

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

Regular Meeting

4:00 P.M., February 10, 2015
710 Encinitas Boulevard, Encinitas, CA 92024
District Office Board Room 101

PUBLIC COMMENTS

If you wish to speak regarding an item on the agenda, please complete a "Request to Address the Personnel Commission" slip located at the sign-in table and present it to Personnel Commission staff prior to the start of the meeting. When the Personnel Commission Chair invites you to speak, please state your name, address, and the name of your organization before making your presentation. In the interest of time and order, presentations from the public should be focused and on topic. The Commission Chair will curtail public comments that become repetitive, unfocused or off topic.

Persons wishing to address the Personnel Commission on any Commission-related issue not elsewhere on the agenda are invited to do so when the Commission calls for "Public Comments" under that item of the agenda. Please follow the same directions (above) for speaking to agenda items. Complaints or charges against an employee are not permitted in an open meeting of the Personnel Commission. Instead, such matters should be provided in writing to the Commission through the Classified Personnel Office.

AGENDA POSTING REQUIREMENTS

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

PUBLIC INSPECTION OF DOCUMENTS

A copy of this agenda with all the supporting documents is available for review in the Classified Personnel Office between 8:00 AM and 4:30 PM, and is available on the district website, www.sduhsd.net. In addition, a copy of the Personnel Commission Rules and Regulations may also be found on the district website.

CELL PHONES/ELECTRONIC DEVICES

As a courtesy to all attendees, please silence all electronic devices to silent mode and engage in conversations outside the meeting room.

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

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

Regular Meeting

4:00 P.M., February 10, 2015
710 Encinitas Boulevard, Encinitas, CA 92024
District Office Board Room 101

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER Commission Chair
2. PLEDGE OF ALLEGIANCE
3. Approval of the Agenda for the February 10, 2015, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the February 10, 2015, Personnel Commission Regular Meeting.
4. Approval of the Minutes for the January 6, 2015, Personnel Commission Special meeting.
Motion by _____, second by _____, to approve the minutes for the January 6, 2015, Personnel Commission Special meeting.
5. Approval of the Minutes for the January 13, 2015, Personnel Commission Regular meeting.
Motion by _____, second by _____, to approve the minutes for the January 13, 2015, Personnel Commission Regular meeting.

ACTION ITEMS (See Supplements)

6. ELIGIBILITY LISTS TO BE ESTABLISHED
 - A. Motion by _____, seconded by _____, to establish an Eligibility List for Nutrition Services Transporter I, SR-27, Open/Promotional, six months eligibility.
 - B. Motion by _____, seconded by _____, to establish an Eligibility List for Information Systems Support Technician, SR-44, Open/Promotional, six months eligibility.
 - C. Motion by _____, seconded by _____, to establish an Eligibility List for Construction Contracts Analyst, SR-62, Open/Promotional – Dual Certification, six months eligibility.
7. ELIGIBILITY LISTS TO BE APPROVED
 - A. Motion by _____, seconded by _____, to approve an Eligibility List for Human Resources Information Systems Support Analyst, SR-52, Open/Promotional – Dual Certification, six months eligibility from 1/29/15.

CLASSIFICATION (See Supplements)

8. Approval of classification description revisions and reallocation for Telecommunications Technician

Motion by _____, seconded by _____, to approve class description revisions and reallocation from SR-51 to SR-52 for the Telecommunications Technician classification as shown in the attached supplements.

9. Approval of classification description revisions for Information Systems Support Technician

Motion by _____, seconded by _____, to approve class description revisions for the Information Systems Support Technician classification as shown in the attached supplements.

10. Approval of classification description revisions for Risk Management Technician

Motion by _____, seconded by _____, to approve class description revisions for the Risk Management Technician classification as shown in the attached supplements.

11. Approval of classification description revisions for School Bus Driver

Motion by _____, seconded by _____, to approve class description revisions for the School Bus Driver classification as shown in the attached supplements.

DISCUSSION/INFORMATION ITEMS (See Supplements)

12. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report
- B. Employment Listing
- C. Revisions of the Personnel Commission Rules and Regulations Project Timeline

13. CORRESPONDENCE

14. PUBLIC COMMENTS

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

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

15. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, March 10, 2015, at 4:00 P.M. in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

16. ADJOURNMENT

**San Dieguito Union High School District
Personnel Commission
HRIS Support Analyst
Eligibility List**

Effective: 1-29-15
Expiration: 7-29-15

	Rank	First	Last
Promo	1	Lindsey	Shook

San Dieguito

Union High School District

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

Classified Personnel Commission
 John Baird, Commissioner
 David Holmerud, Commissioner
 Terry King, Commissioner
 Corrie Amador, Director

TO:	Classification Advisory Committee		
PREPARED BY:	Barbara Bass, Human Resources Analyst	CLASSIFICATION:	Telecommunications Technician
SUBMITTED BY:	Corrie Amador, Director of Classified Personnel	CLASSIFICATION TYPE:	Classified
SUBMITTAL DATE:	1/22/15	SALARY RANGE:	51
Personnel Commission Meeting Date:		2/10/15	
Agenda Item:		Classification - #8	

Background:

The two incumbent Telecommunications Technicians submitted a request for reclassification. The request was based upon the additional duties they have assumed as follows:

- An additional requirement to install, maintain and troubleshoot projectors and speakers
- District-wide project of upgrading to new communications systems (phone system, voice mail, bells, intercoms, and clocks)
- Obtaining a certification in device programming of the Simplex 4100U Fire Alarm panels

The telecommunications project duties, multimedia system responsibilities, communication systems upgrades and fire alarm certifications are not listed in the job description, which was last updated on July 1, 2003.

The job description was reviewed to identify the key skills, knowledge and qualifications and to validate that additional duties were not listed in the description. The job description and minimum and maximum salary range was then compared to similar positions in other San Diego County school districts. Four districts were identified as having similar positions, which include the responsibility of installation and repair of telecommunications equipment such as phones and cabling and other network connected peripheral equipment.

Resources:

Telecommunications Technicians, Michael Bishop and George Vega
 Maintenance Supervisor, Jim Mitroff
 Director of Maintenance, Operations, and Transportation, Dan Love

Director of Information Technology, Joel Van Hooser

Other Districts: Sweetwater Union High School District, Poway Unified School District, Escondido Union High School District, and Vista Unified School District. Districts not listed differentiate the tasks between a variety of classifications including outsourcing the tasks to vendors.

Findings:

The following information was useful in validating the salary range, appropriate classification comparisons, and job family for the Telecommunications Technician position:

- The most similar job comparison found is the Telecommunications Technician at Poway Unified School District. However, they also have a lower level classification titled “Communications Technician.” The lower classification includes the installation, maintenance and repair of television and video equipment, and required knowledge of LAN systems. The Telecommunications Technicians for SDUHSD perform all of the duties of both of these classifications. The higher level classification was used for salary comparison purposes.
- Job descriptions in other San Diego County school districts were also reviewed. Many were found to be assigned to the IT department. Several of these classifications however, were not utilized as comparisons as their primary responsibility focused on advanced knowledge of networks (LAN/WAN), installation of computer and networking equipment, and required additional education such as college coursework or advanced degrees in applications programming.
- The additional duties that the Telecommunications Technicians have assumed was validated by management and these duties are not listed on the job description.
- The workload has increased due to the implementation of the bond and the conversion of sites to a new Voice over IP (VOIP) system.
- In addition, the job is evolving to a central deployment process whereby the technicians can set up configurations such as create user accounts/credentials through online applications, and schedule and monitor system activity.
- The term multimedia is meant to include displays such as projectors and speakers.

It is important to note the District eliminated the Media Technician/Web Technician classification in July 2010. This classification was primarily responsible for the District’s web site and related web pages. In terms of multimedia equipment, the description refers to the responsibility of the incumbent to schedule, operate, and distribute technologically advanced audio/visual, TV, and or computer-based equipment. This differs from the responsibilities outlined in the Telecommunications Technician description in that they are responsible for the technical installation and repair of this equipment including the electrical cabling and/or networking systems to support the equipment.

Recommendation:

As technology continues to evolve, upgrades to communication systems will be necessary and additional training and/or certifications will be required. Across all school districts, the ability to use computer software to install and repair communications systems is required within the Telecommunications Technician job classification.

It is recommended the Telecommunications Technician job description be revised to include:

- 1) Additional duties related to VOIP telecommunication systems, multimedia devices and network connected peripheral equipment (e.g. phones, fax lines, scoreboards, digital marquees, thermostats, clocks, bell systems, fire alarm systems, projectors, speakers, etc.)
- 2) Update the Experience and Education sections to provide clarification of the minimum requirements for the position, which also bring the classification into alignment with those in comparable districts.
- 3) Update the Working Conditions section to align with JPA recommendations.

It is further recommended that the reporting assignment of the classification change from the Maintenance Supervisor to the Director of Information Technology, due to the overlap of duties and needed communication in the IT department.

It is also recommended the classification be reallocated from Salary Range 51 to 52 of the Classified Salary Schedule to bring it into alignment both internally and externally.

CAC Vote:

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

TELECOMMUNICATIONS TECHNICIAN

OVERALL JOB PURPOSE STATEMENT

Under the direction of the ~~Maintenance Supervisor~~ Director of Information Technology, the job of Telecommunications Technician ~~is done for the purposes of ensuring~~ ensures the availability and proper operations of the District's telecommunications and multimedia services ~~and~~ systems; providing required ~~information documentation~~ for future reference and for requirements of outside agencies; providing information on the proper operation of telecommunications, multimedia systems and network connected peripheral equipment ~~and services~~; ensuring the completion of projects in a timely manner and in compliance with appropriate codes and regulations ~~according to applications; safety concerns and issues.~~

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: ~~The~~ the Telecommunications Technician is a technical class responsible for performing repairs to, and installing/relocating telephone equipment, cables, intercom systems, alarm and bell systems, electronic clocks multimedia and related systems. This includes diagnosing, repairing and resolving equipment and system problems, programming voice messaging systems, performing traffic studies and recommending systems improvements, maintaining equipment and system inventory. Operates tools and advanced electronic analysis equipment.

ESSENTIAL FUNCTIONS - changed order of functions below to ID key functions

- ~~Installs/maintains~~ Installs, maintains, diagnoses and repairs telecommunications multimedia systems and equipment and a variety of network connected peripheral equipment (e.g. cabling, fire alarms, bells, projectors/speakers, score boards, digital marquees, public address systems, etc.) for the purpose of ensuring the availability and proper operations of services and systems.
- ~~Diagnoses/repairs telecommunication systems and equipment, and a variety of other electronic equipment and systems (e.g. fire alarms, public address systems, etc.) for the purpose of ensuring the availability and proper operation of services and systems. (see revision above)~~
- Performs the relocation, repairs and small scale installation of data cabling.
- Monitors district-wide voice network (e.g., executing program updates, repairing hardware and software for voice network systems, etc.) for the purpose of ensuring the network is in proper working order.
- Provides hands-on support performing tasks such as hardware, software, and network troubleshooting, server imaging and configuration related to telecommunications and multimedia systems.

- Researches hardware and software applications and processes related to telecommunications and multimedia systems and equipment for the purpose of recommending standardized equipment and application in accordance with District's goals.
- Records/documents a variety of activities (e.g. preventive maintenance, purchases, inspections, etc.) for the purpose of providing required information for future reference and for requirements of outside agencies.
- Estimate time, material and supply needs to complete jobs; monitor inventory levels of telecommunications and multimedia parts and supplies; assist in ordering parts and supplies as directed.
- Instructs/orients school personnel on the available services and systems operation for the purpose of ensuring proper and efficient system usage and reducing service calls.
- ~~Researches/engineers/designs telecommunication systems and equipment for the purpose of ensuring the availability and proper operation of services and systems. (see revised bullet)~~
- ~~Oversees/directs performance of telecommunication workers for the purpose of ensuring the completion of projects in a timely manner and according to applications.~~
- Attends educational seminars and meetings for the purpose of addressing safety concerns and issues.
- Coordinates/~~monitors~~ work ~~of with~~ outside contractors for the purpose of ensuring the completion of projects in a timely manner and according to specifications. Reports on project completion to supervisor.
- ~~Performs moves, repairs and small scale installation of Cat 5 data cabling for the purpose of assisting the Technology Department in achieving organizational goals.~~
- ~~Orders materials and services for the purpose of supporting district changes/expansion and/or ensuring that supplies are available as required. (see revised bullet)~~
- Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE AND ABILITIES

SKILLS are required to perform multiple, highly complex, 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 standard office equipment including using pertinent software applications; operating equipment used in the maintenance and repair of telecommunications and multimedia equipment; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: multimedia software and hardware; telecommunication standards; tie lines, off premise extensions, ~~tip and rig central office lines~~, digital and analog services; PBX diagnostics, repair and programming; state and local laws governing the installation of telecommunication equipment; California Public Utilities Commission rules of safety practices; mechanical and electronic key systems and clocks; intercom and bell systems; record-keeping procedures; and microcomputers, ~~printers, disk drives~~ and monitors.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a wide variety of factors when using equipment. Flexibility is required to independently 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 significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a wide variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: ~~working cooperatively with telephone users and other personnel~~; establishing effective working relationships with others; understand and follow oral and written directions; reading drafts and blueprints relating to construction, reconstruction and cabling/wiring. Must be able to drive a vehicle to transport hardware, parts and equipment.

RESPONSIBILITY

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; ~~leading, guiding, and/or coordinating others; and operating within a defined budget.~~ Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organizations services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires the following physical demands:

<p><u>Physical Demands Frequency Definitions Based on an 8-Hour Day:</u> <u>Never = 0%</u> <u>Seldom = 1-10% (<45 minutes)</u> <u>Occasionally = 11-33% (up to 3 hours)</u> <u>Frequently = 34-66% (up to 6 hours)</u> <u>Continuously = 67-100% (more than 6 hours)</u></p>
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Seldom climbing and balancing to install equipment and lifting up to 50 lbs. up to 30 ft. in

distance
 Occasionally stooping/bending, squatting/crouching, kneeling, twisting back, power/firm grasping, reach above shoulder, lifting and carrying up to 25 lbs. up to 35 ft. in distance
 Frequently sitting, walking, standing, neck flexion/rotation, pushing/pulling, fingering/fine manipulation, handling/simple grasping, reach at and below shoulder, using hand and foot controls

AUDITORY OR VISUAL REQUIREMENTS

Ability to hear electronic equipment for safe operations; hear telephones, answer questions, communicate with staf, students. Visual requirements: near, distant, color, depth and peripheral vision.

ENVIRONMENTAL CONDITIONS

Ability to operate a motor vehicle requiring a Class C driver's license. The job is performed with exposure to dust and at heights where stairs and ladders need to be used.

~~significant lifting, carrying, pushing, and/or pulling; significant climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking and 45% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in varying atmospheric conditions.~~

EXPERIENCE

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

Three years of increasingly responsible experience in the maintenance, repair and installation of telecommunications systems and equipment including at least one year of experience with VOIP systems; any combination of experience that demonstrates the ability to maintain, repair and install a variety of other networked multimedia equipment systems.

EDUCATION

~~Targeted Job related education that meets organizations prerequisite requirements.~~

Any combination equivalent to graduation from high school or recognized equivalent supplemented by course work or certified training in telecommunications or related field.

REQUIRED TESTING

Pre-employment Proficiency Test

CERTIFICATES

Possession of a valid California Class C Driver's License; Formal certification to maintain and repair **NEC 2000, NEC 2400, AVT Call Xpress and Call Xpress NT, Lucent, cat 5 cabling telecommunications systems and equipment.**

CONTINUING EDUCATION/TRAINING

~~None Specified~~

~~Ongoing training related to district-specific telecommunications and multimedia systems.~~

CLEARANCES

Criminal Justice Fingerprint/Background Clearance; TB Clearance



Union High School District

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

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Terry King, Commissioner
Corrie Amador, Director

TO:	Classification Advisory Committee		
PREPARED BY:	Barbara Bass, Human Resources Analyst	CLASSIFICATION:	Information Systems Support Technician
SUBMITTED BY:	Corrie Amador, Director of Classified Personnel	CLASSIFICATION TYPE:	Classified
CAC SUBMITTAL DATE:	1/22/15	SALARY RANGE:	44
Personnel Commission Meeting Date:		2/10/15	
Agenda Item:		Classification - #9	

Background:

The Education Services Department plans to recruit a second Information Systems Support Technician in addition to the existing incumbent. Prior to posting the recruitment bulletin, the Personnel Commission staff interviewed the individuals below and also reviewed similar job descriptions from two other San Diego County school districts to ensure the job description and salary placement is current.

According to the Executive Director of Educational Services, the state reporting requirements related to CalPADS has grown. CalPADS is the State repository for all data. Each school district is responsible to upload data to the State's system for reporting purposes. The Info Systems Support Tech (ISST) is tasked to "Support the program to develop and maintain a district-level database for the purpose of collecting, analyzing, and reporting student tests results (current description)." The ISST role in managing all the data related to testing has always existed including the "uploading of files for electronic transmission of data to various State and education agencies." The entire test ordering now is run through TOMS which is directly linked to CalPADS. The process the District goes through to order materials and coordinate with the school sites for testing set up is aligned to the work the technician does on a daily basis. The intent of adding this one statement to the job description brings the job functions up to date with the new requirements under our new testing requirements, California Assessment of Student Performance and Progress.

Resources:

- Jason Vilorio, Executive Director of Educational Services
- Lori Wilson, Information Systems Support Technician
- "Data Technician" job description, Escondido Union High School District
- "Database Technician" job description, Oceanside Unified School District

Recommendation:

It is recommended that revisions be made to the Information Systems Support Technician to reflect the current job duties. Please see attached revisions in the draft provided which include:

- The addition of the responsibility regarding testing ordering and coordination with the sites
- Clarification of the Information Systems Support Technician's role in supporting users as opposed to acting as a help desk

- Revised requirements in "Experience" and "Education" sections that reflect the minimum qualifications required to perform the job
- Updated "Working Environment" section to align with the Joint Powers of Authority (JPA), San Diego County Office of Education, Standards for Working Conditions. Note: As communicated at the December 4, 2014, CAC meeting, this section will be updated with JPA standards as job descriptions are revised.

Vote by Committee Members:

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

INFORMATION SYSTEMS SUPPORT TECHNICIAN

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Director of ~~Educational Technology~~ Executive Director of Educational Services, the job of Information Systems Support Technician includes supporting ongoing activities and maintenance of the student information system (SIS) and other district resource application systems as assigned; providing technical training to site personnel who use SIS; resolving reports and data issues of SIS; maintaining SIS software and reporting capability.

DISTINGUISHING CHARACTERISTICS

Positions in the technology program are responsible for the installation, maintenance, repair and reliable functioning of hardware, software, and data systems acquired and installed to support District instructional and administrative programs.

The Information Systems Support Technician ~~is responsible to support~~ procedures and activities established to that maintain the reliability and integrity of the student information system (SIS) including attendance, registration, class scheduling, grades. ~~This position also, and supports~~ other application systems as assigned and ~~for assisting with the SIS Help Desk may provide user support~~. In contrast, the Information Systems Support Specialist is responsible for the integrity of the data maintained in the District's ~~student information system, SIS~~, for the reliability of the software that supports the system, for ensuring necessary training for all SIS users, ~~and for coordinating activities of the SIS Help Desk~~.

ESSENTIAL FUNCTIONS

- Supports the program to develop and maintain a district-level database for the purpose of collecting, organizing, analyzing and reporting student test results required by the District and by county, state and federal agencies.
- Manages and maintains daily tasks for SIS data and reports for the purpose of ensuring reliability and accuracy of the database.
- Designs various reports and report formats, such as graphics and pivot tables, for the purpose of providing information to meet specific reporting needs.
- As assigned, facilitates the administration of testing, including the acquisition of testing materials and coordination with school sites regarding the preparation of testing procedures.
- Provides training to site personnel on use of student information system for ensuring the accurate, timely and integral use of the program at all school sites.
- Analyzes student information using application software for the purpose of providing District programs with information needed to make various program decisions.
- Provides technical support and training to site users and District system users to ensure that SIS functions normally and reliably and staff are able to make full use of SIS capabilities.
- As assigned may prepare files for electronic transmission of data to various State and education agencies for the purpose of meeting various reporting requirements and requests for information.
- Assists in the development of District procedures and SIS protocols for the purpose of ensuring a

INFORMATION SYSTEMS SUPPORT TECHNICIAN

uniform and reliable data environment and maintaining documentation of installed systems.

- Assists in the support of systems and projects as directed for the purpose of maintaining integrity of SIS and meeting the information needs of system users.
- As assigned, supports importation of student data such as scores, grading, registration, attendance, etc., from various sources (for example, elementary districts, site records, etc.) to ensure accurate and timely posting of essential new data.
- Designs/produces materials (e.g. brochures, forms, training aids, etc.) for the purpose of communicating information.
- Organizes records and files for the purpose of establishing and maintaining a system of access to information.
- Compiles data of a statistical nature (e.g. projections, data fields and records, student demographics, etc.) for the purpose of assisting others in the preparation of recommendations and/or reports for administrative review and action.
- Informs public and outside agencies regarding a variety of procedures and program requirements for the purpose of providing the necessary information for completing transactions, taking appropriate actions and/or complying with established guidelines.
- Prepares/composes/disseminates a variety of documents (e.g. correspondence, agendas, minutes of meetings, lists, reports, calendars, schedules, flyers, charts, etc.) for the purpose of documenting and communicating activities and information.

OTHER FUNCTIONS

Performs other related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE AND ABILITIES

KNOWLEDGE OF Windows operating system environment; procedures to maintain complex database and reporting systems; industry standards and procedures of SIS database application and maintenance, student attendance, grading, registration, and class scheduling standards, practices, and procedures; modern office practices, procedures and equipment; design and format of reports extracted from database systems; troubleshooting and diagnostic techniques for identifying and resolving database and reporting errors; basic principles of training; software applications used by the District; oral and written communication skills; telephone techniques and etiquette; correct English usage, grammar, spelling, punctuation and vocabulary; interpersonal skills using tact, patience and courtesy; principles of providing work direction and guidance.

ABILITY TO communicate and work effectively with others, including students, a variety of staff, managers and administrators; understand written and oral instructions; organize and plan an effective work schedule with users; install and maintain complex database systems and applications; troubleshoot and debug database applications and software problems; train and assist others in the use and functions of assigned software; provide and maintain documentation of installed systems; work under general supervision on software problems; communicate with vendors and other technical experts to diagnose and eliminate

INFORMATION SYSTEMS SUPPORT TECHNICIAN

software problems; work with accuracy and precise attention to details and provide similar guidance to system end-users; provide technical support and guidance and training on system procedures, techniques, methods, and requirements to others; read, interpret and apply technical manuals and documentation; detect errors in data output; analyze situations accurately and adopt an effective course of action; meet schedules and timelines; observe legal and defensive driving practices; travel between district sites and to other work-related locations such as the San Diego County Office of Education.

WORKING ENVIRONMENT

~~The usual and customary methods of performing the job's functions generally require 75% sitting, 10% walking and 15% standing. The job is performed in typical office and school site environments.~~
The usual and customary methods of performing the job's functions requires working in an office. The job functions require the following physical demands:

<u>Physical Demands Frequency Definitions Based on an 8-Hour Day:</u>	
<u>Never = 0%</u>	
<u>Seldom = 1-10% (<45 minutes)</u>	
<u>Occasionally = 11-33% (up to 3 hours)</u>	
<u>Frequently = 34-66% (up to 6 hours)</u>	
<u>Continuously = 67-100% (more than 6 hours)</u>	

<u>Seldom or Occasionally</u>	<u>Pushing and pulling, reach above shoulder, reach at shoulder, stooping/bending, climbing/balancing, pushing/pulling, crawling</u>
<u>Occasionally</u>	<u>Walking, standing, squatting/crouching, lifting and carrying up to 25 pounds at waist or overhead/shoulder height up to 25 feet</u>
<u>Occasionally or Frequently</u>	<u>Handling, simple grasping</u>
<u>Frequently or Continuously</u>	<u>Sitting up to one hour in intervals, neck flexation/rotation, reach below shoulder, fingering/fine manipulation to operate a keyboard and special equipment</u>

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to hear others in order to communicate and make presentations, vision ability to see near, distant, color, depth and peripherally

ENVIRONMENTAL CONDITIONS

Position is required to travel to all school sites in the District and occasionally to other school districts and the County Office of Education; such travel is typically in employee's own vehicle with mileage reimbursement.

EXPERIENCE

Job-related experience within specialized field is required, typically represented by a minimum of one year in the application of key SIS one year experience with information systems applications software. Experience in the application of key SIS –components of attendance, master scheduling and registration preferred.

INFORMATION SYSTEMS SUPPORT TECHNICIAN

Intermediate experience using Excel (such as using formulas, graphs and pivot tables to present, compare, import, format, calculate and validate data).

EDUCATION

Community College and/or Vocational School degree with study in job-related area. High School diploma or equivalent.

REQUIRED TESTING

Pre-employment proficiency test.

CERTIFICATES

Possession of a valid State of California Class C or higher driver's license, and proof of insurance.

CONTINUING EDUCATION/TRAINING

~~None specified.~~ Ongoing job-related training.

CLEARANCES

Criminal Justice Fingerprint/Background Clearance; TB clearance.

TO:	Classification Advisory Committee		
PREPARED BY:	Barbara Bass, Human Resources Analyst	CLASSIFICATION:	Risk Management Technician
SUBMITTED BY:	Corrie Amador, Director of Classified Personnel	CLASSIFICATION TYPE:	Classified
SUBMITTAL DATE:	1/22/15	SALARY RANGE:	42
Personnel Commission Meeting Date:		2/10/15	
Agenda Item:		Classification – #10	

Background:

Risk Management Technician - Job Description Revision

Following the retirement of a Risk Management Technician in December 2014, the workers' compensation duties were transferred to the Human Resources Information Systems Support Analyst classification in the Human Resources Department. The Risk Management Technician's job description was written July 19, 2007, and has not been revised since that date. Upon review of the description it was determined that significant work performed by an incumbent in this class is not listed in the job description. Personnel Commission staff interviewed the Director of Purchasing/Risk Management, and also conducted a survey of similar job descriptions within other San Diego County school districts. The proposed revision to the class description is attached.

Resources:

- Christina Bennett, Director of Purchasing/Risk Management
- "Workers' Comp/Risk Management Specialist," Escondido Union High School District
- "Risk Management Technician," Escondido Union School District
- "Risk Management Specialist," Poway Unified School District (higher scope of responsibility)
- "Risk Management Specialist," Grossmont Union High School District (higher scope of responsibility)

Recommendation:

It is recommended that references to workers' compensation duties be removed from the Risk Management Technician's job description. In addition, it is recommended the job description provide more detail and or specific requirements related to the Essential Functions as detailed in the proposed draft job description:

- The district-wide safety committee (scheduling meetings, preparation of reports, minutes)
- Risk control and loss analysis such as theft/vandalism claims and reporting
- Claims against the district by community members
- Student accident reports
- DMV pull-notice program monitoring

- Certificates of insurance
- Monitoring compliance and recording of independent study P.E. documentation
- Hazardous waste materials program
- AED maintenance and supplies
- Mandated staff training
- Safe school and emergency plans
- Claims for restitution
- Vehicle accidents

Update the Working Environment section to align with the JPA, Standards for Working Conditions. Additionally, it is recommended the Education and Experience sections be updated to provide clarity regarding the minimum qualifications for the classification.

Vote by Committee Members:

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

Risk Management Technician

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Director of Purchasing/Risk Management, perform specialized technical support and administrative duties to the District in the areas of insurance risk, risk control, loss analysis, property & liability claims and litigation, ~~workers' compensation claims~~ staff training and consultations, occupational safety and environmental health, regulatory compliance and budgeting; assure compliance with applicable laws, codes, rules and regulations.

DISTINGUISHING CHARACTERISTICS

The Risk Management Technician is a specialized classification that performs complex technical and administrative duties within clearly established systems and procedures in support of functions such as insurance risk, risk control, loss analysis, property and liability claims and litigation, ~~workers' compensation claims~~ staff training and consultations, occupational safety and environmental health, regulatory compliance and budgeting; assure compliance with applicable laws, codes, rules and regulations. Most tasks are performed independently and in unusual situations the incumbent recommends appropriate actions to the Director consistent with applicable laws, policies, procedures and practices.

ESSENTIAL FUNCTIONS

- Support management in the processing of incoming liability, property loss, and ~~workers' compensation claims~~—and in the handling of in-house claims not managed by the District's TPA's; maintain files and monitor claims making sure the District responds to deadlines and statutes of limitations; prepare and mail legal notices on claims not processed by the District's TPA's.
- Investigate ~~employee and~~ injuries, vehicle and public accident incidents; assure proper procedures are followed; assist with the review and follow-up of ~~and staff~~ injury and loss reports with a focus on prevention; ~~provide support as needed in finding placement for Return-To-Work employees.~~
- Answer telephones and greet visitors; respond to inquiries from staff, the public and outside agencies regarding risk management policies and procedures; operate a variety of office equipment including a computer and assigned software; maintain calendar for Risk Management Department
- Prepare work orders and requisitions for department; receive, sort and distribute incoming mail and supplies; compose departmental correspondence; maintain supply and equipment records.

Risk Management Technician

- Assure payments from ~~workers' compensation and~~ property/liability funds are paid on time; assist Purchasing and Finance departments with reviewing items submitted for purchase or reimbursement by others for appropriate use in the District.
- Assist in responding to subpoenas and Public Records Act requests; assist with pre-trial discovery and depositions; schedule conference rooms and witnesses for depositions.
- Maintain effective communication with claims adjustors, defense attorneys, insurance company representatives and Joint Powers Authority (JPA) personnel regarding claims and litigation.
- Maintain District-wide database on property, ~~and~~ liability, ~~and workers compensation~~ claims; analyze loss data and trends to identify opportunities for improvement.
- Assist the Maintenance & Operations Department with review of facility use requests to assure adequacy of insurance coverages, additional insured endorsements and risk-transfer agreements.
- Provide monitoring support of expenses and contracts for a variety of programs such as ~~Workers' Compensation, General Property and Liability, Excess Liability coverage, D.O.T. drug testing, Pre placement Physicals, Fit for Duty exams and E.A.S.E. programs~~; prepare and submit requisitions and monitor expenses for ~~workers' compensation first aid claims and~~ property and liability expenses.
- Assist in assuring Comprehensive Safe School Plans and District Emergency Operations Center are current and properly utilized; assist in assuring District departments, offices and sites have current plans.
- Establish and maintain claim files; assist with the preparation of various reports and summaries regarding ~~Workers' Compensation~~ claims and litigation and performance of insurance programs; revise and prepare forms or manuals for use throughout the District regarding safety or liability issues.
- Contact law enforcement, insurance companies, business and private parties to arrange for recovery of monies due to the District from losses caused by accidents or vandalism to District property.
- Submit outgoing claims against the District's insurance policies and other entities; track each claim to final resolution.
- Prepare a wide variety of reports and summaries related to assigned activities; maintain confidentiality of sensitive and privileged information.

Risk Management Technician

- Attend a variety of meetings, conferences and workshops to maintain current knowledge of applicable laws, codes, rules and regulations; monitor new legislation affecting assigned activities; prepare and deliver oral presentations as needed or requested; as requested, attend meetings in the absence of the Director of Purchasing/Risk Management.
- Arrange for issuance of Certificates of Insurance for outside agencies and contractors; review agreements, facility use permits and Consultant contracts for proper insurance requirements.

~~• Assist with the review of Workers' Compensation claims from the legal and prevention standpoints; review supervisor reports.~~

OTHER FUNCTIONS

- Process claims related to damage of District property or vehicles.
- Assist with the preparation and delivery of staff training regarding insurance and safety procedures, ergonomics, general loss control and prevention; assist in the development of training opportunities.
- Coordinate the distribution of student insurance packets to school sites; maintain master insurance policy.
- Perform a variety of special projects as assigned. Perform related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE AND ABILITIES

~~SKILLS are required to perform typing/keyboarding at a minimum of 45 words per minute.* A typing test will not be given. Applicants must certify in writing that they have such skills. Demonstrated proficiency will be expected during the probationary period for the class.~~

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SKILLS are required to perform multiple non-technical and technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; performing accounting procedures; preparing and maintaining accurate records; and tracking multiple, interrelated detail data and program parameters.

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KNOWLEDGE is required in the understanding of Risk Management and Insurance laws, codes, rules and regulations and of the Regulatory agencies governing Risk Management and Insurance, as well as health and safety regulations. Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary is required. Knowledge of basic budgeting practices regarding monitoring and control, and modern office practices, procedures and equipment is required. Knowledge of record-keeping and report preparation technique and telephone techniques and etiquette is

Risk Management Technician

required. Operation of a computer and assigned software. Knowledge is required to perform basic math functions including calculation of fractions, percents and/or ratios; to read a variety of manuals, to write documents following prescribed formats and/or present information before groups, and to understand complex multiple step instructions.

ABILITY is required to perform specialized technical support and administrative duties to the District in the areas of risk management including the ability to interpret, apply, ~~and~~ explain and keep current on applicable laws, codes, rules, ~~and~~ regulations, requirements and restrictions; learn District organization, operations, policies and objectives; prepare and maintain a variety of records, reports and files; understand and resolve issues, complaints or problems; understand and work within scope of authority; compose correspondence and written materials independently; and type or input data at an acceptable rate of speed. * gather, collate and/or classify data; work with data of a confidential nature.—The incumbent must be able to ~~maintain current knowledge of program rules, regulations, requirements and restrictions~~; operate a variety of office equipment including a computer and assigned software; maintain confidentiality of sensitive and privileged information; ~~communicate effectively both orally and in writing; meet schedules and timelines, and adapt to changing work priorities. The incumbent must~~ establish and maintain cooperative and effective working relationships with ~~others a diverse population; and meet schedules and timelines. The incumbent must~~ demonstrate effective interpersonal skills such as tact, patience and courtesy when communicating with others in person, on the telephone and through written correspondence. ; demonstrate flexibility under a wide variety of circumstances; demonstrate the ability to solve problems by analyzing issues, creating plans of action and reaching solutions.

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RESPONSIBILITY

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

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires working in an office and driving a vehicle to and office or outdoor environment to conduct work. The job functions require the following physical demands: ~~Dexterity of hands and fingers to operate a computer keyboard and specialized equipment, hearing and speaking to exchange information and make presentations. Seeing to read a variety of materials and perform inspections, bending at the waist, kneeling or crouching to perform inspections, walking, and sitting for extended periods of time, reaching overhead, above the shoulders and horizontally~~

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

Risk Management Technician

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 or Occasionally Pushing and pulling, reach above shoulder, reach at shoulder, stooping/bending
Occasionally Walking, standing, squatting/crouching, lifting and carrying 11-25 pounds at waist height up to 25 feet
Occasionally or Frequently Handling, simple grasping
Frequently Lifting and carrying 0-10 pounds overhead/shoulder height up to 25 feet, neck flexation/rotation, reach below shoulder, fingering/fine manipulation
Frequently or Continuously Sitting up to one hour in intervals

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AUDITORY OR VISUAL REQUIREMENTS
Vision ability to see near, distant, color, depth and peripherally

ENVIRONMENTAL CONDITIONS
 There is the potential for exposure to chemicals and fumes, for contact with dissatisfied or abusive individuals, and for traffic hazards.

EXPERIENCE

Three years of increasingly responsible risk management experience involving financial or statistical record keeping, reviewing and processing documents for accuracy and compliance with program requirements, and involving public contact.

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EDUCATION

High School Diploma or equivalent supplemented by two years of college-level coursework in a related field in business or a related field. Additional qualifying experience may be substituted for the education requirement.

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REQUIRED TESTING

Pre-employment Proficiency Test

CERTIFICATES

Valid California driver's license and a driving record acceptable to the district for insurance purposes.

Risk Management Technician

CONTINUING EDUCATION/TRAINING

~~None Specified~~ Ongoing related training as assigned

CLEARANCES

Criminal Justice/Fingerprint Clearance; TB Clearance



Board of Trustees
 Joyce Dalessandro
 Beth Hergesheimer
 Amy Herman
 Maureen "Mo" Muir
 John Salazar

Union High School District

Superintendent
 Rick Schmitt

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

Classified Personnel Commission
 John Baird, Commissioner
 David Holmerud, Commissioner
 Terry King, Commissioner
 Corrie Amador, Director

TO:	Classification Advisory Committee		
PREPARED BY:	Barbara Bass, Human Resources Analyst	CLASSIFICATION:	School Bus Driver
SUBMITTED BY:	Corrie Amador, Director of Classified Personnel	CLASSIFICATION TYPE:	Classified
SUBMITTAL DATE:	1/22/15	SALARY RANGE:	38
Personnel Commission Meeting Date:		2/10/15	
Agenda Item:		Classification - #11	

Background:

The class description for School Bus Driver was reviewed in preparation for recruitment. The description was last updated on May 21, 1998. It was determined the "Licenses and Other Requirements" section does not clearly specify the District's requirements, as specified in the 12-09-2010 memo from the Transportation Department (see attached) and confirmed by the Director of Maintenance, Operations, and Transportation.

The job description currently requires bus drivers to assist in suctioning for a special needs student. Per Chuck Adams, Director of Special Education, and Maryanne Dittman, District Nurse, the driver should not be performing this procedure even in the absence of an aide. It is recommended that the suctioning requirement be removed from the job description.

In addition, the Working Environment section of the description must be updated to reflect the physical and environmental conditions associated with this classification. The JPA of San Diego County Office of Education has provided school districts with model language to include in descriptions. The standards provided by the JPA include the physical demands, auditory and visual requirements and environmental conditions typical to this classification. The proposed changes reflect this recommended language.

Two additional minor updates to the document are needed: the Transportation Operations Supervisor should be changed to the Director of Maintenance Operations and Transportation; the Senior Bus Driver should be changed to Lead School Bus Driver.

Resources:

Dan Love, Director of Maintenance, Operations, and Transportation
 Chuck Adams, Director of Special Education
 Maryanne Dittman, District Nurse
 Joint Powers Authority, San Diego County Office of Education

Recommendation:

It is recommended the School Bus Driver class description be revised as proposed.

Vote by Committee Members:

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

SCHOOL BUS DRIVER

OVERALL JOB PURPOSE STATEMENT

Under the supervision of the ~~Director of Maintenance, Operations and~~ Transportation Operations Supervisor, the job of "School Bus Driver" is performed for the purpose of driving a school bus to transport children between home and school and/or on special trips; ~~provide the general servicing perform daily inspection~~ and cleaning of assigned vehicles.

DISTINGUISHING CHARACTERISTICS

Positions in this class are responsible for the safe and efficient operation of a school bus and for maintaining and enforcing safe and proper passenger behavior while transporting students over a designated route or on field trips. This class differs from the class of ~~Senior~~ Lead Bus Driver in that the latter class ~~provides guidance and direction to drivers and attendants; ensures accurate and timely submittal of driver paperwork; monitors, tracks and reports attendance of drivers and~~ is responsible ~~to for~~ substitute for drivers on any assigned route. ~~The Lead Bus Driver and also~~ requires more experience and a broad knowledge of routes and of the operation of various classifications of buses.

ESSENTIAL JOB FUNCTIONS

- Operates/drives school buses/vans for the purpose of transporting students over scheduled routes, special excursions (field trips), non-school pupils (parks and recreation).
- Instructs/directs/observes pupils for the purpose of enforcing rules, regulations, student safety.
- Verifies/~~collects~~ passes ~~and tickets~~ for the purpose of ascertaining ridership privileges.
- Assists pupils for the purpose of loading and unloading from buses/vehicles, including emergency situations; and ~~providing security during transport~~ enforcing safe and proper passenger behavior.
- Inspects/maintains assigned vehicles (i.e. brake system, oil levels, coolant levels, tire pressure) for the purpose of maintaining a safe running vehicle.
- Documents daily logs and reports, records, accident report/log, field trip records for the purpose of providing communication, safety of children, audit trail, time worked and equipment maintenance.
- Participates in ongoing training for the purpose of completing State and CHP requirements and for maintaining knowledge of and ability to adhere to laws and regulations relating to driving a school bus.
- Operates, as assigned, specialized bus/vans for the purpose of accommodating wheelchairs and equipment needed for students with disabilities.

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- ~~May administer first aid in accordance with established procedures for the purpose of providing appropriate care for injured or ill students or staff.~~
- Recommends procedures to parents, administration, management for the purpose of formalizing policies and/or actions required.
- Cleans interior/exterior of bus i.e. windows, mirrors, seats, floors, ceilings, etc., for the purpose of maintaining good appearance, sanitation and safety.
- ~~Participates in ongoing training for the purpose of completing State and CHP standards and guidelines and for maintaining knowledge of and ability to adhere to laws and regulations relating to driving a school bus.~~
- Assumes responsibilities of bus/van drivers for the purpose of providing relief (i.e. vacation, absences) and ensuring bus service to students be performed on schedule.
- ~~Operates, as assigned, specialized bus/vans for the purpose of accommodating wheelchairs and equipment needed for students with disabilities.~~
- Communicates with parents of ~~disabled~~ students for the purpose of updating and informing them of schedule changes, maintaining a cheerful, professional demeanor toward the public.
- ~~Orient/assist new bus drivers assigned special education routes for the purpose of providing information about procedures followed to assist handicapped student passengers.~~

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OTHER JOB FUNCTIONS

- Perform other related duties as assigned to promote the efficiency and effectiveness of the work unit.

ESSENTIAL JOB REQUIREMENTS – MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE AND/OR ABILITIES

KNOWLEDGE of safe driving practices; California Motor Vehicle Code and Education Code sections applicable to student transportation; record-keeping techniques; ~~c~~City streets and locations; interpersonal skills using tact, patience and courtesy; basic preventive maintenance of District vehicles; emergency evacuation techniques for regular and special education students, including the medically fragile; CPR and basic first aid; ~~suctioning techniques for breathing impaired students required to some positions;~~ basic computer skills to send and receive e-mail messages and to research and print information, such as maps and directions; basic record-keeping and report preparation skills.

ABILITY to drive a bus safely and effectively; maintain discipline of students; understand and follow oral and written directions; read, interpret and follow rules, regulations, policies and procedures; meet schedules and time lines; establish and maintain effective working relationships with others; maintain records and prepare reports; observe legal and defensive driving practices; read and interpret a road map; operate a fire

extinguisher and operate a two-way communication radio.

LICENSES AND OTHER REQUIREMENTS

~~Valid California commercial driver's license Class B or A; current California School Bus Certificate and current medical certificate.~~

↓

GENERAL WORKING CONDITIONS

WORKING ENVIRONMENT

~~Work involves driving a school bus; subject to disciplining students while driving, potential traffic hazards and occasional adverse weather conditions.~~

<p>Physical Demands Frequency Definitions Based on an 8-Hour Day:</p> <p>Never = 0%</p> <p>Seldom = 1-10% (<45 minutes)</p> <p>Occasionally = 11-33% (up to 3 hours)</p> <p>Frequently = 34-66% (up to 6 hours)</p> <p>Continuously = 67-100% (more than 6 hours)</p>
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Occasionally Walking, standing, stooping/bending, squatting/crouching, climbing/balancing, kneeling, pushing/pulling, fingering/fine manipulation, reaching above or at shoulder, and lifting up to 50 lbs when assisting students, wheelchairs; carrying up to 10 lbs. at a distance of 100 ft.

Frequently Twisting back, neck flexion/rotation, handling/simple grasping

Continuously Sitting, power/firm grasping, reaching below shoulder, using hand and foot controls

In an emergency situation, the School Bus Driver must be able to get all students to safety. This may involve lifting, dragging, or carrying a student.

AUDITORY OR VISUAL REQUIREMENTS

Must be able to hear traffic signals/alarms, student voices, two-way radio. Must be able to see near, distant, color and depth.

ENVIRONMENTAL CONDITIONS

Work involves driving a school bus; subject to disciplining students while driving, potential traffic hazards, exposure to dust, gas or fumes, exposure to bus vibration, exposure to body fluids of students and occasional adverse weather conditions.

EDUCATION AND EXPERIENCE

Any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above and experience as a school bus driver or working with children in a structured setting.

REQUIRED TESTING

Pre-employment proficiency test

LICENSES AND OTHER REQUIREMENTS

- 1) California Commercial Driver License, Class A or B, with P and S endorsements, with Restriction 29, and without Restriction 48
- 2) California Special Driver Certificate, valid for school bus operation, and must not have Restrictions 2, 3, 4, and 5. If Restriction 6 is indicated, must present a First Aid Card from an approved provider list (obtain list from SDUHSD Human Resources Department).
- 3) Medical Examiner's Certificate with a valid date
- 4) CA DMV H-6 Driving Report dated within 30 days of application
- 5) Current T-01 card

CONTINUING EDUCATION/TRAINING

Maintenance of applicable certificates and licenses for the safe operation of district vehicles
Ongoing job related training

CLEARANCES

Criminal Justice Fingerprint/Background Clearance; TB Clearance

February 10, 2015

TO: Personnel Commission

FROM: Corrie Amador
Director of Classified Personnel

SUBJECT: Agenda Item #12 – Staff Comments on Personnel Activities

A. Vacancy Report

There are 9 vacancies in 7 different classifications as detailed in the attached "Vacant Positions 2/5/15" report.

B. Employment Listings

Please see the Personnel Lists dated 1/15/15 and 2/5/15, submitted to the Board of Trustees for approval.

C. Project Timeline for Revision of Personnel Commission Rules and Regulations

Included for consideration is a report listing all sections of the current Rules and Regulations, the corresponding section in the CSPCA model rules, and the proposed timeline for conducting a review of each section.

Additionally:

- 1) The proposed plan is for two chapters to be reviewed at each meeting beginning in March.
- 2) Prior to placement on the agenda, the proposed drafts will be provided to the Association and Cabinet on the Monday the week before the agenda is posted.
- 3) It is recommended that Chapter 1 be revised after all other chapters have been reviewed. This will allow for updates and revisions to align with the other chapters before bringing it to the Commission for consideration.
- 4) Following the first read of each chapter at a regular meeting, it is recommended the entire document be submitted to the Commission for second reading and adoption at the November meeting. Procedurally, this will allow for ongoing adjustments by the Commission if needed.

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
VACANT POSITIONS 02/05/15**

Classified Personnel

Prepared for the 02/10/15 Personnel Commission Meeting

Current/pending vacancies in seven different job classifications

Job Classes	Vacancy Count	SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
1	1	DO	AJ536	Information Systems Support Technician	40.00	1.00	
2	2	MO	AA193	Grounds Maintenance Worker II	40.00	1.00	
3	3	MO	AE792	Grounds Maintenance Worker - Applicator	40.00	1.00	Selection week of 2/16/15
4	4	BO	AI128	Construction Contracts Analyst	40.00	1.00	
5	5	SDA	A1750	Nutrition Services Transporter I	10.00	0.25	
6	6	EW	AE422	Health Technician	19.50	0.49	Selection week of 2/16/15
7	7	Trans	AJ470	School Bus Driver	20.00	0.50	
	8	Trans	AJ471	School Bus Driver	20.00	0.50	
	9	Trans	AJ472	School Bus Driver	20.00	0.50	

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Ruiz Jr., Vicente**, Custodian Floater, SR33, 100% FTE, Facilities, effective 1/06/15
2. **Tirado, Eddie**, Custodian, SR32, 100% FTE, Facilities, effective 1/06/15

Change in Assignment

1. **Haragos, Shelley**, from Instructional Assistant-SpEd(NS), SR34, 48.75% FTE, Diegueno Middle School to 75.00% FTE, effective 12/08/2014
2. **Kinnare, Carolyn**, from Health Technician, SR35, 48.75% FTE, Earl Warren Middle School to Receptionist, SR 32, 100.00% FTE, La Costa Canyon High School, effective 12/04/14
3. **Marden, Jason**, from Custodian Floater, SR33, 100.00% FTE, Facilities to Maintenance Worker II, SR40, 100.00% FTE, Facilities, effective 12/22/14

Resignation

1. **Bhagwat, Loveena**, Secretary, SR36, 75.00% FTE, District Office-Education Services, effective 01/09/15
2. **Correa, Aurelia**, Custodian, SR32, 100.00% FTE, San Dieguito High School Academy, effective 12/04/14
3. **Herbias, Ruben**, Grounds Maintenance Worker II, SR39, 100.00% FTE, Facilities, resignation for the purpose of retirement, effective 12/30/14

sj
1/15/15
classbdagenda

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Romero, Carmen**, Custodian, SR32, 100% FTE, San Dieguito High School Academy, effective 1/06/15

Change in Assignment

1. **Macon, Katherine**, from Instructional Assistant-SpEd(NS), SR34, 37.50% FTE, Diegueno Middle School to 48.75% FTE, effective 01/08/15

Resignation

1. **Mendoza, Mariela**, Instructional Assistant-SpEd(NS), SR34, 48.75% FTE, Coastal Learning Academy, effective 01/30/15
2. **Tanaka, Kelvin**, Grounds Maintenance Worker II, SR39, 100.00% FTE, Facilities, resignation for the purpose of retirement, effective 06/12/15

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2/5/15
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**SDUHSD - Personnel Commission
Rules Revision Project Timeline**

Section	Section Title	Corresponding CSPCA Model Rule(s)	To Association/ Administration	Agenda Posted	1st Read
Chapter 2 - THE PERSONNEL COMMISSION					
2.1	Establishment of the Personnel Commission and Membership	Chapter 2	2/23/2015	3/5/2015	3/10/2015
2.2	Appointment of Commissioner	2.1.1, 2.1.2			
2.3	Terms of Commissioners	2.1.1			
2.4	Officers of the Commission	2.1.3			
2.5	Quorum	2.1.4			
2.6	Regular Meeting	2.2.1			
2.7	Special Meetings	2.2.2			
2.8	Public Meetings	2.2.4			
2.9	Closed Session	2.2.5			
2.10	Prohibition of Commission Gathering Privately	Brown Act (54952.2)			
2.11	Commission Compensation				
2.12	Agenda and Supporting Data	2.2.4, 2.4			
2.13	Commission Minutes	2.2.7			
2.14	Status of Commission Employees	2.3.1			
2.15	General Duties of the Personnel Director	2.3.2			
2.16	Commission Budget	2.5			
2.17	Annual Report	2.6			
2.18	Counsel for the Commission	2.7			
2.19	Violation of Education Code				
Chapter 3 - CLASSIFICATION					
3.1	Positions Included in the Classified Service	3.1, 3.1.2, 3.1.3	2/23/2015	3/5/2015	3/10/2015
3.2	Positions Excluded from the Classified Service	3.1.1			
3.3	Employment of Professional Experts and Community	3.2			
3.4	Assignment of Duties	3.2.1			
3.5	Classification Plan	3.2.2			
3.6	Class Specifications	3.3			
3.7	Interpretation of Class Specifications	3.4			
3.8	Classification of New Positions	3.4.7			
3.9	Working Out of Classification	3.7			
3.10	Changes in Duties of Positions	3.6			
3.11	Effect of Classification Changes on Incumbents	3.8.1-3.8.10			
3.12	Review of Positions	3.7.1			

**SDUHSD - Personnel Commission
Rules Revision Project Timeline**

Section	Section Title	Corresponding CSPA Model Rule(s)	To Association/ Administration	Agenda Posted	1st Read
3.13	Effective Date of Reclassification	3.8.4			
3.14	Positions Requiring Multiple Languages	3.5.1			
Chapter 4 - RECRUITMENT BULLETINS AND APPLICATIONS					
4.1	Policy Regarding Conducting Examinations	5.1	3/30/2015	4/9/2015	4/14/2015
4.2	Pre-Examination Information				
4.3	Competitive Basis for Examinations	5.4.1			
4.4	Recruitment Bulletins and Notice of Examinations	5.2			
4.5	Recruitment Programs				
4.6	Filing of Applications	4.1.2			
4.7	General Qualifications of Applicants	4.1.3			
4.8	Disqualification of Unfit Applicants, Candidates, Eligibles	4.2			
4.9	Rejection and Appeal of Rejection	4.2.2			
4.10	Action When Rejection is not Sustained				
4.11	Confidentiality of Information	5.6			
4.12	Veterans' Preference	5.5.4			
Chapter 5 - EXAMINATIONS					
5.1	Purpose and Character of Examinations		3/30/2015	4/9/2015	4/14/2015
5.2	Examination Procedures	5.4.2			
5.3	Examination Values	5.5.2			
5.4	Rating Required	5.5.1			
5.5	Notice of Examinations				
5.6	Review of Examinations	5.6.3, 5.7.1, 5.7.2			
5.7	Examination Papers	5.6			
5.8	Qualifications Appraisal Interview	5.4.2			
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11/10/15 Anticipated Date for full adoption of the revised Rules and Regulations