephone techniques and etiquette.
- Electronic and manual recordkeeping practices.
- Computer-based applications such as word processing, databases, spreadsheets, calendars, and email.
- Workplace math such as arithmetic operations, percents, rounding, and problem solving.

ADMINISTRATIVE ASSISTANT III

- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Business writing, proofing and editing.

ABILITY TO:

- Develop efficient office procedures and processes.
- Monitor budget expenses, process payments and order supplies.
- Coordinate and schedule activities, meetings and events.
- Compose written communications applying correct English usage, grammar, spelling, punctuation and vocabulary.
- Adapt to changing work priorities.
- Operate a variety of office equipment.
- Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.
- Keyboard information accurately and at a rate of speed sufficient to complete required tasks.
- Provide information to staff, students, parents and the public.
- Communicate with courtesy, diplomacy and tact.
- Learn, apply and clearly explain District and worksite policies and procedures.
- Understand and resolve issues, complaints and problems.
- Work effectively, independently and as part of a team with minimum supervision.
- Maintain confidentiality of sensitive information.
- Establish and maintain cooperative working relationships with others.
- Organize, safeguard, and comply with recordkeeping practices and policies.
- Compile, enter and verify data and produce reports.
- Perform accurate math calculations.
- Plan, prioritize and organize work, schedules and timelines.
- Work with constant interruptions.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. Three years of increasingly responsible clerical and secretarial experience involving recordkeeping and frequent contact with the public is required. Office management experience is preferred.

DISTINGUISHING CHARACTERISTICS

Administrative Assistant III is a classification within the Administrative Support series. Positions in this series provide clerical and progressively more responsible secretarial and administrative support as the series progresses.

The **Administrative Assistant III** assists a Principal of a middle school, continuation high school, or an administrator of a department with multiple functions. Positions in the Administrative Assistant III class

ADMINISTRATIVE ASSISTANT III

have a broad knowledge of middle school, continuation high school or department operations, policies and procedures.

Differentiation between Administrative Assistant III and positions above and below are distinguished as follows:

The **Administrative Assistant IV** provides assistance to a Principal of a high school, where there is a larger volume of staff, students, classes and extracurricular programs than are found in a middle school, continuation high school or department. Positions in the Administrative Assistant IV class have a broad knowledge of high school operations, procedures and policies. The Administrative Assistant IV leads, guides and delegates work to office staff.

The **Administrative Assistant II** assists a high school Assistant Principal, or a District-wide program or department Director or Supervisor. Assigned duties reflect the scope of responsibilities assigned to a high school Assistant Principal or District-wide program or department Director or Supervisor.

REQUIRED TESTING

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

CERTIFICATES

None

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

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

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

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

Never = 0%

Seldom = 1-10% (<45 minutes)

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

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

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

Seldom stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back

ADMINISTRATIVE ASSISTANT III

Seldom/Occasionally	pushing and pulling, reach above shoulder, reach at shoulder
Occasionally	walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet
Occasionally/Frequently	handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with students, staff, and parents and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

None

710 Encinitas Boulevard, Encinitas, CA 92024
 Telephone (760) 753-6491
 Fax (760) 943-3522
 www.sduhsd.net

Classified Personnel Commission
 John Baird, Commissioner
 Jeffery Charles, Commissioner
 Justin Cunningham, Commissioner
 Susan Dixon, Director

Classification Review Report	
Classification	Chief Financial Officer
Classification Type	Classified Management
Salary Range	Management Range 2
Prepared By	Susan Dixon, Director, Classified Personnel Barbara Bass, Human Resources Analyst
Submission to Classification Advisory Committee	October 30, 2018
Submission to Personnel Commission	November 13, 2018
Agenda Item	Job Description Update

Background Information

Personnel Commission staff has started a recruitment for Chief Financial Officer. As such, staff met with the Associate Superintendent of Business Services to determine whether changes to the existing job description were necessary and to identify appropriate exam content. The job description was last updated four years ago so no substantive changes were identified. However, the Associate Superintendent of Business Services did request that the job title be revised to Director of Fiscal Services to more accurately describe the role of the assignment and align with the title used in school districts to describe roles with similar scopes of responsibility. In addition, the title "Director of Fiscal Services" better aligns with titling conventions of management-level positions in our District.

Sources of Information

Associate Superintendent, Business Services
 Joint Powers Authority, San Diego County Office of Education
 Comparable districts in San Diego County

Recommendation

Retitle the classification of Chief Financial Officer to Director of Fiscal Services.

Vote by Committee Members:

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

DIRECTOR OF FISCAL SERVICES

CHIEF FINANCIAL OFFICER

OVERALL JOB PURPOSE STATEMENT

Under the general direction of the Associate Superintendent of Business Services, the job of Director of Fiscal Services ~~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) 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) 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) for the purpose of assisting the Associate Superintendent of Business Services in budget planning and preparation.
- 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) for the purpose of developing solutions and new approaches to enhance cost-effectiveness and integrity of District financial operations.

DIRECTOR OF FISCAL SERVICES

- Identifies problems (e.g., unexplained vendor system costs, large open purchase orders) 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) 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) 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) 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) 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. 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.

DIRECTOR OF FISCAL SERVICES

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.

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.

DIRECTOR OF FISCAL SERVICES

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

DIRECTOR OF FISCAL SERVICES

OVERALL JOB PURPOSE STATEMENT

Under the general direction of the Associate Superintendent of Business Services, the job of Director of Fiscal Services 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) 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) 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) for the purpose of assisting the Associate Superintendent of Business Services in budget planning and preparation.
- 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) for the purpose of developing solutions and new approaches to enhance cost-effectiveness and integrity of District financial operations.

DIRECTOR OF FISCAL SERVICES

- Identifies problems (e.g., unexplained vendor system costs, large open purchase orders) 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) 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) 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) 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) 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. 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.

DIRECTOR OF FISCAL SERVICES

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.

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.

CLASSIFIED

DIRECTOR OF FISCAL SERVICES

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

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT VACANCY REPORT 11/07/18

Classified Personnel

6 current/pending vacancies in 6 different job classifications

SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
DO	AA006	Accounting Specialist	40	1.00	Selection interview Nov. 9, 2018
TRANS	AA506	School Bus Driver	20	0.50	Continuous recruitment
SDA	AK190	Campus Supervisor	40	1.00	Selection interview late November
DO	AA053	Executive Assistant	40	1.00	Selection interview December 2018
OC	AA420	Instructional Assistant SpEd (Non-Severe)	19.5	0.49	Selection interview late November
DO	AL471	Director of Purchasing	40	1.00	Selection interview December 2018

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Classified Artist in Residence**, employment for the 2018-19 school year per attached supplement through 06/30/19.
2. **Classified Substitutes**, per attached supplement.
3. **Coaches**, employment for the 2018-19 school year per attached supplement through 06/30/19.
4. **Hirales, Jessica**, Health Technician, SR35, 75.00% FTE, Pacific Trails Middle School, effective 09/17/18.
5. **Moore, Amy**, Custodian, SR32, 100.00% FTE, Pacific Trails Middle School, effective 09/04/18.
6. **Kondragunta, Swarupa**, Nutrition Services Assistant I, SR25, 31.25% FTE, Carmel Valley Middle School, effective 09/06/18.

Change in Assignment

1. **Ritchie, Atsuko** from Nutrition Services Assistant I, SR25, 25.00% FTE, Earl Warren Middle School, to Nutrition Services Assistant I, SR25, 31.25% FTE, Diegueno Middle School, effective 09/27/18.
2. **Yamashiro, David**, from Lead Grounds Maintenance Worker, SR44, 100.00% FTE, Facilities to Plumber, SR49, 100.00% FTE, Facilities, effective 09/24/18.

Leave of Absence

1. **Schleining, Natalie**, Instructional Assistant-SpEd (NS), SR34, 75.00% FTE, La Costa Canyon High School-ATP, requests a 100.00% Unpaid Leave of Absence, effective 09/26/18 through 04/01/19. Natalie plans to resume her 75.00% assignment on 04/02/19.

Resignation

1. **Hart, Regina**, Instructional Assistant-SpEd (S), SR36, 75.00% FTE, Oak Crest Middle School, effective 09/11/18.
2. **Lopez Jr., Miguel**, Nutrition Services Supervisor, Supervisory, SR4, 100.00% FTE, Canyon Crest Academy, effective 08/16/18.
3. **Mason, Blanca**, Nutrition Services Assistant I, SR25, 31.25% FTE, Diegueno Middle School, effective 09/26/18.
4. **Rabasco, Danna**, Instructional Assistant-SpEd (BI), SR36, 75.00% FTE, La Costa Canyon High School, effective 09/25/18.
5. **Wimer, Ian**, Instructional Assistant-SpEd (NS), SR34, 37.50% FTE, Diegueno Middle School, effective 08/21/18.

Classified Personnel Supplement, October 11, 2018

Classified Artist in Residence

Burnworth, Devin, Carmel Valley Middle School, Music Department with Scott Drechsel, effective 08/30/2018
Cretton, Destin, Canyon Crest Academy, Envision Cinema with Brad Kester, effective 08/29/2018
Krumbein, Jean, Canyon Crest Academy, Envision Conservatory with Jessica Mortensen, effective 09/25/2018
Malmstrom, Seth, Pacific Trails Middle School, Music Department with Julian Johnson, effective 09/04/2018
Norbeck, Andrew, Canyon Crest Academy, Envision Cinema with Brad Kester, effective 09/04/2018
Pennington, Matthew, Pacific Trails Middle School, Music Department with Julian Johnson, effective 09/21/2018
Rockwell, Karen, Carmel Valley Middle School, Music Department with Scott Drechsel, effective 08/30/2018
Romeo, James, Carmel Valley Middle School, Music Department with Scott Drechsel, effective 08/30/2018
Somphanh, Souphaphone, Canyon Crest Academy, Envision Dance with Rayna Stohl, effective 08/01/2018
Smith, Kiersten, Carmel Valley Middle School, Music Department with Scott Drechsel, effective 09/18/18
Taylor, Brittany, Canyon Crest Academy, Envision Dance with Rayna Stohl, effective 09/06/2018
Weed, Mark, Carmel Valley Middle School, Music Department with Scott Drechsel, effective 08/30/2018
Wetzel, Robert, Torrey Pines High School, Music Department with Amy Gelb, effective 09/04/2018

Classified Substitutes

Cotts, Patricia, effective 09/10/2018
Dalyot, Leslie, effective 09/10/2018
Diehl, Naomi, effective 09/12/2018
Harabedian, Wendy, effective 09/12/2018

Coaches

CCA – Walk-on

Black, Mika, Field Hockey, Freshmen, Canyon Crest Academy, Fall Season, effective 8/30/2018
Liu, David, Girls Tennis, Junior Varsity Head, Canyon Crest Academy, Fall Season, effective 09/24/2018
Tiu, Noah, Boys Water Polo, Freshmen, Canyon Crest Academy, Fall Season, effective 09/05/2018

SDA – Certificated

Marchetti, Matthew, Baseball, Freshmen, San Dieguito High School Academy, Spring Season, effective 09/25/2018

TP – Walk-on

Schugar, Sofia, Cross Country, Junior Varsity Assistant, Torrey Pines High School, Fall Season, effective 09/06/2018
Tea, Kristina, Gymnastics, Junior Varsity Head, Torrey Pines High School, Spring Season, effective 09/12/2018

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Classified Artist in Residence**, employment for the 2018-19 school year per attached supplement through 06/30/19.
2. **Classified Substitutes**, per attached supplement.
3. **Coaches**, employment for the 2018-19 school year per attached supplement through 06/30/19.
4. **Classified A.V.I.D. Tutors**, employment for the 2018-19 school year per attached supplement through 06/30/19.

Change in Assignment

1. **Vijoe, Massie** from Instructional Assistant-SpEd (S), R36, 81.25% FTE, Torrey Pines High School, to 75.00% FTE, Oak Crest Middle School, effective 10/01/18.

Release of Probationary Employee

1. **Employee Number 620-035**, School Bus Driver, SR38, 75.00% FTE, Transportation Department, effective 10/17/18.
2. **Employee Number 476-744**, Campus Supervisor, SR32, 100.00% FTE, San Dieguito High School Academy, effective 10/08/18.

Resignation

1. **Burton, Darlene**, Secretary, SR36, 48.75% FTE, Canyon Crest Academy, resignation for the purpose of retirement, effective 12/28/18.
2. **Fulton, Gabriela**, Contracts Analyst, SR62, 100.00% FTE, Purchasing and Risk Management Department, resignation for the purpose of retirement, effective 11/26/18.
3. **Hansen, Susan**, Instructional Assistant-SpEd (NS), SR34, 48.75% FTE, Oak Crest Middle School, effective 10/12/18.
4. **McDermid, Selma**, Accounting Specialist, SR52, 100.00% FTE, District Office-Finance Department, effective 10/16/18.
5. **Perley, Delores**, Chief Financial Officer, Management G5,R2, 100.00% FTE, District Office-Finance Department, effective 11/30/18.
6. **Rowe, Debbie**, Executive Assistant, Confidential G8,R1, 100.00% FTE, District Office-Human Resources, resignation for the purpose of retirement, effective 12/28/18.

Classified Personnel Supplement, November 1, 2018

Avid Tutor

Rosales, Nohemia, effective 10/09/2018
Garcia Zavalza, Myrka, effective 10/09/2018

Classified Artist in Residence

Buss, Ian, Torrey Pines High School, Music with Amy Gelb, effective 10/04/2018
Jones, Joshua, Carmel Valley Middle School, Music with Scott Drechsel, effective 09/26/2018
Wang, Paul, Canyon Crest Academy, Envision with Amy Villanova, effective 09/26/2018

Classified Substitutes

DelleTorri, Alexandria, effective 10/12/2018
Stromberg, Michelle, effective 09/13/2018
Thompson, Chana, effective 09/26/2018

Coaches

CCA – Certificated

Baum, Brian, Boys Basketball, Varsity Head, Canyon Crest Academy, Winter Season, effective 10/18/2018
Dickinson, Kate, Girls Soccer, Varsity Assistant, Canyon Crest Academy, Winter Season, effective 10/18/18
Keenan, Sean, Boys Basketball, Junior Varsity Head, Canyon Crest Academy, Winter Season, effective 10/18/18
Lackey, Dustin, Boys Basketball, Junior Varsity Assistant, Canyon Crest Academy, Winter Season, effective 10/18/18
Lockhart, Tom, Boys Soccer, Varsity Head, Canyon Crest Academy, Winter Season, effective 10/18/18
Mikkonen, Ryan, Boys Basketball, Freshmen Head, Canyon Crest Academy, Winter Season, effective 10/18/18

CCA – Walk-on

Arnesen, Carl, Girls Soccer, Junior Varsity Head, Canyon Crest Academy, Winter Season, effective 10/18/18
Blackman, Larry, Boys Basketball, Varsity Assistant, Canyon Crest Academy, Winter Season, effective 10/18/18
Favor, Matt, Girls, Soccer, Varsity Head, Canyon Crest Academy, Winter Season, effective 10/18/18
Fleming, Ryan, Boys Basketball, Varsity Assistant, Canyon Crest Academy, Winter Season, effective 10/18/18
Fournier, Jaime, Boys Soccer, Junior Varsity Assistant, Canyon Crest Academy, Winter Season, effective 10/18/18
Higginson, Thomas, Girls Water Polo, Varsity Assistant, Canyon Crest Academy, Winter Season, effective 10/18/18
Lee, Paul, Girls Basketball, Junior Varsity Head, Canyon Crest Academy, Winter Season, effective 10/18/18

Macauley, Ian, Boys Soccer, Junior Varsity Head, Canyon Crest Academy, Winter Season, effective 10/18/18
Metz, Adam, Boys Soccer, Freshmen Head, Canyon Crest Academy, Winter Season, effective 10/18/18
Muranyi, Fred, Boys Soccer, Varsity Assistant, Canyon Crest Academy, Winter Season, effective 10/18/18
Ratekin, Nicolas, Girls Water Polo, Varsity Head, Canyon Crest Academy, Winter Season, effective 10/18/18
Torres, Jose, Girls Soccer, Freshmen Head, Canyon Crest Academy, Winter Season, effective 10/18/18
Tucker, Scott, Girls Basketball, Varsity Head, Canyon Crest Academy, Winter Season, effective 10/18/18

LCC – Certificated

Buth, Dwayne, Wrestling, Varsity Head, La Costa Canyon High School, Winter Season, effective 10/18/18
Cassaw, David, Boys Basketball, Varsity Head, La Costa Canyon, High School, Winter Season, effective 10/18/18
Eichlin, Caitlin, Girls Basketball, Varsity Head, La Costa Canyon High School, Winter Season, effective 10/05/2018
Overman, Morgan, Girls Basketball, Varsity Assistant, La Costa Canyon High School, Winter Season, effective 10/18/18

LCC – Walk-on

Aguirre, Evan, Boys Soccer, Freshmen Head, La Costa Canyon High School, Winter Season, effective 10/18/18
Dean, Craig, Boys Soccer, Varsity Head, La Costa Canyon High School, Winter Season, effective 10/18/18
Elkind, Natalie, Girls Soccer, Varsity Head, La Costa Canyon High School, Winter Season, effective 10/18/18
Espinoza, Johnny, Girls Soccer, Freshmen Head, La Costa Canyon High School, Winter Season, effective 10/18/18
Frausto, Sebastian, Boys Basketball, Freshmen Head, La Costa Canyon High School, Winter Season, effective 10/18/18
Gurley, Trent, Boys Soccer, Varsity Assistant, La Costa Canyon High School, Winter Season, effective 10/18/18
Hansen, Scott, Wrestling, Junior Varsity Head, La Costa Canyon High School, Winter Season, effective 10/18/18
Hershberger, Austin, Boys Basketball, Junior Varsity Head, La Costa Canyon High School, Winter Season, effective 10/18/18
Joy, Sean, Girls Water Polo, Varsity Head, La Costa Canyon High School, Winter Season, effective 10/18/18
Kitchens, Andrew, Boys Basketball, Varsity Assistant, La Costa Canyon High School, Winter Season, effective 10/18/18
Meeks, Tom, Boys Basketball, Varsity Assistant, La Costa Canyon High School, Winter Season, effective 10/18/18
Murphy, Sean, Boys Soccer, Freshmen Head, La Costa Canyon High School, Winter Season, effective 10/18/18

Owens, Erica, Girls Soccer, Varsity Assistant, La Costa Canyon High School, Winter Season, effective 10/18/18
Perez, Tony, Wrestling, Junior Varsity Head, La Costa Canyon High School, Winter Season, effective 10/18/18
Ramirez, Mike, Wrestling, Varsity Assistant, La Costa Canyon High School, Winter Season, effective 10/18/18
Randall, Tim, Wrestling, Junior Varsity Assistant, La Costa Canyon High School, Winter Season, effective 10/18/18
Samaniego, Corrie, Girls Soccer, Junior Varsity Head, La Costa Canyon High School, Winter Season, effective 10/18/18
Turner, Chris, Boys Soccer, Freshmen Head, La Costa Canyon High School, Winter Season, effective 10/18/18
Zambruski, Nicole, Girls Water Polo, Freshmen Head, La Costa Canyon High School, Winter Season, effective 10/18/18

TP – Certificated

Lona, Francisco, Boys Soccer, Freshmen Head, Torrey Pines High School, Winter Season, effective 10/17/18
Moore, Jon, Boys Basketball, Junior Varsity Head, Torrey Pines High School, Winter Season, effective 10/17/18
Nessler, Connor, Wrestling, Varsity Head, Torrey Pines High School, Winter Season, effective 10/17/18
Olive, John, Boys Basketball, Varsity Head, Torrey Pines High School, Winter Season, effective 10/17/18
Wingate, Susan, Girls Soccer, Varsity Assistant, Torrey Pines High School, Winter Season, effective 10/17/18

TP – Walk-on

Allard, Clark, Boys Basketball, Varsity Assistant, Torrey Pines High School, Winter Season, effective 10/17/18
Brown, Martin, Wrestling, Junior Varsity Head, Torrey Pines High School, Winter Season, effective 10/17/18
Castro, Jacob, Girls Water Polo, Varsity Assistant, Torrey Pines High School, Winter Season, effective 10/17/18
Carranza, Angel, Boys Soccer, Junior Varsity Head, Torrey Pines High School, Winter Season, effective 10/17/18
Diaz, Nick, Boys Basketball, Junior Varsity Assistant, Torrey Pines High School, Winter Season, effective 10/17/18
Georggin, Leslie, Girls Basketball, Junior Varsity Head, Torrey Pines High School, Winter Season, effective, 10/13/18
Hansford, Martyn, Girls Soccer, Varsity Head, Torrey Pines High School, Winter Season, effective 10/17/18
Hargreaves, Andrew, Boys Soccer, Varsity Head, Torrey Pines High School, Winter Season, effective 10/17/18
Jasper, Elya, Girls Soccer, Freshmen Head, Torrey Pines High School, Winter Season, effective 10/17/18
McClurg, David, Girls Basketball, Varsity Head, Torrey Pines High School, Winter Season, effective 10/17/2018

McEntee, Tanner, Boys Basketball, Freshmen Head, Torrey Pines High School, Winter Season, effective 10/17/18

Praino-Miller, Jeff, Girls Soccer, Junior Varsity Head, Torrey Pines High School, Winter Season, effective 10/17/18

Tower, Roger, Wrestling, Varsity Assistant, Torrey Pines High School, Winter Season, effective 10/17/18

Williams, Alex, Girls Water Polo, Varsity Head, Torrey Pines High School, Winter Season, effective 10/17/18