

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

**Regular Meeting Agenda**

3:30 P.M., May 14, 2019  
710 Encinitas Blvd., Encinitas CA 92024  
San Dieguito Union High School District Office – Large Board Room

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**REGULAR MEETING/OPEN SESSION**

1. Call to Order ..... Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the May 14, 2019, Personnel Commission Regular Meeting.  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the agenda for the May 14, 2019 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the April 9, 2019, Personnel Commission Regular Meeting.  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the minutes for the April 9, 2019 Personnel Commission Regular Meeting.

**ACTION ITEMS (See Supplements)**

5. ELIGIBILITY LISTS TO BE APPROVED  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for NUTRITION SERVICES ASSISTANT I, SR-25, Open/Promotional-Dual Certification, eligibility from 4/30/19.
6. ELIGIBILITY LISTS TO BE ESTABLISHED
  - A. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish an Eligibility List for HUMAN RESOURCES TECHNICIAN, SR-42, Open/Promotional-Dual Certification, six months eligibility.
  - B. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT SPED-BEHAVIOR INTERVENTION, SR-36, Open/Promotional, six months eligibility.
7. 2019-20 PROPOSED PERSONNEL COMMISSION BUDGET APPROVAL
  - A. Open Public Hearing
  - B. Call for Public Comment
  - C. Close Public Hearing
  - D. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the 2019-20 Personnel Commission Budget as proposed.
8. CLASSIFICATION REVIEW-Nutrition Services Operations Supervisor
  - A. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish a new classification of Nutrition Services Operations Supervisor as presented on the attached job description.
  - B. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to recommend to the governing board the establishment of a new salary range on the Supervisory Salary Schedule (Range 11) which compensates the classification at the average maximum rate for comparable classifications among our comparison districts.

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

9. NEXT STEPS IN THE CONTINUATION OF THE APPEAL OF EMPLOYEE DISCIPLINE  
Discussion will include timeline from hearing officer and placement as an item on the June regular meeting agenda.
10. PROPOSED RULE REVISION 13.1  
Continuation of discussion from previous meetings.  
Original and most recent versions of proposed changes are included for facilitation of discussion.
11. STAFF COMMENTS ON PERSONNEL ACTIVITIES
  - A. Vacancy Report
  - B. Personnel List Report
  - C. Other
12. CORRESPONDENCE
13. 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
14. NEXT PERSONNEL COMMISSION MEETING  
The next regular meeting of the Personnel Commission is scheduled for Tuesday, June 11, 2019, at 3:30 P.M. in the San Dieguito UHSD Board Room, 710 Encinitas Blvd., Encinitas, CA 92024.
15. ADJOURNMENT

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

**Regular Meeting Minutes**

3:30 P.M., April 9, 2019  
710 Encinitas Blvd., Encinitas, CA 92024  
San Dieguito Union High School District Office - Board Room

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**REGULAR MEETING/OPEN SESSION**

1. CALL TO ORDER

The meeting was called to order at 3:33 p.m. by JOHN BAIRD.

2. PLEDGE OF ALLEGIANCE

Commissioner Baird led the pledge of allegiance.

Members in Attendance

John Baird

Justin Cunningham

Staff in Attendance

Susan Dixon, Director

Kathy Potter, Human Resources Technician

Guests

Carmen Blum

Matt Colwell

Jesus Ferrar

Alex Guerrero

Debbie Johnson

Agustin Lopez Clemente

Daniel Love

Lori Nelson

Julian Telesnikov

3. APPROVAL OF THE AGENDA FOR THE APRIL 9, 2019, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the agenda for the April 9, 2019, Personnel Commission Regular Meeting with modification to move Item 6C from an Action Item to a Discussion Item.

*Passed unanimously with 2 Ayes*

4. APPROVAL OF THE MINUTES FOR THE MARCH 12, 2019, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the minutes for the March 12, 2019, Personnel Commission Regular Meeting.

*Passed unanimously with 2 Ayes*

**ACTION ITEMS**

5. ELIGIBILITY LISTS TO BE APPROVED

A. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for RECEPTIONIST, SR-32, Open/Promotional-Dual Certification, eligibility from 3/28/19.

*Passed unanimously with 2 Ayes*

B. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SP ED SEVERE, SR-36, Open/Promotional (corrected), eligibility from 4/03/19.

*Passed unanimously with 2 Ayes*

6. RULE REVISIONS (Second Reading)

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve revisions to Rule 4.8 of the Rules and Regulations for the Classified Service.

Commissioner Baird requested that the wording related to “property” in “G” be rephrased; the proposed wording was awkward. Director Dixon provided clarification for “L”. Commissioner Baird expressed concern for “M” in that it seemed to abrogate the appeal process outlined in 4.9; however, after discussing the application of “M” and hearing Mr. Colwell’s interpretation, no changes were made to the proposed language.

- B. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve revisions to Rule 4.9 of the Rules and Regulations for the Classified Service.

Commissioner Baird expressed strong concern with “B” due to qualitative changes. Director Dixon explained that the rewording was based on her attempt to find language that achieved the desired outcome of disqualifying individuals in specific circumstances without giving her an inappropriate level of leeway. The proposed rule revision will be rewritten and a reference to 4.8 D will replace the broader-stated language.

*Both passed unanimously with 2 Ayes*

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

- C. There was discussion on Rule 13.1. (This item was moved from action item to discussion item)

Public Comment: Carmen Blum stated that the reason she first suggested revising 13.1 in January was due to her experience with helping employees with disciplinary issues. She believes 13.1 A. should be separated so that if an employee is charged with one offense, the charge should state just the one offense and not all those contained in 13.1 A. It would also be clearer to have a definition with each offense. These suggestions are from the model rules for CSPCA (handout provided). Ms. Blum provided examples of how the current wording causes confusion. She also believes the current language can make the offense appear more serious which is unfair and unjust.

Public Comment: Matt Colwell stated that he wanted to point out several issues: the CSPCA rules are a template, it is not mandated anywhere that the model rules must be followed; this version of the proposed revision expands the current rules to include new offenses (e.g. “I” and “u”) which is a concern; CSEA chapter leadership wasn’t keen on opening 13.1 to this level of revision having felt that the rule is effective the way it is currently and that progressive discipline would detail the specifics of the charges; the CSEA field and state level offices say it doesn’t matter if the rules are broken down because employees will get disciplined and go through the process no matter how the rule is stated; the method for the rule revision bucks the process that the Director has adopted, specifically, the direction came from the commission without CSEA and District leadership agreeing to revisions before being brought to the commission; and the laundry list of potential offenses to levy against employees has a lot of redundancy.

Commissioner Baird asked for clarification regarding the process for rule revisions. Director Dixon explained the process and shared that the expanded language for 13.1 came as a result of reviewing the model rules from CSPCA. Commissioner Baird noted that although the additions came from the model rules, the revision did not follow the model in terms of providing definitions for terms such as “inefficiency”. He further stated that discipline is a negotiable item with CSEA and that under the Healdsburg ruling from PERB, CSEA has a right to negotiate discipline so there is a concern that since Matt met with management and agreed to leave it as is, it could be construed as bargaining in bad faith. Commissioner Cunningham stated that it looks like in the commission’s eagerness to help they got ahead of things. Director Dixon stated she would read the PERB decisions to become knowledgeable about how discipline factors into the negotiation process and how that might impact the rule revision since she is not familiar with that body of information. Commissioner Cunningham suggested bringing the item back next month as a discussion item and Commissioner Baird concurred. Commissioner Baird expressed concern with several other parts of

13.1 including: “m” – interpreting immoral conduct, “i” defining Ed Code provisions so employees have sufficient knowledge, “v” – subjectivity of abuse of leave, “w” - concern with adding the word “injury” especially if it’s due to industrial accident, and the language has seemingly contradictory terms when describing the interactive process. Commissioner Baird asked Director Dixon to make edits; however, Commissioner Cunningham suggested that the item be brought back for discussion when Commissioner Charles is present so he can be updated on this discussion before Commissioner’s Baird’s suggestion is taken into consideration for edits. Director Dixon can separate the two items for discussion: the reporting on PERB rulings and the edits proposed by Commissioner Baird.

7. PROPOSED 2019-2020 BUDGET REVIEW (First Read)

May 14, 2019 has been set as the date for the public hearing for the budget. There are not many changes from last year; each line item is explained in the budget attachment. John Baird inquired if the CSPCA Conference budget was adequate. Director Dixon explained that the cost for travel to Northern California for the 2020 conference was included in budget planning.

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

A. Vacancy Report

B. Personnel List Report

C. Other – Director Dixon suggested that next steps for the current disciplinary appeal hearing be listed as an item on the May PC meeting agenda.

9. CORRESPONDENCE- None

10. PUBLIC COMMENTS

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

A. California School Employees Association – Mr. Colwell stated they are looking forward to the classified employee recognition event.

B. San Dieguito Union High School District - None

C. Public –Lori Nelson: Ms. Nelson introduced herself as the Administrative Assistant for the Maintenance Supervisor and described the M&O responsibilities. She stated that her job is currently compared to a middle school’s principal assistant but the skill set and level of responsibility for the two is like night and day, they oversee one site, M&O oversees 15. Ms. Nelson does not believe the revisions to the administrative assistant job description accurately describes her role. She has consistently requested that M&O be its own entity like the FPC Department. Ms. Nelson believes she meets three of the four conditions under 3.12 of the Rules & Regulations for Classified Service for review of a position. She believes there needs to be an Administrative Assistant V – Maintenance classification.

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, May 14, 2019, at 3:30 P.M. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

12. ADJOURNED – 5:05 PM

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

Nutrition Services Assistant I

Effective: 4/30/19  
Continuous: 10/30/19

Rank	Applicant ID	Expiration
1	4427424	10/30/2019
2		
3		

S. Dixon

# San Dieguito

## Union High School District

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

May 14, 2019

TO: Personnel Commission  
FROM: Susan Dixon  
Director of Classified Personnel  
SUBJECT: Agenda Item #6, Proposed Personnel Commission Budget for 2019-20

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Education Code 45253 and the Rules and Regulations for the Classified Service provide that the Personnel Commission shall prepare and adopt an annual budget for the Commission operations. The budget must be prepared for a public hearing prior to May 30 of each year. The Personnel Commission cannot take action to adopt its budget prior to a public hearing of the budget. At the April 9, 2019 Personnel Commission meeting, the proposed budget was shared and discussed with no suggestions for revisions as presented. It was announced that the public hearing for the 2019-20 Personnel Commission budget was set for May 14, 2019 at the regularly scheduled Personnel Commission meeting.

Recommendation: Approve the 2019-20 Personnel Commission Budget as proposed.

The Director of Classified Personnel shared the proposed budget with the Finance Department and no concerns were reported.

No changes have been made since the first reading.

Each line of the proposed Personnel Commission budget is explained below:

"Cert Board Members Salary" is the line to be used for a commissioner's meeting stipend if the commissioner is a certificated employee. This line will be used to compensate Commissioner Cunningham. Based on our experience this year, I am proposing increasing the number of anticipated meetings from 16 to 18; 12 regular meetings and six special meetings to fund hearings if necessary.

"Benefits" is automatically calculated with an Excel formula provided by the Finance Department. This item line appears twice; once for certificated and again for all classified.

"Class Superv & Admin Salaries" is the line for the Director's salary. As noted previously, the Management Salary Schedule now includes the District Credit for benefits.

“Class Board Members Salary” is the line to be used for a commissioner’s meeting stipend if the commissioner is a classified employee (anyone who did not retire from STRS). This line will be used to compensate Commissioners Baird and Charles. As noted above, I am proposing increasing the number of anticipated meetings from 16 to 18; 12 regular meetings and six special meetings to fund hearings if necessary.

“Clerical and Office Salaries” is the line for the Human Resources Analyst’s and Technician’s salary. This year’s proposed amount accounts for a mid-year step increase to the Analyst’s salary.

“Clerical Overtime Wages” is funded in the event commission-based work exceeds normal work hours. We have not had a need to utilize these funds this year, as staff has opted for compensatory time when testing or commission meetings run past the normal workday. Overtime should be maintained in the event this changes. The proposed amount is the same as last year’s budget.

“Clerical-Extra Help” is sometimes used to compensate District employees who serve as subject matter experts on Qualifying Appraisal Interviews during school breaks. We have not utilized it for extra help in the traditional sense for the last several years. The proposed amount is the same as last year’s budget.

“Benefits” is displayed again to show the total for all classified staff. As referenced earlier, the cost for benefits is based on a formula provided by Finance. The cost for previous years’ benefits expense does not display on the budget worksheets. As such, when comparing the “Personnel Commission Total” displayed on the bottom right corner of the spreadsheet with the 2018-19 Budget total, it appears to be considerably higher although it is not.

“Materials and Supplies” remains the same as last year. In some years, this budget has been higher because we have had known costs such as ipads and keyboards for test administration.

“Refreshments” has been used to provide our Qualifications Appraisal Interview (QAI) panel members with lunch. We project the same volume of recruiting to occur in the coming fiscal year as we experienced this current year. However, this year we learned that the refreshment budget may also need to be utilized to purchase lunch for those providing services at a hearing. As such, the proposed budget has been increased by \$100. Leucadia Pizza in Encinitas is utilized for lunch service as they offer delivery and have a variety of items at reasonable prices.

“Classified Employee Recognition” is utilized for the May celebration event. The proposed budget is the same as this current year.

“Non-Capitalized Tech Equipment” - we have no anticipated expenses this year.

“Conference, Workshops, and Seminars” - the primary expense for this budget line is attendance at the California School Personnel Commission Association (CSPCA) annual conference. This coming year the conference will be in Northern California. While the dollar amount for attendance at this conference fluctuates each year depending on location and the associated cost of transportation and accommodations, each year we budget the maximum amount which may be necessary in any given year that would allow the commissioners and director to attend this event to ensure it remains properly funded. In addition to the conference, these funds can be used for staff members and commissioners to attend the Merit Academy



and for commission staff to attend test development and classification trainings sponsored by professional organizations such as WRIPAC.

“Mileage” is proposed to remain at \$500, the amount consistent with previous years.

“Dues and Memberships” is budgeted the same as last year. Agencies to which we belong include the Cooperative Organization for the Development of Employee Selection Procedures (CODESP, testing materials, \$2,200), California School Personnel Commissioners Association (CSPCA, \$800), and CSPCA-San Diego (our local chapter, \$50). CODESP has informed us that their fee increased by \$150 from last year. Fifty excess dollars above known costs is budgeted in the event of a fee increase with CSPCA.

“Rents & Leases” and “Copy Charges” are directly related as they cover our copier machine lease and the associated cost of each copy/scan. In 2016-17 we saw an increase due to the lease of a new copier. The Personnel Commission contributes 1/3 the cost of the machine used by the Human Resources Department (1/3 is paid by Certificated Personnel, 1/3 is paid by HR Operations). We anticipate this expense for the coming year will be consistent with the current year. The Personnel Commission staff continues to move towards paperless processes whenever possible including increased use of Ipads for panel interviews.

“Professional/Consult Services” has not been budgeted in previous years. We have since learned that costs for services associated with appeal hearings are paid out of this budget (e.g. court reporter, translator). The 2019-20 proposed budget takes into account the possibility of hearings with associated costs. Based on expenses incurred this year, approximately \$3,200 per day for court reporting/interpreting, the request is to budget \$10,000.

“Legal Expenses” has once again been budgeted based on the highest year’s expense from recent history. While the amount spent each year fluctuates considerably, the practice is to allocate funding which would allow for legal services for several issues should the need arise. At the start of the fiscal year, the total amount budgeted has typically been encumbered in a purchase order. As services are provided, money is moved from the encumbered column to the expense column. With our experience this year of utilizing a hearing officer from a law firm, half the budget will be left unencumbered so as to allow for flexibility in selecting a hearing officer if necessary.

“Computer Licensing” has been utilized in the past for an online testing service. At this time, we do not have a need for this service but we keep it as a line item in case we modify our testing process.

“Advertising” - approximately half of this expense (\$915) is for the use of Edjoin as our online application system. We anticipate the cost for the use of Edjoin next fiscal year to be similar but have not yet been billed. The remaining amount is used each year as needed depending upon recruiting needs. We regularly post ads on Craigslist as well as in local publications or with specific trade publications. We have also purchased an advertising package with Government Jobs in past years and may do so again. The proposed budget for 2019-20 is the same as the current year.

“Communications-Postage” has been used to send certified or registered mail. The proposed amount is consistent with past years.

Personnel Commission Budget  
Fiscal Year 2019-20

Object Description	2017-18	2018-19	2018-19	2018-19	2018-19	2018-19	2018-19	2018-19	2019-20 Budget
	Actuals	Budget	Actuals	Encumbrances	Encumbrances	Encumbrances	Pre-Encumbrances	Remaining Balance	
Cert Board Members Salary	300		800	550	200			50	900
Benefits									191
Class Superv & Admin Salaries	129,395	129,395	86,263	43,132				0	143,772
Class Board Members Salary	1,411	1,600	1,087	400				113	1,800
Clerical And Office Salaries	131,085	134,462	91,390	45,942				(2,870)	136,684
Clerical Overtime Wages		1,500						1,500	1,500
Clerical-Extra Help		500	95					405	500
Benefits									89,370
Materials And Supplies	942	1,200	107	193				900	1,200
Refreshments	454	850	276	551				23	950
Classif.Empl.Recognition	151	150						150	150
Non-Capitalized Tech Equipment								0	0
Conference,Workshop,Sem.	1,661	5,400	1,423					3,977	5,400
Mileage		500						500	500
Dues And Memberships	3,100	3,100	2,900					200	3,100
Rents & Leases	2,460	3,000	1,304	1,169				527	3,000
Copy Charges	1,117	2,000	542	476				983	2,000
Professional/Consult Svs			3,273				13,227	(16,499)	10,000
Legal Expense	720	14,275	6,080				5,073	3,122	14,275
Computer Licensing	2,000	2,100	930					0	0
Advertising			25					1,170	2,100
Communications-Postage								25	25
	274,796	300,857	190,139	98,142	18,300		(5,724)		417,417
<b>Personnel Commission Total</b>	<b>274,796</b>	<b>300,857</b>	<b>190,139</b>	<b>98,142</b>	<b>18,300</b>	<b>(5,724)</b>			<b>417,417</b>



**Union High School District**

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

<b>Classification Review Report</b>	
Classification	Nutrition Services Operations Supervisor
Classification Type	Classified Supervisory
Salary Range	Supervisory Range 11 (New Proposed)
Prepared By	Susan Dixon, Director, Classified Personnel
Submission to Classification Advisory Committee	April 30, 2019
Submission to Personnel Commission	May 14, 2019
Agenda Item	Establishment of New Classification

**Background Information**

Personnel Commission staff met with the Director of Nutrition Services and the Associate Superintendent of Business Services to discuss current and anticipated staffing needs for the Nutrition Services Department. At the start of the last school year, the District elected to leave the Nutrition Program Supervisor/Registered Dietitian position vacant when the incumbent was promoted to the Director-level assignment. At this time, after analyzing the results of a federal audit and identifying areas in which support is needed, a determination has been made that operations support is the most critical area of need. As such, administration has requested establishing a classification with the objective of supporting operations district-wide. The accompanying job description was developed in conjunction with the Director and Associate Superintendent.

**Sources of Information**

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

**Salary Compensation Review**

To recommend the appropriate salary allocation, districts in our comparison market were surveyed to identify comparable assignments. Adjusting for the cost of benefits supervisors pay annually, a proposed new Range 10 on the Supervisory Salary Schedule as outlined below would be consistent with the average rate of pay for comparable assignments.

District	Job Title	Salary Range	Minimum Annual	Maximum Annual
Carlsbad Unified	Nutrition Services Operations Supervisor	Supervisory 30	\$51,584	\$62,691
Escondido Elementary	Nutrition Services Area Supervisor (menus)	Supervisory 50	\$55,397	\$70,701
Grossmont UHSD	Supervisor, Food Service(menus)	Supervisory 77	\$66,389	\$84,730
Oceanside UHSD	Nutrition Services Operations Supervisor	Classified 28	\$44,248	\$56,065
Sweetwater Union HS	Nutrition Services Area Supervisor	Supervisory 50	\$59,484	\$71,028
Vista Unified	CNS Operations Supervisor	Supervisory 60	\$54,425	\$69,669
Average			\$55,255	\$69,147
San Dieguito UHSD	Nutrition Services Operations Supervisor	<i>Proposed new Supervisory Salary Range 10 as appears on Schedule</i>	\$66,323	\$78,433
		<i>Proposed new Supervisory Salary Range 10 formula pre flex dollar change</i>	\$57,033	\$69,147

**Recommendation**

Establish a new classification of Nutrition Services Operations Supervisor as presented on the attached job description.

Recommend to the governing board the establishment of a new salary range on the Supervisory Salary Schedule (Range 11) which compensates the classification at the average maximum rate for comparable classifications among our comparison districts.

**Vote by Committee Members:**

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

## NUTRITION SERVICES OPERATIONS SUPERVISOR

### OVERALL JOB PURPOSE STATEMENT

Under the direction of the Director of Nutrition Services, the Nutrition Services Operations Supervisor plans, organizes, and assists in the supervision of the District's food and nutrition program; implements, coordinates and monitors operations and program delivery; oversees and monitors kitchen procedures; trains and provides work direction and in-service programs for Nutrition Services staff; supervises and evaluates performance of assigned personnel.

### REPRESENTATIVE DUTIES

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

### ESSENTIAL JOB FUNCTIONS

- Supervises and evaluates Nutrition Services staff District-wide.
- Ensures compliance with applicable federal, state, and local laws, codes, ordinances, regulations, and District policies and procedures, including regular visits to school sites to monitor and enforce compliance in sanitation, safety, nutritional standards and program standards of the National School Lunch/Breakfast programs.
- Collaborates with site administrators to ensure smooth communications relative to the identification of site Nutrition Services needs and the implementation of resulting assigned tasks.
- Analyzes information and provides input to the Director regarding workloads, staffing, scheduling, equipment needs, storage, food costs, participation and other nutrition service operations.
- Assists the Director with the development of menus, ensuring that menus meet governmental nutrition standards and are well-received by participants.
- Receives, compiles, and analyzes production sheets from schools; reconciles meals served with food used; supervises and participates in inventories to ensure efficient utilization of inventory.
- Prepares and/or reviews a wide variety of records and reports such as vendor invoices, food supply orders, production, sales, distribution, requisitions, menus, personnel records, catering and delivery schedules.
- Assists the Director with annual bids, quotes, writing policy and procedures materials for compliance review and efficient operations.
- Makes suggestions and recommendations to improve efficiency, streamline work methods, ensure compliance, and resolve operational problems.
- Collaborate with the Director of Nutrition Services on ideas and special projects to encourage student participation in the school nutrition service meal programs.
- Assists in the coordination of catering services.
- Performs the duties of a Nutrition Services Supervisor, Nutrition Services Assistant I, II, III, or Production Assistant as needed.
- Arranges for substitute nutrition service personnel as needed.
- Participates in the development and implementation of long and short range plans, programs, policies, and procedures to ensure that the district's resources are effectively utilized and required mandates are met; recommends policies, procedures, and/or actions as appropriate.
- Assists in the management of safety programs and practices including Hazard Analysis and Critical Control Point (HACCP) Food Safety System.
- Serves as the district's ServeSafe instructor; ensures that required food handler cards and related training remain current for all staff members.



## **NUTRITION SERVICES OPERATIONS SUPERVISOR**

- Participates in and/or leads a variety of trainings and in-service presentations, meetings, and trainings to convey and/or gather information to ensure nutrition services staff achieve required annual professional standards training requirements.
- Participates in the selection and scheduling of staff.
- Monitors budgets and staffing levels of site kitchens, makes recommendations to improve efficiencies and maintain appropriate costs.
- Prepares a wide variety of documents such as: reports, inventories, and tally sheets to track and provide necessary information to state/federal agencies and district personnel. Maintains up-to-date files including state and United States Department of Agriculture (USDA) administrative requirements.
- Orders food items, materials, equipment, and supplies to maintain inventory and ensure availability of required items at food service sites.
- Promotes and markets the nutrition services program to increase student participation and sales; provides and promotes healthy nutrition education to students, staff, parents and nutrition services staff to promote positive eating habits; develops and implements methods to survey student interest to assist in determining menu options.
- Provides site-level supervision as needed.
- Assists nutrition services staff members to support them in the completion of their work activities.
- Communicates regularly with program, site and District administration and staff, parents, vendors and others using courtesy, diplomacy and tact to ensure information is appropriately conveyed.
- Collaborates with a broad diversity of individuals and groups in a wide variety of circumstances to maintain positive, professional relationships with those contacted in the course of work.
- Performs other job-related duties as assigned.

### **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

#### **KNOWLEDGE AND ABILITIES**

There is a potential need to upgrade knowledge and abilities in order to meet changing job conditions.

#### **KNOWLEDGE OF:**

- Basic math including fractions, percentages, and ratios.
- Processes, practices, laws, and regulations related to food service and safety.

#### **ABILITY TO:**

- Supervise, provide direction to and coach assigned staff.
- Oversee the district-wide operations of Nutrition Services.
- Schedule activities, meetings, and events.
- Read a variety of handbooks, manuals and recipes.
- Prepare documents following prescribed formats.
- Present information to others.
- Administer personnel policies and practices.
- Apply pertinent codes, policies, regulations and laws.
- Communicate with courtesy, diplomacy and tact with all those contacted in the course of work.
- Operate equipment used in self-contained kitchens.

## **NUTRITION SERVICES OPERATIONS SUPERVISOR**

- Operate standard office equipment including utilizing pertinent databases, web-based applications and software applications such as Excel and Word.
- Perform standard bookkeeping/accounting procedures; prepare budget and financial plans.
- Plan and manage projects.
- Prepare and maintain accurate records.
- Gather, collate, and classify data.
- Work collaboratively with a broad diversity of individuals and groups in a wide variety of circumstances.
- Problem solve by analyzing issues and creating action plans requiring independent interpretation of guidelines; problem solving with equipment is significant.
- Exercise appropriate judgment when making decisions.
- Adhere to safety practices.
- Complete tasks thoroughly, accurately and with attention to detail.
- Plan, prioritize and organize work to meet deadlines and schedules.

## **EDUCATION AND EXPERIENCE**

Minimum screening qualifications can be met in either of the following ways:

- A Bachelor's degree with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field
- OR**
- Two years of experience leading or supervising the work of others in the planning, preparing and serving of a large-quantity food service/kitchen program.

Experience in a school nutrition program is preferred.

## **DISTINGUISHING CHARACTERISTICS**

The Nutrition Services Operations Supervisor has responsibility for district-wide nutrition services operations and provides support to the Director with supervision, training, program development, goal setting, and process improvement.

Differentiation between the Nutrition Services Operations Supervisor and the position above and below is as follows:

The Nutrition Program Supervisor/Registered Dietitian serves as the technical expert for nutritional analysis and coordinates the development and implementation of menus, special needs diets and catering services. Incumbents must possess a bachelor's degree in nutrition, dietetics or a related field and have a current certification as a registered dietitian.

The Nutrition Services Supervisor oversees kitchen operations and supervises assigned staff at a designated school site(s).

## **REQUIRED TESTING**

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



**NUTRITION SERVICES OPERATIONS SUPERVISOR**

**LICENSING AND CERTIFICATION REQUIREMENTS**

- Valid California Class C driver license
- Current food safety manager certification (such as ServSafe's "Food Protection Manager Certification" or other certification deemed equivalent by the District). Certification must be submitted at time of application.

**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 following physical demands:

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

Never = 0%

Seldom = 1-10% (<45 minutes)

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

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

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

Seldom	climbing/balancing, reach above shoulder, hand controls (mixers and other kitchen equipment)
Seldom/Occasionally	power/firm grasping
Occasionally	reach at shoulder, kneeling, lifting up to 40 lbs. at waist height (cases of canned food and milk), carrying up to 40 lbs. up to 20 feet (bags of food, large pans of hot and cold food, cases of paper products, kitchen equipment), stooping/bending
Occasionally/Frequently	sitting, handling/simple grasping, twisting back
Frequently	lifting up to 10 pounds overhead/shoulder (bags of food, large pans of hot and cold food), neck flexion/rotation, standing, walking, fingering/fine manipulation, reaching below shoulder
Frequently/Continuously	pushing and pulling

**AUDITORY OR VISUAL REQUIREMENTS**

Auditory ability to respond to students, communicate with coworkers, hear alarms for safety reasons, hear buzzer/timer for cooking. Vision ability to see near, distant, color, depth and peripherally.

**ENVIRONMENTAL CONDITIONS**

Work near hazardous equipment/machinery, walk on uneven ground, tolerate exposure to dust, gas, or fumes, and extremes in temperature and humidity.



**CLASSIFIED**

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**NUTRITION SERVICES OPERATIONS SUPERVISOR**

**FLSA STATUS**

Nonexempt

**SALARY RANGE**

Supervisory, Range TBD

### 13.1 Causes For Suspension, Demotion, Dismissal

A. Persons employed in the classified service may be suspended, demoted, or dismissed for any of the following causes provided that specific instances must be set forth as to any of the causes enumerated under this heading (EC45302):

1. a. Incompetency, inefficiency, insubordination, inattention to or dereliction of duty;
  - b. Persistent discourteous treatment of the public or of fellow employees;
  - c. Any other failure of good conduct tending to injure the public service;
  - d. Any persistent violation of the provisions of the Education Code or of policies, rules, regulations, or procedures adopted by the Board of Trustees or the Personnel Commission pursuant to it.
2. a. Dishonesty.
  - b. Theft.
  - c. Immoral conduct.
3. a. Use of, or being under the influence of, alcoholic beverages on District property.
  - b. Use of, or possession of, illegal controlled substance pursuant to State and Federal laws.
4. Political activities engaged in by an employee during his/her assigned hours of employment.
5. a. Conviction of a serious crime by a court of law; a record of one or more criminal convictions which indicates that the person is a poor employment risk; failure to disclose material facts regarding criminal records; and other false or misleading information on application forms or examination and employment records concerning material matters.
  - b. Conviction of a sex offense as defined in Education Code Section 44010. Conviction of such offense shall result in dismissal.
  - c. Conviction of a narcotics offense as defined in Education Code Section 44011. Conviction of such offense shall result in dismissal.
  - d. Conviction of a crime involving moral turpitude. A plea, verdict, or finding of guilt, or a conviction following a plea of nolo contendere, deemed to be a conviction.
6. Excessive absence or tardiness.

7. Continuing illness of a disabling nature, after the exhaustion of illness leave and leave of absence privileges, resulting in physical or mental inability to perform the tasks and/or functions of the employee's classification, with or without reasonable accommodation and after an interactive process with the employee to determine if a reasonable accommodation can be made, which would allow the employee to perform the essential functions of his/her usual and customary position or an alternate position.
8. Refusal to report for review of criminal records or for health examination after due notice.
9. Advocacy of overthrow of the Government of the United States or the State of California by force, violence, or other unlawful means.
10. Membership in the Communist Party. (EC45303)
11. The discovery or development during an initial probationary period of any physical, emotional, and/or mental condition which would have precluded acceptance as a candidate for assignment.
12. Abandonment of position, which is defined as absence for a period of more than five consecutive working days without ~~notification~~ **complying with the established absence reporting and/or documentation procedure.**

### 13.1 Causes For Suspension, Demotion, Dismissal

A. Persons employed in the classified service may be suspended, demoted, or dismissed for any of the following causes listed below provided that specific instances must be set forth as to any of the causes enumerated under this heading (EC45302, 45303):

In addition, the District will follow specifications of Education Code 45304.

1. a. Incompetency, inefficiency, insubordination, inattention to or dereliction of duty;

b. Inefficiency.

c. Unsatisfactory performance.

d. Insubordination.

e. Inattention to duty.

f. Dereliction of duty.

g. Persistent discourteous treatment of the public or of fellow employees;

h. Any other failure of good conduct tending to injure the public service;

i. Any persistent violation of the provisions of the Education Code or of policies, rules, regulations, or procedures adopted by the Board of Trustees or the Personnel Commission pursuant to it.

2. aj. Dishonesty.

ak. Theft.

l. Unauthorized use of District or student body assets or property.

em. Immoral conduct.

3. an. Use of, or being under the influence of, alcoholic beverages on District property.

ao. Use of, or possession of, an illegal controlled substance pursuant to State and/or Federal laws.

4. p. Political activities engaged in by an employee during his/her assigned hours of employment.

5. aq. Conviction of a serious crime by a court of law; a record of one or more criminal convictions which indicates that the person is a poor employment risk; failure to disclose material facts regarding criminal records; and other false or misleading

information on application forms or examination and employment records concerning material matters.

- br. Conviction of a sex offense as defined in Education Code Section 44010. Conviction of such offense shall result in dismissal.
- es. Conviction of a narcotics offense as defined in Education Code Section 44011. Conviction of such offense shall result in dismissal.
- et. Conviction of a crime involving moral turpitude. A plea, verdict, or finding of guilt, or a conviction following a plea of nolo contendere, deemed to be a conviction.
- u. Violation of local, state, or federal law which results in cancellation or suspension of a license required for the performance of assigned duties.
- 6v. Excessive absence or tardiness or abuse of leave.
- 7w. Continuing illness or injury of a disabling nature, after the exhaustion of illness leave and leave of absence privileges, resulting in physical or mental inability to perform the tasks and/or functions of the employee's classification, with or without reasonable accommodation and after an interactive process with the employee to determine if a reasonable accommodation can be made, which would allow the employee to perform the essential functions of his/her usual and customary position or an alternate position.
- 8x. Refusal to report for review of criminal records or for health examination after due notice.
- 9y. Advocacy of overthrow of the Government of the United States or the State of California by force, violence, or other unlawful means.
- 10z. Membership in the Communist Party. (EC45303)
- 11aa. The discovery or development during an initial probationary period of any physical, emotional, and/or mental condition which would have precluded acceptance as a candidate for assignment.
- 12bb. Abandonment of position, which is defined as absence for a period of more than five three consecutive working days without notification complying with the established absence reporting and/or documentation procedure.



# SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

## VACANCY REPORT 5/08/19

Classified Personnel

8 current/pending vacancies in 6 different job classifications

SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
DO	AI896	Human Resources Technician	40	1.00	Selection interview 5/13/19
TRANS	AI895	School Bus Driver	20	0.50	Continuous recruitment
TRANS	AA498	School Bus Driver	20	0.50	Continuous recruitment
SDA	AA417	Instructional Assistant SpEd Non-Severe	19.5	0.49	Continuous recruitment
LCC	AJ885	Instructional Assistant SpEd Behavior Intervention	30	75.00	Selection interview June 2019
CV	AF717	Instructional Assistant SpEd Non-Severe	19.5	0.49	Continuous recruitment
DG	AA223	Nutrition Services Assistant I	17.5	0.44	Selection interview May 2019
EWMS	AA129	Custodian	40	1.00	Selection interview May 2019

## PERSONNEL LIST

### CLASSIFIED PERSONNEL

#### Employment

1. **Suarez, Jose**, Custodian, R32, 100.00% FTE, La Costa Canyon High School, effective 03/25/19.

#### Change in Assignment

1. **Fisher, Jill**, from Nutrition Services Assistant I, SR25, 25.00% FTE, Earl Warren Middle School to 28.12% FTE, effective 03/13/19.
2. **Gevorgazy, Piere**, from Nutrition Services Assistant I, SR25, 31.25% FTE, Torrey Pines High School to 25.00% FTE, Oak Crest Middle School, effective 03/07/19.
3. **Munson, Christi**, from Receptionist, SR32, 100.00% FTE, La Costa Canyon High School to Health Technician, SR35, 75.00% FTE, Diegueno Middle School, effective 02/27/19.
4. **Thomsen, Gail**, from Instructional Assistant-SpEd (S), SR36, 75.00% FTE, Torrey Pines High School to unpaid status and 39 month re-employment list, effective 03/20/19.

#### Leave of Absence

1. **Schleining, Natalie**, from 100.00% Unpaid Leave of Absence to Instructional Assistant-SpEd (NS), SR34, 75.00% FTE, La Costa Canyon High School-ATP, effective 04/01/19.

#### Resignation

1. **Dewitt, Donovan**, Nutrition Services Assistant I position only, SR25, 28.12% FTE, Earl Warren Middle School, effective 02/28/19.
2. **Eddings, Deborah**, School Bus Driver, SR38, 85.37% FTE, Transportation Department, resignation for the purpose of retirement, effective 03/08/19.
3. **Martin, Brittany**, Nutrition Services Assistant I, SR25, 37.50% FTE, Carmel Valley Middle school, effective 03/22/19.
4. **Shoecraft, Katherine**, Vocational Developer, SR37, 100.00% FTE, District Office-Special Education, resignation for the purpose of retirement, effective 03/04/19.