

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

Regular Meeting Agenda

*3:30 P.M., February 9, 2021
Virtual Meeting*

PUBLIC COMMENTS

Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the commission on any item of interest to the public, before or during the commission's consideration of the item.

If you wish to speak regarding an item on the agenda, we request that you email the Director of Classified Personnel at susan.dixon@sduhsd.net by 3:00pm the day of the meeting or, when meetings are conducted at the District Office, complete a speaker slip located at the entrance to the meeting room prior to the start of the meeting. We request that you include your name, organization you represent (if applicable) and the nature of your comment including whether it is related to a specific item number on the agenda or a non-agenda item. If your comment is related to an item on the agenda, it will be heard at the time of the item. All non-agenda items will be heard during the public comments portion of the meeting. In accordance with Government Code §54954.2(3), no action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of the commission, or the commission itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.

Complaints or charges against an employee are not permitted in an open meeting of the Personnel Commission. Instead, such matters should be provided in writing to the Commission through the Classified Personnel Office.

AGENDA POSTING REQUIREMENTS

In accordance with the Brown Act and Personnel Commission Rules, agenda for Regular Personnel Commission Meetings will be posted at least 72 hours prior to the meeting. Agendas for Special Meetings will be posted at least 24 hours prior to the meeting.

PUBLIC INSPECTION OF DOCUMENTS

A copy of this agenda with all the supporting documents is available for review on the district website, www.sduhsd.net. In addition, a copy of the Personnel Commission Rules and Regulations may also be found on the district website. If you are unable to access the agenda packet on the website, please email susan.dixon@sduhsd.net to receive a copy.

RECORDING OF PERSONNEL COMMISSION MEETINGS

All meetings of the Personnel Commission are audio and/or video recorded for record keeping purposes. Individuals may request the audio recording by emailing the director at susan.dixon@sduhsd.net after the conclusion of the meeting. Recordings will be kept on file for 90 days following the date of the meeting.

CELL PHONES/ELECTRONIC DEVICES

As a courtesy to all attendees, please silence all electronic devices to silent mode and engage in conversations outside the meeting room. When meetings are conducted virtually, please mute your computer audio until you have been called to speak.

REQUESTS FOR DISABILITY-RELATED MODIFICATIONS OR ACCOMODATIONS

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations including auxiliary aids or services, in order to participate in the public meetings of the Personnel Commission, please contact the Classified Personnel Office at (760) 753-6491 x5543. Notification 72 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the Commission shall also make available this agenda and all other public records associated with the meeting in appropriate alternative formats for the persons with a disability.

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

Regular Meeting Agenda

3:30 P.M., February 9, 2021

Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. Call to Order Commission Chair

2. Pledge of Allegiance

3. Approval of the Agenda for the February 9, 2021, Personnel Commission Regular Meeting.

Public Comment, if any

Motion by _____, second by _____, to approve the agenda for the February 9, 2021, Personnel Commission Regular Meeting.

4. Approval of the Minutes for the January 12, 2021, Personnel Commission Regular Meeting.

Public Comment, if any

Motion by _____, second by _____, to approve the minutes for the January 12, 2021, Personnel Commission Regular Meeting.

5. PUBLIC COMMENTS ON NON-AGENDA ITEMS

No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of the commission, or the body itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the commission at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.

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

ACTION ITEMS (See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public comments, if any

- A. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR 25, Open/Promotional-Dual Certification, updated 1/28/21, individual eligibility for six months.
- B. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, Non-Severe, SR 34, Open/Promotional-Dual Certification, updated 1/25/21, individual eligibility for six months.
- C. Motion by _____, second by _____, to approve an Eligibility List for Administrative Assistant I, SR 38, Promotional Only, effective 1/11/21.
- D. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, Non-Severe, SR 34, Open/Promotional-Dual Certification, updated 2/01/21, individual eligibility for six months.

7. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public comments, if any

- A. Motion by _____, second by _____, to establish a six-month Eligibility List for Human Resources Technician, SR 42, Open/Promotional-Dual Certification.
- B. Motion by _____, second by _____, to establish a six-month Eligibility List for Secretary, SR36, Open/Promotional-Dual Certification.
- C. Motion by _____, second by _____, to establish a six-month Eligibility List for Contracts Analyst, SR 62, Open/Promotional-Dual Certification.

8. CLASSIFICATION REVIEW

Job Description Update: Vehicle/Equipment Supervisor

- A. Motion by _____, second by _____, to revise the class description for Vehicle/Equipment Supervisor as proposed.

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments, if any

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

10. CORRESPONDENCE

Public Comments, if any

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, March 9, 2021, at 3:30 P.M. Please note, this meeting will be conducted as a virtual meeting.

12. ADJOURNMENT

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

Regular Meeting Minutes

3:30 PM, January 12, 2021
Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:32 p.m. by JEFF CHARLES

2. PLEDGE OF ALLEGIANCE

Commissioner Charles led the pledge of allegiance.

Personnel Commissioners in Attendance

John Baird
Jeff Charles
Justin Cunningham

Personnel Commission Staff in Attendance

Susan Dixon, Director
Barbara Bass, Human Resources Analyst
Kathy Potter, Human Resources Technician

3. APPROVAL OF THE AGENDA FOR THE January 12, 2021, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the agenda for the January 12, 2021, Personnel Commission Regular Meeting.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

4. APPROVAL OF THE MINUTES FOR THE December 8, 2020, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve the minutes for the December 8, 2020, Personnel Commission Regular Meeting.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

5. PUBLIC COMMENTS ON NON-AGENDA ITEMS

No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a

member of the commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of the commission, or the body itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the commission at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.

- A. California School Employees Association-April Llamas was conducting District business so she was unable to attend, she communicated the following message, “We are continuing to work with the District to come up with creative solutions to ensure safety for classified employees as the District works to have additional students on sites.”
- B. San Dieguito Union High School District-None
- C. Public-None

ACTION ITEMS-(See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments-None

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the Eligibility List for Administrative Assistant III, SR 42, Promotional Only, effective 12/08/20.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

- B. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Student Health Care Specialist, SR 38, Open/Promotional-Dual Certification, effective 12/14/20.
Commissioner Baird inquired why this list is being approved again so soon. Director Dixon stated that all candidates were hired from the previous list, and there are two new positions that have been added in the district.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

- C. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, Non-Severe, SR 34, Open/Promotional-Dual Certification, updated 1/04/21 individual eligibility for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

- D. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, Severe, SR 36, Open/Promotional, updated 1/06/21, individual eligibility for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

7. ELIGIBITLY LISTS TO BE ESTABLISHED

Public Comments-None

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six month Eligibility List for Administrative Assistant I, SR38, Promotional Only.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

- B. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish a six month Eligibility List for Campus Supervisor, SR32, Open/Promotional/Dual Certification. *Commissioner Baird inquired about Limited Term Campus Supervisors being hired to supervise students on campus during distance learning. He referenced the EdCode and stated that legally the teacher is still responsible for the students and he wants to make sure the District and teachers are aware of this. Director Dixon stated that at this time coverage has been discussed through the first semester and that coverage is to ensure sufficient adult supervision on each campus. She further stated that the District and CSEA leadership have discussed how classified staff will be used for coverage.*

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

- C. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six month Eligibility List for Student Health Care Specialist, SR38, Open/Promotional-Dual Certification.

There was discussion regarding the language used for this section of the agenda and how the wording can be changed to clarify that "Eligibility Lists to Be Established" essentially means approving the opening of a recruitment to fill an approved or anticipated vacancy.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments-None

A. Vacancy Report – *Director Dixon mentioned that requisitions to fill vacancies for Instructional Assistant and Nutrition Services were approved and the eSkill testing format continues to be used to develop eligibility lists.*

B. Personnel List Report –

C. Other – SD CSPCA Regional Meeting

9. CORRESPONDENCE – Notification of SD CSPCA Regional Meeting.

Public Comments-None

10. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, February 9, 2021, at 3:30 P.M. Please note, this meeting will be conducted as a virtual meeting.

11. ADJOURNED – 4:43 PM

San Dieguito Union High School District
Personnel Commission
Nutrition Services Assistant I
Eligibility List - Continuous Filing
Open/Promo-Dual Certification

Please note: Individual eligibility is valid for 6 months.
Scores are merged each time the exam is administered.

Updated: 1/28/2021

<i>Applicant ID</i>	<i>Rank</i>	<i>Expiration Date</i>
6428088	1	7/28/2021
26580564	2	7/28/2021
6216787	3	7/28/2021
4427424	4	7/28/2021

S. Dixon

San Dieguito Union High School District
 Personnel Commission
Instructional Assistant Special Education - Non-Severe
 Eligibility List - Continuous Filing
 Open/Promo-Dual Certification

Please note: Individual eligibility is valid for 6 months.
 Scores are merged each time the exam is administered.

Updated: 1/25/2021

<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>
324401	1	7/25/2021
1650788	2	3/29/2021
3330376	3	3/29/2021
6412801	4	7/4/2021
6282603	4	3/29/2021
6399294	4	7/4/2021
6349800	5	3/29/2021
3165159	6	7/4/2021
3829076	7	7/25/2021
1015111	8	7/25/2021
3721348	9	7/4/2021
2954767	10	7/25/2021
6363177	11	3/29/2021
6393681	12	5/19/2021

S. Dixon

San Dieguito Union High School District
Personnel Commission
Administrative Assistant I
Eligibility List
Promotional Only

Effective Date: 1/19/2021 Eligibility List Expires: 7/19/2021

<i>Applicant ID</i>	<i>Rank</i>
2901590	1
2919261	2

S. Dixon

San Dieguito Union High School District
 Personnel Commission
Instructional Assistant Special Education - Non-Severe
 Eligibility List - Continuous Filing
 Open/Promo-Dual Certification

Please note: Individual eligibility is valid for 6 months.
 Scores are merged each time the exam is administered.

Updated On: 2/1/2021

<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>
324401	1	7/25/2021
6429918	2	8/1/2021
1650788	2	3/29/2021
3330376	3	3/29/2021
6431772	3	8/1/2021
6412801	4	7/4/2021
6282603	4	3/29/2021
6399294	4	7/4/2021
6425268	5	8/1/2021
6349800	5	3/29/2021
3165159	6	7/4/2021
3829076	7	7/25/2021
1015111	8	7/25/2021
3721348	9	7/4/2021
2954767	10	7/25/2021
6363177	11	3/29/2021
6393681	12	5/19/2021

S. Dixon



Board of Trustees
Michael Allman
Kristin Gibson
Melisse Mossy
Maureen "Mo" Muir
Katrina Young

Superintendent
Robert A. Haley, Ed.D.

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

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

Classification Review Report	
Classification	Vehicle/Equipment Supervisor
Classification Type	Classified
Salary Range	52
Prepared By	Barbara Bass, Human Resources Analyst Susan Dixon, Director, Classified Personnel
Submission to Classification Advisory Committee	February 2, 2021
Submission to Personnel Commission	February 9, 2021
Agenda Item	Classification Review Report

Background Information

Personnel Commission staff met with the Director of Transportation to review the job description for Vehicle/Equipment Supervisor in light of an anticipated recruitment to fill a position that became vacant last year. The classification had not been reviewed since 2003; however, the changes to the description were largely formatting and updated language to make the description more readable rather than significant changes to the function of the classification. Changes also include a new job title to make it clear that this is a bargaining unit position which serves as a lead rather than supervisory.

In addition to the job description review and updates, a salary survey was conducted to ensure the District is still competitive (at, or above the mean of our comparison districts).

Sources of Information

Antonio Perez, Director of Transportation
Comparison districts in San Diego County

Salary Compensation Review

As part of the review of this classification, Personnel Commission staff conducted a salary compensation review for the job classifications. Based on the information below, there is no recommendation for salary reallocation.

District	Salary Range	Job Title	Minimum	Maximum
Oceanside USD	34	Lead Mechanic	\$25.21	\$31.57
San Marcos USD	96	Lead Mechanic	\$27.23	\$34.75
Vista USD	60	Lead Vehicle and Equipment Mechanic	\$27.18	\$34.80
Poway USD	45	Vehicle Maintenance Coordinator	\$28.64	\$34.90
Grossmont UHSD	55	Mechanic Leadworker	\$28.74	\$36.54
Average			\$27.40	\$34.51
SDUHSD	52	Lead Vehicle and Equipment Mechanic	\$29.71	\$39.82

Recommendation

Revise the class description for the Vehicle/Equipment Supervisor classification as proposed.

Vote by Committee Members:

Vote	Member	Vote	Member
Yes	Matt Colwell, CSEA	Yes	Debbie Kelly, Admin
Yes	Margy Lara, CSEA	Yes	Marley Nelms, Admin
Yes	April Llamas, CSEA	Yes	Tina Peterson, Admin

CLASSIFIED

LEAD VEHICLE /AND EQUIPMENT SUPERVISOR MECHANIC

OVERALL JOB PURPOSE STATEMENTS SUMMARY

Under the direction of the Director of Transportation, the ~~job of Lead Vehicle/and Equipment Supervisor/Mechanic is done for the purposes of ensuring~~ ensures the availability of vehicles and equipment ~~are~~ in safe operating condition; ~~determines by determining~~ needed repairs and/or replacements on district vehicles; performs ~~sing~~ required repairs and preventive maintenance; trains ~~and~~ ~~coordinates assignments ofing and supervising~~ assigned employees and provides ~~sing~~ written documentation of repairs to meet district, state and federal requirements.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Vehicle/Equipment Supervisor is responsible for the day to day organization and coordination of garage activities and preventative maintenance programs in the repair and maintenance of diesel and gasoline powered vehicles and equipment. The position assigns work to other mechanics, ensures that the parts and supply inventories are maintained and assists the Director of Transportation in preparing the budget for the garage. This class differs from the Vehicle/Equipment Mechanic which is a journey level class responsible for determining and making needed repairs, adjustments and/or replacements for a variety of diesel and gasoline vehicles and equipment.

ESSENTIAL FUNCTIONS

- ~~Performs and coordinates journey-level work of major and minor repairs and adjustments including overhaul of equipment on a variety of gasoline, propane, and diesel-powered school buses, trucks, automobiles, forklifts, grounds equipment, tractors and other motorized equipment.~~
- Diagnoses potential vehicle and equipment malfunctions (e.g. buses, vans, automobiles, forklifts, grounds equipment, tractors, etc.) for the purpose of ~~and malfunctions and~~ determining ~~sing~~ needed vehicle repairs, adjustments and/or replacements.
- ~~Directs/Coordinates and oversees~~ mechanics and service workers for the purpose of contributing to the effectiveness of the work unit, to ensure ~~work unit performs efficient, ing~~ competent and effective repairs, adheres ~~sing~~ to schedules and time lines, and ensures ~~sing~~ compliance with procedures and safety standards.
- ~~Coordinates and oversees the~~ Executes regular preventive maintenance programs for the purpose of ~~to~~ maintaining vehicles, equipment, small motors and accessories in a safe operating condition.
- ~~Inspects school buses, trucks, automobiles, mowers and other powered equipment and identifies defects. school buses and other district vehicles/equipment (e.g. gas/diesel/combustion powered engines, electrical systems, mowers, trailer, etc.) for the purpose of identifying defects and ensuring that the vehicle and/or equipment in safe operating condition.~~
- Maintains tools, equipment and/or shop area, ~~for the purpose of ensuring the availability and functioning of required tools and equipment within a safe work area.~~
- ~~Performs repairs and overhauls of equipment (e.g. engines, transmissions, differentials, clutches, etc.) for the purpose of ensuring that vehicles and other district equipment are in safe operating order.~~
- Maintains hazardous material disposal records, State and Federal records, performs weekly inspections and prepares report on hazardous material containers.

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CLASSIFIED

LEAD VEHICLE /AND EQUIPMENT SUPERVISOR MECHANIC

- Prepares documentation (e.g. records of repairs, work orders, CHP inspections, costs, vehicle warranties, etc.) ~~for the purpose of conveying of~~ required information and ~~to meeting~~ District, federal and state requirements.
- ~~Maintains a variety of records to comply with District, local, federal and state regulations (e.g., hazardous material disposal, safety) and performs weekly inspections, prepares reports, and assists the director with preparing for audits.~~
- ~~Enter data into a computerized transportation system (e.g., code invoices for billing and payment processing).~~
- Procures equipment, supplies and materials ~~for the purpose of maintaining availability of required items and completing jobs efficiently and~~ within budgetary limits.
- ~~Oversees Coordinates and oversees~~ garage and shop activities (e.g., work assignments, ~~employee evaluations, etc.~~) ~~for the to ensure purpose of ensuring~~ completion of vehicle maintenance and repair efficiently and in a timely manner in accordance with established standards and practices.
- Trains mechanic and service workers as may be required ~~for the purpose of providing information~~ on the ~~propercorrect~~ operation of equipment and ~~to ensur~~ing repairs are performed safely and within specifications.
- Responds to road calls regarding disableds vehicles ~~for the purpose of and~~ performsing emergency repair work in the field or determinesing if vehicle needs to be towed.
- Performs duties of other garage staff as may be required ~~for the purpose of maintaining vehicles and equipment in accordance with established standards.~~
- Assists in the performance of other job-related duties as assigned ~~for the purpose of accomplishing organizational goals.~~

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Vehicle and equipment maintenance and repair procedures
- Methods, practices, techniques, equipment, tools and materials used in vehicle and equipment maintenance and repair
- Operation of hand and power tools and equipment used in vehicle and equipment maintenance and repair
- Basic record-keeping techniques
- Proper lifting techniques
- Health and ~~safte~~safety regulations

ABILITY TO:

- Diagnose, maintain and repair District vehicles and equipment.
- Train and provide work direction to others.
- Prioritize, coordinate, and delegate work.
- Complete tasks correctly, safely, and efficiently.
- Keep accurate and timely records, documentation and reports as required.
- Enter data into a computerized tracking system.
- Adhere to health and safety regulations.

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CLASSIFIED

LEAD VEHICLE /AND EQUIPMENT SUPERVISOR MECHANIC

- Establish and maintain cooperative and effective working relationships with others.
- Lead by example.
- Recognize and report problems and safety concerns.
- Communicate orally and in writing.
- Perform basic math calculations.

SKILLS, KNOWLEDGE AND ABILITIES

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in vehicle maintenance and repair; adhering to safety practices; handling hazardous materials; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; 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: methods of maintaining vehicles/heavy equipment; methods of storage and removal of hazardous materials; principles of training and supervision; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines, and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working with constant and sustained interruptions.

RESPONSIBILITY

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the Organization's services.

EDUCATION AND EXPERIENCE

Job-related experience as a mechanic with increasing levels of responsibility is required. Job-related education is typically consistent with graduation from high-school or equivalent. *NOTE: Any other suggested requirements, such as possession of an auto mechanic certificate? Another job description I*

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CLASSIFIED

LEAD VEHICLE /AND EQUIPMENT SUPERVISOR MECHANIC

say for a Lead Mechanic said, "Possession of a California School Bus Driver's Certificate within one year of employment. And "preferred": ASE (Automotive Service Excellence" certifications

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Lead Vehicle/ and Equipment Mechanic is responsible for the day-to-day organization and coordination of garage activities and preventative maintenance programs in the repair and maintenance of diesel and gasoline powered vehicles and equipment. The position assigns work to other mechanics, ensures that the parts and supply inventories are maintained and assists the Director of Transportation in preparing the budget for the garage. This class differs from the Vehicle/Equipment Mechanic which is a journey level class is responsible for determining and making needed repairs, adjustments and/or replacements for a variety of diesel and gasoline vehicles and equipment.

REQUIRED TESTING

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

CERTIFICATES

Valid California Commercial Class A or B driver license with "P" endorsement. Must be able to operate vehicles with air brakes.
with air brake endorsement.

Note: I added the above, is this correct? BB

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% (45 minutes up to 3 hours)

Occasionally/Frequently = 34-66% (45 minutes up to 6 hours)

Frequently = 3450-66% (up to 6 hours)

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

~~Seldom~~ ~~_____~~ ~~sitting~~

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CLASSIFIED

LEAD VEHICLE /AND EQUIPMENT SUPERVISOR MECHANIC

Occasionally walking, climbing/balancing, lift or carry up to 50 ~~lbs~~lbs. at waist height and up to 50 ~~ft~~ft., with or without assistance
Occasionally/Frequently ~~sitting, standing, stooping/bending, squatting/crouching, kneeling, twisting~~ sitting, standing, stooping/bending, squatting/crouching, kneeling, back, neck flexation/rotation, lifting up to 10 lbs. at waist height
~~pushing/pulling, fingering/fine manipulation, handling/simple grasping, power/firm grasping, reach above, at, or below shoulder, hand and foot~~ controls
Frequently ~~pushing/pulling, fingering/fine manipulation, handling/simple grasping, power/firm grasping, reach above, at, or below shoulder, hand and foot~~ pushing/pulling, fingering/fine manipulation, handling/simple grasping, power/firm grasping, reach above, at, or below shoulder, hand and foot
~~standing, stooping/bending, squatting/crouching, kneeling, twisting~~ controls
~~standing, stooping/bending, squatting/crouching, kneeling, twisting~~ back, neck flexation/rotation, lifting up to 10 lbs/lbs. at waist height

AUDITORY OR VISUAL REQUIREMENTS

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

ENVIRONMENTAL CONDITIONS

Test drive vehicles, work near hazardous equipment and machinery, walk on uneven ground, work at heights, exposure to dust, gas, fumes, noise (required to wear ear protection), vibration, extremes in temperature or humidity, high pressure stem in an enclosed area, aerosols and chemicals.

WORKING ENVIRONMENT

~~The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 10% walking and 50% standing. The is performed under minimal temperature variations, some hazardous conditions, and in varying atmospheric conditions.~~

EXPERIENCE

~~Job related experience within specialized field is required.~~

EDUCATION

~~High School diploma or equivalent.~~

REQUIRED TESTING

~~Pre-employment Proficiency Test~~

CERTIFICATES

~~Valid California Class B or A driver's license.~~

CONTINUING EDUCATION/TRAINING

San Dieguito Union High School District
Adopted: May 7, 1987
Revised: July 1, 2003
Revised:

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CLASSIFIED

LEAD VEHICLE /AND EQUIPMENT SUPERVISOR MECHANIC

~~None Specified~~

CLEARANCES

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

LEAD VEHICLE AND EQUIPMENT MECHANIC

JOB SUMMARY

Under the direction of the Director of Transportation, the Lead Vehicle and Equipment Mechanic ensures vehicles and equipment are in safe operating condition; determines needed repairs and/or replacements on district vehicles; performs required repairs and preventive maintenance; trains and coordinates assignments of assigned employees and provides written documentation of repairs to meet district, state and federal requirements.

ESSENTIAL FUNCTIONS

- Performs and coordinates journey-level work of major and minor repairs and adjustments including overhaul of equipment on a variety of gasoline, propane, and diesel-powered school buses, trucks, automobiles, forklifts, grounds equipment, tractors and other motorized equipment.
- Diagnoses potential vehicle and equipment malfunctions and determines needed vehicle repairs, adjustments and/or replacements.
- Coordinates and oversees mechanics and service workers to ensure work unit performs efficient, competent and effective repairs, adheres to schedules and time lines, and ensures compliance with procedures and safety standards.
- Coordinates and oversees the preventive maintenance program to maintain vehicles, equipment, small motors and accessories in a safe operating condition.
- Inspects school buses, trucks, automobiles, mowers and other powered equipment and identifies defects. Maintains tools, equipment and/or shop area.
- Prepares documentation (e.g., records of repairs, work orders, CHP inspections, costs, vehicle warranties, etc.) of required information and to meet District, federal and state requirements.
- Maintains a variety of records to comply with District, local, federal and state regulations (e.g., hazardous material disposal, safety) and performs weekly inspections, prepares reports, and assists the director with preparing for audits.
- Enters data into a computerized transportation system (e.g., code invoices for billing and payment processing).
- Procures equipment, supplies and materials within budgetary limits.
- Coordinates and oversees garage and shop activities (e.g., work assignments) to ensure completion of vehicle maintenance and repair efficiently and in a timely manner in accordance with established standards and practices.
- Trains mechanic and service workers as may be required on the correct operation of equipment and to ensure repairs are performed safely and within specifications.
- Responds to road calls regarding disabled vehicles and performs emergency repair work in the field or determines if vehicle needs to be towed.
- Performs duties of other garage staff as may be required.
- Assists in the performance of other job-related duties as assigned.

LEAD VEHICLE AND EQUIPMENT MECHANIC

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Vehicle and equipment maintenance and repair procedures.
- Methods, practices, techniques, equipment, tools and materials used in vehicle and equipment maintenance and repair.
- Operation of hand and power tools and equipment used in vehicle and equipment maintenance and repair.
- Basic record-keeping techniques.
- Proper lifting techniques.
- Health and safety regulations.

ABILITY TO:

- Diagnose, maintain and repair District vehicles and equipment.
- Train and provide work direction to others.
- Prioritize, coordinate, and delegate work.
- Complete tasks correctly, safely, and efficiently.
- Keep accurate and timely records, documentation and reports as required.
- Enter data into a computerized tracking system.
- Adhere to health and safety regulations.
- Establish and maintain cooperative and effective working relationships with others.
- Lead by example.
- Recognize and report problems and safety concerns.
- Communicate orally and in writing.
- Perform basic math calculations.

EDUCATION AND EXPERIENCE

Job-related experience as a mechanic with increasing levels of responsibility is required. Job-related education is typically consistent with graduation from high-school or equivalent.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Lead Vehicle and Equipment Mechanic is responsible for the day-to-day organization and coordination of garage activities and preventative maintenance programs in the repair and maintenance of diesel and gasoline powered vehicles and equipment. The position assigns work to other mechanics, ensures that the parts and supply inventories are maintained and assists the Director of Transportation in preparing the budget for the garage. This class differs from the Vehicle/Equipment Mechanic which is a journey level class responsible for determining and making needed repairs, adjustments and/or replacements for a variety of diesel and gasoline vehicles and equipment.

REQUIRED TESTING

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

LEAD VEHICLE AND EQUIPMENT MECHANIC

CERTIFICATES

Valid California Commercial Class A or B driver license with “P” endorsement. Must be able to operate vehicles with air brakes.

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% (45 minutes up to 3 hours)

Occasionally/Frequently = 34-66% (45 minutes up to 6 hours)

Frequently = 50-66% (up to 6 hours)

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

Occasionally	walking, climbing/balancing, lift or carry up to 50 lbs. at waist height and up to 50 ft., with or without assistance
Occasionally/Frequently	sitting, standing, stooping/bending, squatting/crouching, kneeling, twisting back, neck flexation/rotation, lifting up to 10 lbs. at waist height
Frequently	pushing/pulling, fingering/fine manipulation, handling/simple grasping, power/firm grasping, reach above, at, or below shoulder, hand and foot controls

AUDITORY OR VISUAL REQUIREMENTS

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

ENVIRONMENTAL CONDITIONS

Test drive vehicles, work near hazardous equipment and machinery, walk on uneven ground, work at heights, exposure to dust, gas, fumes, noise (required to wear ear protection), vibration, extremes in temperature or humidity, high pressure stem in an enclosed area, aerosols and chemicals.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT VACANCY REPORT 2/04/21

Classified Personnel

19 current/pending vacancies in 8 different job classifications

SITE	SLOT	Position	Hrs/Wk	FTE	STATUS
SDA	AK190	Campus Supervisor	40	1.00	Selection interview February
SDA	AA307	Campus Supervisor	40	1.00	Selection interview February
EW	AF457	Campus Supervisor	40	1.00	Selection interview February
DO	AA287	Contracts Analyst	40	1.00	Selection interview March
DO	AH532	Human Resources Technician	40	1.00	Selection interview February
Coast/SS	AN154	Instructional Assisant SpEd Behavior Intervention	30	0.75	Selection interview February
CV	AJ885	Instructional Assistant SpEd Behavior Intervention	30	0.75	Selection interview February
LCC	AH757	Instructional Assistant SpEd Behavior Intervention	30	0.75	Selection interview February
LCC	AI760	Instructional Assistant SpEd Non-Severe	30	0.75	Selection interview February
TP	AJ185	Instructional Assistant SpEd Non-Severe	30	0.75	Selection interview February
EW	AF717	Instructional Assistant SpEd Non-Severe	19.5	0.49	Selection interview February
TP	AJ226	Instructional Assistant SpEd Non-Severe	30	0.75	Selection interview February
CV	AI665	Instructional Assistant SpEd Non-Severe	30	0.75	Selection interview February
LCC Café	AA261	Nutrition Services Assistant I	17.5	0.44	Selection interview February
DG Café	AI917	Nutrition Services Assistant I	12.5	0.31	Selection interview February
TP Café	AA254	Nutrition Services Assistant I	17.5	0.44	Selection interview February
OC	AA092	Secretary	40	1.00	Selection interview March
Itinerant-South	AM890	Student Health Care Specialist	40	1.00	Recrutiment in progress
TPHS	AN138	Student Health Care Specialist	40	1.00	Recrutiment in progress

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Classified A.V.I.D. Tutors**, employment for the 2020-21 school year per attached supplement through 06/30/21.
2. **Classified Substitutes**, per attached supplement.
3. **Bialostozky, Lilian**, Instructional Assistant-SpEd (S), SR36, 68.75% FTE, Requeza Educational Center - COAST Academy, effective 12/10/20.
4. **Martinez, Gabriela**, Instructional Assistant-SpEd (NS), SR34, 75.00% FTE, Earl Warren Middle School, effective 12/08/20.
5. **Ramirez, Alexander**, Receptionist, SR32, 100.00% FTE, San Dieguito High School Academy, effective 01/04/21.

Change in Assignment

1. **Cheesman, Rebecca**, from Administrative Assistant I, SR38, 100.00% FTE, Earl Warren Middle School to Administrative Assistant III, SR42, 100.00% FTE, Earl Warren Middle School, effective 01/04/21.

Leave of Absence

1. **Chapman, Elizabeth**, Instructional Assistant-SpEd (NS), SR34, 75.00% FTE, La Costa Canyon High School, requests a 100.00% Unpaid Leave of Absence, effective 01/04/21 through 01/22/21.
2. **Magana, Vanessa**, Instructional Assistant-SpEd (S), SR36, 68.75% FTE, Requeza Education Center-Coast Academy, requests a change in return date of previously approved 100.00% FTE Unpaid Leave of Absence replacing 12/31/20 with 04/02/21.
3. **Ramos, Vanessa**, Instructional Assistant-SpEd (S), SR36, 75.00% FTE, La Costa Canyon High School, requests a 100.00% Unpaid Leave of Absence, effective 12/14/20 through 01/29/21.

Resignation

1. **Head, Paul**, Instructional Assistant-SpEd (BI), SR36, 75.00% FTE, Carmel Valley Middle School, effective 12/16/20.
2. **Helmen, Mary**, Instructional Assistant-SpEd (NS), SR34, 75.00% FTE, La Costa Canyon High School, resignation for the purpose of retirement, effective 12/31/20.
3. **Janssen, Shirley**, Human Resources Technician, SR42, 100.00% FTE, District Office-Human Resources, resignation for the purpose of retirement, effective 03/31/21.
4. **Leonard, Janet**, School Bus Driver, SR38, 85.38% FTE, Transportation Department, resignation for the purpose of retirement, effective 12/30/20.

5. **Lopez, Kathleen**, Instructional Assistant-SpEd (SED), SR36, 48.75% FTE, Earl Warren Middle School, resignation for the purpose of retirement, effective 12/31/20.
6. **Maskevich, Jonathan**, Campus Supervisor, SR32, 100.00% FTE, San Dieguito High School Academy, effective 12/31/20.

sj
01/14/21
classbdagenda

Classified Personnel Supplement, January 14, 2021

AVID Tutors

Jimenez, Kristin, Oak Crest Middle School, effective 12/14/2020

Classified Substitutes

Carrillo, Aida, Instructional Assistant, effective 12/18/2020

Colavin, Robert, Custodian, effective 12/14/2020

Murray, Mary, Instructional Assistant, effective 12/13/2020