

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

Regular Meeting Agenda

4:00 P.M., May 5, 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 Agenda

4:00 P.M., May 5, 2015
710 Encinitas Boulevard, Encinitas, CA 92024
District Office Board Room 101

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER Commission Chairperson

2. PLEDGE OF ALLEGIANCE

3. Approval of the Agenda for the May 5, 2015, Personnel Commission Regular Meeting.

Motion by _____, second by _____, to approve the agenda for the May 5, 2015, Personnel Commission Regular Meeting.

4. Approval of the Minutes for the April 14, 2015, Personnel Commission Regular Meeting.

Motion by _____, second by _____, to approve the minutes for the April 14, 2015, Personnel Commission Regular Meeting.

ACTION ITEMS (See Supplements)

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. Motion by _____, seconded by _____, to establish an Eligibility List for Custodian, SR-32, Open/Promotional-Dual Certification, six months eligibility

B. Motion by _____, seconded by _____, to establish an Eligibility List for Accounting Assistant, SR-40, Open/Promotional-Dual Certification, six months eligibility.

C. Motion by _____, seconded by _____, to establish an Eligibility List for Administrative Secretary-Middle School, SR-38, Open/Promotional, six months eligibility.

D. Motion by _____, seconded by _____, to establish an Eligibility List for Nutrition Services Assistant I, SR-25, Open/Promotional-Dual Certification, six months eligibility.

E. Motion by _____, seconded by _____, to establish an Eligibility List for School Plant Supervisor-Middle School, SR-39, Promotional, six months eligibility.

6. ELIGIBILITY LISTS TO BE APPROVED

A. Motion by _____, seconded by _____, to approve an Eligibility List for Grounds Maintenance Worker II, SR-39, Promotional, six months eligibility, from 4/15/15.

- B. Motion by _____, seconded by _____, to approve an Eligibility List for Grounds Maintenance Worker Applicator, SR-40, Open/Promotional, six months eligibility, from 4/15/15 .
- C. Motion by _____, seconded by _____, to approve an Eligibility List for Administrative Assistant-High School, SR-44, Open/Promotional, six months eligibility, from 4/17/15.
- D. Motion by _____, seconded by _____, to approve an Eligibility List for Instructional Assistant Special Education (Non Severe), SR-34, Open/Promotional-Dual Certification, six months eligibility, from 4/23/15.

7. APPROVAL OF CLASS DESCRIPTION REVISIONS

- A. Lead Library/Media Technician
 - 1. Motion by _____, seconded by _____, to approve a title change from Lead/Library Media Technician to Learning Commons Technician.
 - 2. Motion by _____, seconded by _____, to approve class description revisions for the Learning Commons Technician classification as shown in the attached supplements.
- B. Risk Management Technician
 - Motion by _____, seconded by _____, to approve class description revisions for the Risk Management Technician classification as shown in the attached supplements.
- C. Human Resources Technician
 - Motion by _____, seconded by _____, to approve class description revisions for the Human Resources Technician classification as shown in the attached supplements.
- D. Grounds Maintenance Worker I
 - Motion by _____, seconded by _____, to approve class description revisions for the Grounds Maintenance Worker I classification as shown in the attached supplements.
- E. Grounds Maintenance Worker II
 - Motion by _____, seconded by _____, to approve class description revisions for the Grounds Maintenance Worker II classification as shown in the attached supplements.
- F. Nutrition Services Transporter I
 - Motion by _____, seconded by _____, to approve class description revisions for the Nutrition Services Transporter I classification as shown in the attached supplements.
- G. Nutrition Services Transporter II
 - Motion by _____, seconded by _____, to approve class description revisions for the Nutrition Services Transporter II classification as shown in the attached supplements.

8. 2015-16 PROPOSED PERSONNEL COMMISSION BUDGET

- A. Open Public Hearing
- B. Call for Public Comment
- C. Close Public Hearing
- D. Approval of 2015-16 Proposed Personnel Commission Budget
Motion by _____, seconded by _____, that the 2015-16 Personnel Commission Budget be approved as proposed.

9. ADOPTION OF REVISED PERSONNEL COMMISSION RULES

A. CHAPTER 2

A revised draft for revisions to Chapter 2 is submitted for adoption.

Motion by _____, seconded by _____, that the revisions to Chapter 2 of the Personnel Commission Rules be adopted as proposed.

B. RULE 6.1

A draft for revision to Rule 6.1 is submitted for adoption.

Motion by _____, seconded by _____, that the revision to Rule 6.1 of the Personnel Commission Rules be adopted as proposed.

DISCUSSION/INFORMATION ITEMS (See Supplements)

10. PERSONNEL COMMISSION RULES – CHAPTER 3

A revised draft proposal for revisions to Chapter 3 is submitted for additional discussion. The supplements include a legal opinion regarding implementing a reclassification.

This item will be placed on the Personnel Commission agenda for approval at the June 9, 2015 meeting.

11. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report
- B. Employment Listing

12. CORRESPONDENCE

Thank you letter to Chief Umbel for use of facility

13. PUBLIC COMMENTS

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

14. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, June 9, 2015, at 4:00 P.M. in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

15. ADJOURNMENT

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

Regular Meeting Minutes

4:00 P.M., April 14, 2015
710 Encinitas Boulevard, Encinitas, CA 92024
District Office Board Room 101

REGULAR MEETING/OPEN SESSION

1. Call to Order
The meeting was called to order at 4:00 P.M. by John Baird, Commission Vice Chairperson.
2. Pledge of Allegiance
The pledge of allegiance was led by Commissioner Baird.

Members in Attendance

John Baird

Terry King

David Holmerud attended telephonically from Vigilant Hose Company, 25 West Main Street, Emmitsburg, MD 21727.

Votes were taken by roll call.

Staff in Attendance

Corrie Amador, Director

Guests

Alex Guerrero

Torrie Norton

Carmen Blum

Tina Peterson

Debbie Johnson

Sheila Graciano

3. Approval of the Agenda for the April 14, 2015, Personnel Commission Regular Meeting.
Motion by TERRY KING, second by DAVID HOLMERUD, to approve the agenda for the April 14, 2015, Personnel Commission Regular Meeting.
Passed unanimously.
4. Approval of the Minutes for the March 10, 2015, Personnel Commission Special Meeting.

Motion by DAVID HOLMERUD, second by TERRY KING, to approve the minutes for the March 10, 2015, Personnel Commission Special Meeting.

Passed unanimously with one correction on page 4.

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE ESTABLISHED
 - A. Motion by TERRY KING, seconded by DAVID HOLMERUD, to establish an Eligibility List for Custodian - Floater, SR-33, Open/Promotional, six months eligibility.
Passed unanimously.

- B. Motion by DAVID HOLMERUD, seconded by TERRY KING, to establish an Eligibility List for Instructional Assistant Special Education (Non-Severe), SR-34, Open/Promotional – Dual Certification, six months eligibility.
Passed unanimously.
- C. Motion by TERRY KING, seconded by DAVID HOLMERUD, to establish an Eligibility List for Secretary, SR-36, Open/Promotional, six months eligibility.
Passed unanimously.
- D. Motion by DAVID HOLMERUD, seconded by TERRY KING, to establish an Eligibility List for Theater Technician, SR-41, Open/Promotional - Dual Certification six months eligibility.
Passed unanimously.
- E. Motion by TERRY KING, seconded by DAVID HOLMERUD, to establish an Eligibility List for Facilities Planning Analyst, SR-62, Open/Promotional – Dual Certification, six months eligibility.
Passed unanimously.

6. ELIGIBILITY LISTS TO BE APPROVED

- A. Motion by DAVID HOLMERUD, second by TERRY KING, to approve an Eligibility List for Information Systems Support Technician, SR-44, Promotional, six months eligibility.
Passed unanimously.
- B. Motion by TERRY KING, second by DAVID HOLMERUD, to approve an Eligibility List for Accounting Technician, SR-42, Open/Promotional – Dual Certification, six months eligibility.
Passed unanimously.
- C. Motion by DAVID HOLMERUD, second by TERRY KING, to approve an Eligibility List for Administrative Assistant, SR-42, Promotional, six months eligibility.
Passed unanimously.
- D. Motion by TERRY KING, second by DAVID HOLMERUD, to approve an Eligibility List for Nutrition Services Transporter I, SR-27, Open/Promotional, six months eligibility.
Passed unanimously.

DISCUSSION INFORMATION ITEMS (See Supplements)

7. REVIEW OF 2015-16 PROPOSED PERSONNEL COMMISSION BUDGET

The Personnel Commission reviewed the 2015-16 proposed budget. It was recommended the amount proposed for Object 5200-020 Conference, Workshop, Seminars be increased from \$4,900 to \$7,000 due to increased travel costs to attend the Annual Conference in Anaheim. A public hearing and adoption will take place at the May 5, 2015, Regular meeting.

8. CHAPTER 2 AND CHAPTER 3 RULE REVISIONS

The Personnel Commission reviewed the proposed changes recommended as part of the March 10, 2015 Regular meeting. There were minor changes recommended for Chapter 2. A second read and adoption were scheduled for the May 5, 2015, Regular meeting. The Commission requested a legal opinion be obtained regarding Rule 3.13, "Effective Date of Reclassification," as to whether the Commission could reclassify a position retroactively. Chapter 3 will be brought back for additional discussion.

9. FIRST READ: PERSONNEL COMMISSION RULE 6.1

A draft revision to Rule 6.1 was discussed. A second read and adoption were scheduled for May 5, 2015.

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

The Personnel Commissioners' packets included for review and discussion:

- A. Vacancy Report
- B. Employment Listing

11. CORRESPONDENCE There was no correspondence.

12. PUBLIC COMMENTS

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

California School Employees Association – None

San Dieguito Union High School District –

Torrie Norton reported the District Office is going green and has removed the drinking fountain, which will be replaced with a filtered water station. Bottled waters will no longer be provided at meetings.

Public Comments – None

13. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, May 5, 2015, at 4:00 PM in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

14. ADJOURNMENT TO CLOSED SESSION

Personnel Commission meeting adjourned to Closed Session at 4:54 P.M. to discuss the evaluation of the Director.

15. ADJOURNMENT

There was no action to report from closed session.
The meeting adjourned at 5:07 P.M.

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

**Effective: 04/15/15
Expiration: 10/15/15**

Grounds Maintenance Worker II

Rank	First	Last
1	James	Rincon
2	Juan	Chesus
3	Eric	Crain
4	Brent	Graciano

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

Effective: 4/15/15
Expiration: 10/15/15

Grounds Maintenance Worker Applicator

	Rank	First	Last
Open	1	Deana	Smith

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

**Effective: 04/17/15
Expiration: 10/17/15**

Administrative Assistant - High School

Promotional

Rank	First	Last
1	Kristine	Gotta
2	Grace	Lisle

Open

Rank	First	Last
1	Stephanie	Biggs
2	Cynthia	McBurnett

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

**Effective: 04/23/15
 Expiration: 10/23/15**

Instructional Assistant Special Education Non Severe

	Rank	First Name	Last Name
Open	1	Erin	Achartz
Open	1	Sarah	Ishii
Open	2	Mary	Helmen
Open	3	Carol	Liebentritt
Open	3	Mallory	Williams
Open	4	Lauralynn	Briches
Open	5	Crescencio	Avila
Open	5	Patricia	Terry
Open	6	Iliana	Muckle
Open	6	Rubi-Idaly	Rivera



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

Revised and updated for submission to the Personnel Commission.

TO:	Classification Advisory Committee		
		CLASSIFICATION:	Lead Library/Media Technician
PREPARED AND SUBMITTED BY:	Corrie Amador Director of Classified Personnel	CLASSIFICATION TYPE:	Classified
SUBMITTAL DATE:	4/23/15	SALARY RANGE:	40
Personnel Commission Meeting Date:		5/5/15	
Agenda Item:		Classification #7A	

Background Information

In preparation for an upcoming retirement in the classification, Personnel Commission staff has reviewed the Lead Library/Media Technician description. The description was last updated for content in July 2007 and is need of revision prior to recruitment.

First, as part of the bond work, the Library/Media Centers are being upgraded to create spaces that are more conducive to student learning. The centers have been redesigned with less book shelves and heavy, static furniture, and are now more open to encourage students to meet and engage in collaborative academic activities for whole classrooms or small groups. The facility redesign mirrors changes occurring at the university level such as CSU San Marcos, Cuesta, and San Jose. In following the universities' lead, the District has decided to rename the Library/Media Centers, the Learning Commons. In response to this change, the draft proposed replaces all references to Library Media Center with Learning Commons. It is also recommended the title Lead Library/Media Technician be retitled to Learning Commons Technician.

The second focus is the evolution of student and staff access to technology such as eBooks in addition to print books. Students are now able to access thousands of titles through Overdrive, an on-line collection of digital books made available to our students. The Technicians are still responsible for ordering, receiving, and displaying print materials for student use, however, this function has decreased as there has been a significant shift towards eBooks access. The proposed draft further recognizes the changes in technology used in the Learning Commons and removes antiquated wording such as the broadcast media system (Dynacom). The Technicians have always assisted students and staff with using a variety of software and electronic devices in the Learning Commons, which includes multimedia and computing peripherals (Chrome books, printers, projectors, etc.). Staff receives training from the District Library/Media Coordinator in the four job-alike meetings scheduled each year as well as updates through the District's TOSA for Technology and Learning and training through the San Diego County Office of Education.

In addition, the Working Environment section of the description has been updated to align with standards recommended by the JPA of San Diego County Office of Education.

Sources of Information

Initial interviews with 4 Lead Library/Media Technicians with follow up solicitation of input from all Technicians
 District Library/Media Coordinator
 Executive Director of Educational Services
 Joint Powers Authority, San Diego County Office of Education
 Comparable Districts in San Diego County, San Diego County Office of Education, Mira Costa Community College

Salary Compensation Review

District	Salary Range	Job Title	Minimum	Maximum
Carlsbad	19	Library Media Technician	\$35,006	\$49,254
Sweetwater UHSD	50	Library Media Technician	\$38,508	\$47,376
Grossmont UHSD	40	Library Technician	\$36,562	\$46,384
San Marcos USD	45	Library Media Technician III	\$35,844	\$45,696
Vista USD	47	Library Media Technician II-MS/HS	\$34,786	\$44,529
Escondido UHSD	25	Library Media Technician	\$32,718	\$43,826
Oceanside USD	21	Library Media Technician	\$34,427	\$43,697
Poway USD	24	Library Media Technician - Secondary	\$31,908	\$38,868
Poway USD	24	Library Media Computer Resource Technician	\$31,908	\$38,868
Ramona USD	18	Library Technician	\$27,144	\$34,757
Average			\$33,881.15	\$43,325

SDUHSD	40	Lead Library Media Technician	\$38,368	\$49,225
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Note: Mira Costa Community College was not included. They utilize the Library of Congress system, and positions range from Library Tech I-III, Public Services and Technical Services (starting salary \$50k); Media Services Tech Specialist and Aide (starting salary \$43k)

Recommendation

It is recommended the Lead Library/Media Technician classification be retitled to Learning Commons Technician and the revisions to the description be approved. There is no recommendation for salary reallocation.

Vote by Committee Members:

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

LEARNING COMMONS TECHNICIAN**LEAD LIBRARY MEDIA TECHNICIAN****OVERALL JOB PURPOSE STATEMENT**

Under the direction of a site administrator and/or the technical review of ~~an assigned~~ the District Library/Media ~~Specialist~~ Coordinator, the job of ~~Lead Library Media~~ a Learning Commons Technician is ~~done for the purposes of~~ coordinating the work at a site ~~Library/Media Center~~ Learning Commons, performing a variety of complex technical and clerical ~~services and~~ duties in support of the acquisition, processing, cataloging, use, maintenance, circulation and record-keeping associated with ~~print and digital~~ materials in the ~~Library/Media Center~~ Learning Commons; assisting with the operation and support of ~~a broadcast media system~~ electronic media and devices, maintaining library and media collections including processing ~~and cataloging~~ acquisitions ~~and cataloging materials~~; and providing guidance and direction to assist students and teachers in utilizing ~~library~~ learning commons resources.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: the ~~Library Media~~ Learning Commons Technician series is responsible for the ~~proper cataloging and listing processing~~ of new items, ~~including and~~ searching for appropriate ~~standard~~ resource materials to ~~obtain necessary~~ locate relevant and current information, ~~directly assisting and guiding students and staff~~, and monitoring and maintaining electronic devices. Incumbents must be knowledgeable ~~both~~ about ~~items~~ available resources, ~~in the center, including computer based and other electronic media and references (e.g. CD's, DVD's, etc.), and relevant sites on the world wide web in order to assist students and teachers to identify and locate from the collection or from the Internet~~ and appropriate materials to support educational activities, ~~and be able to support the center's broadcast media system.~~ such as the Internet, online databases, eBook access, various software and applications, and electronic media in order to assist students and teachers to identify and locate appropriate materials to support educational learning activities. The class of ~~Lead Library Media~~ Learning Commons Technician ~~is assigned to a site that does not have a full-time Library/Media Specialist on staff and therefore the position~~ functions with greater independence and has ~~more full~~ responsibility for work coordination, and oversight of program functions and leadership in ensuring students ~~and staff~~ understand and use the collection and databases effectively to undertake research ~~than is required of the related class of Library Media Technician.~~

ESSENTIAL FUNCTIONS

- Coordinates and organizes the functions and tasks of a site ~~Library/Media Center~~ Learning Commons in support of the site's overall educational program as directed by a site administrator ~~and the District Library Media Coordinator.~~
- Coordinates with ~~District Library Media Coordinator~~, site administrators and department chairs for requisitioning educational materials designated for addition to the site's collection.
- Communicates with District personnel ~~and outside agencies~~ to exchange information, to ~~assist in coordinate activities, and to resolving~~ resolve issues or concerns related to ~~library~~ learning commons activities, purchase orders, instructional support materials, and equipment usage.

LEARNING COMMONS TECHNICIAN

- ~~Plans and organizes displays and other~~ Supports activities which ~~to~~ raise student and staff awareness, engagement ~~of~~ and use of the ~~Library/Media Center Learning Commons~~ resources, such as maintaining and updating the website, promoting learning opportunity programs (i.e tutoring, student academic partnerships, etc.) and other engagement initiatives.
- ~~Updates library/media center's information on school site's web pages to support students' use of the facility and collection.~~
- ~~Operates, programs and modifies the closed-circuit broadcast and DynaCom systems assigned for the purpose of maintaining scheduled programming.~~
- Identifies/corrects minor technical problems and user operation errors for the purpose of reestablishing system reliability.
- Provides guidance and direction to students and staff regarding available resource materials, how to source materials, and how to operate various equipment and electronic devices.
- ~~Orients and guides users in correct operation of library resources including computers and research databases and other software for the purpose of minimizing user operation errors and system downtime.~~
- ~~Assists teachers, students, and other personnel for the purpose of identifying and locating resources materials for use in classroom and/or class assignments.~~
- Demonstrates media systems and equipment (e.g. classification system, on-line catalogs, subject-specific web sites on the internet, care of materials, etc.) to students for the purpose of educating them on the proper use of the ~~library~~ learning commons resources.
- Directs activities of student ~~library~~ aides and parent volunteers for the purpose of orienting them and monitoring their adherence to ~~library~~ learning commons procedures and ~~circulation~~ tasks.
- Distributes various ~~books and media resources and materials~~ for the purpose of providing requested classroom reference materials.
- Inventories equipment and materials in ~~library~~ learning commons collection and monitors levels for the purpose of documenting losses and/or maintaining availability of materials and adequate quantities for operations.
- ~~Monitors inventory levels of textbooks, instructional materials, and other Library/Media Center supplies and items for the purpose of ordering/reordering to maintain adequate quantities for operations.~~
- Monitors student behavior and ~~computer~~ usage of digital devices in the ~~media center~~ learning commons for the purpose of enforcing standards that contribute to the use of the facility in accordance with ~~the media center~~ policies and practices.

LEARNING COMMONS TECHNICIAN

- Performs circulation activities (e.g. item check-in and check-out, prepare circulation count, lists of overdue items) for the purpose of controlling the use, location and availability of items in the collection.
- Prepares ~~library/media center~~ files, lists and records for the purpose of keeping information current and relevant to patron requests.
- ~~Prepares~~ Assists the District Library Media Coordinator by preparing information for reports for the purpose of providing statistical and operational information.
- ~~Coordinates the processing of requisitions (e.g. books, periodicals, films, invoice verification, etc.) for the purpose of ordering, receiving and inventorying new print and non-print items for the collection.~~
- Assists students in researching availability of materials and media for the purpose of selecting appropriate items for assigned projects.
- Coordinates and participates in cataloging and processing library materials using appropriate software for the purpose of integrating new materials into the collection. In collaboration with the District Library Media Coordinator, ensures that materials ordered are age appropriate, conducting research as needed.
- Ensures accuracy and currency of collection catalogs and ~~information databases~~ resources to provide maximum benefit to students.
- Schedules and distributes ~~audio-visual, television, computers and other~~ electronic and media-related equipment and materials for the purpose of ensuring the effectiveness of media programs and services.
- Ensures repair or replacement of damaged materials and/or equipment to maintain operational readiness of the ~~library/media center~~ learning commons. Calculates and collects fees for lost items.
- Attends meetings and workshops and engages in other forms of professional development to increase knowledge of the field and to keep current with the evolving delivery systems that provide access to information and the resources available to students and staff.
- Assists in the performance of other related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**~~SKILLS~~, KNOWLEDGE, SKILLS AND ABILITIES**

SKILLS are required to perform multiple, non-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/~~troubleshooting/training others to use~~ a variety of office, ~~electronic devices~~ and ~~multimedia equipment including~~ ~~computers~~, related applications; the Internet and associated tools.

LEARNING COMMONS TECHNICIAN

~~typewriters, calculators, copiers, microfiche reader/printer, audio-visual equipment, laminating presses, book charger, spine labelers and binders.~~

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: technical library processes related to the acquisition and classification of materials; library terminology and standard practices; **software related to digital collections**; Internet sites relevant to the ~~media center~~ collection and activities; ~~Dewey Decimal classification system~~; standard ~~library~~ reference sources; popular, **current literary trends, Young Adult literature**, and classical ~~books literature~~ and their authors; ~~operation, use and programming of broadcast media system~~; correct English usage, grammar, spelling, punctuation and vocabulary; ~~operation of a computer terminal and library-specific hardware and software~~ operation and use of office equipment, computer software, hardware and associated applications, the Internet and associated tools and electronic media devices; **effective research strategies and available resources**; and record-keeping techniques; work coordination and priority in a ~~library/media center~~ **Learning Commons**.

ABILITY is required to schedule activities and/or meetings **to ensure maximum use of the facility**; gather, collate, and/or classify data; ~~and use basic, job-related equipment~~. Flexibility is required to independently work with others in a wide variety of circumstances, **under pressure and with frequent interruptions**; work with data utilizing specific, defined processes; work with similar types of data; and operate equipment using standardized methods. Ability is also required to work with ~~a diversity of diverse~~ individuals and/or groups. In working with others, independent problem solving is required to **provide customer service**, analyze issues, assign and coordinate work activities, and create action plans. Problem solving with data **and people** may require independent interpretation; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include the ability to perform a variety of technical ~~library~~ duties related to the cataloging and processing of print and non-print library materials; perform complex clerical work with speed and accuracy; catalog ~~library~~ materials according to established rules and regulations; ~~perform searches of internet sites to catalog items and to guide~~; **adapt easily and readily to new technologies, keep current with trends in instructional technology and the application of new information technologies**; direct, and assist students and staff with their information needs; **address student behavior issues**; train and provide work direction to others; perform reference and research work; ~~operate, maintain and provide instructions on the use of site broadcast media system~~; understand and follow oral directions; establish and maintain effective working relationships with others; work cooperatively with others; maintain records; and communicate effectively both orally and in writing.

RESPONSIBILITY

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; 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 organization's services.

LEARNING COMMONS TECHNICIAN

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 45% walking and 35% standing. The job is performed under minimal temperature variations, in a generally hazard free environment, and in varying atmospheric conditions.

The usual and customary methods of performing the job's functions requires working in a learning commons environment which is a large space or another district site to conduct work. The job functions require the following physical demands:

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

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

Seldom or Occasionally	Stooping/bending, squatting/crouching, twisting back, ,hand controls, lifting and carrying up to 75 pounds with or without assistance at waist height up to 20 feet; sitting up to 15 minutes
Occasionally	Shelving books, pushing/pulling carts, tables, chairs; climbing, balancing, neck flexation/rotation, fingering/fine manipulation, power/firm grasping, reach at, above and below shoulder
Occasionally or Frequently	Lifting and carrying up to 50 pounds with or without assistance at waist height up to 25 feet, handling/simple grasping, pushing/pulling
Frequently or Continuously	Intervals: walking up to 30 minutes, standing up to 10 minutes

AUDITORY OR VISUAL REQUIREMENTS

Vision ability to see near, distant, color, depth and peripherally

ENVIRONMENTAL CONDITIONS

There is the potential for exposure to dust on shelves/books; uses a ladder or step stool to reach for objects.

EXPERIENCE

Job related experience is required, typically a At least two years of experience performing complex clerical and technical duties in a library/media center/learning commons operation, including circulation and cataloging of collection items and assisting users with their research requests and use of other library print and electronic resources. Experience in a school library, media center, learning and/or information commons is highly preferred.

EDUCATION

High School diploma or equivalent, supplemented by courses in library technology. An Associate of Arts, or a Certificate of Completion of a course of study, in Library Technology is preferred. Additional

LEARNING COMMONS TECHNICIAN

qualifying experience demonstrating the required knowledge, skills and abilities to perform the job may be substituted for the preferred education.

REQUIRED TESTING

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

CERTIFICATES/LICENSES

California Class C ~~driver's~~ **Driver's license** ~~License~~ **required**. Position is ~~required~~ occasionally **required** to travel to the District Office, other school sites, or the County Office of Education in order to attend meetings, seminars and other training.

CONTINUING EDUCATION/TRAINING

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

CLEARANCES

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



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Union High School District

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

Revised and updated for submission to the Personnel Commission.

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 Resubmitted 2/26/15 Resubmitted 4/23/15	SALARY RANGE:	42
Personnel Commission Meeting:	2/10/15		
Personnel Commission Meeting Resubmission Date:	5/5/15		
Agenda Item:	Classification #7B		

Background Information

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 the incumbent in this class was not listed in the 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 description required significant revision; therefore, rather than submit one document with numerous strikethroughs, a new document has been created. Both the current description and the proposed draft are attached.

Salary Compensation Review

As part of a review of this classification, Personnel Commission staff conducted a salary compensation review. The findings from the review indicate there is no match for the duties and scope of responsibility as it relates to SDUHSD Risk Management Technician.

In Carlsbad Unified, Oceanside Unified, Ramona Unified, and San Marcos Unified the duties are distributed among multiple positions. They do not have a single classification responsible for this work. For example, in Ramona, the Personnel Technician, Administrative Assistant to the Assistant Superintendent and the Assistant Superintendent each handle different aspects of this work.

Escondido Union High, Grossmont, Poway, and Sweetwater districts each have a Risk Management Specialist. These positions are expected to perform higher level, more complex work than the position of Risk Management

Technician. For example, each of these positions includes full range of responsibility with workers' compensation including responsibility for managing their Return-To-Work programs, maintaining data on leased/lease-purchase buildings, portables and equipment; preparing property endorsement requests, updating the Site Statement of Values for insurance underwriting and coverage records, assembling and submitting annual insurance underwriting surveys to the Joint Powers Authority; preparing and delivering staff training; participating on accident review panels, reviewing facts, listening to testimony and determining whether accidents were preventable; operating specialized equipment such as sound and light meters, air quality testers, humidity and temperature meters, and force gauges; reviewing supervisor reports and workers' compensation claims from legal and prevention standpoints; and preparing, submitting, monitoring and coordinating Student Accident Insurance claims. These duties are not within the scope of responsibility of SDUHSD Risk Management Technician.

Mira Costa, San Diego County Office of Education and Vista Unified School District each have management level positions that are responsible for these duties and are therefore not a match.

Staff reviewed the following classifications at San Diego County Office of Education:

Risk Management Technician II: acts as a liaison to districts with primary responsibility in benefits and workers' compensation

Claims Adjuster: responsible for investigation, evaluation, and negotiation of claims for auto and general liability litigated files for all JPA members

Claims Examiner: administration of the self-funded indemnity fringe benefit plans; analyzes and adjusts health, dental, and vision claims; administers payment of claims

Claims Investigator: investigates diverse, complex and sensitive claims and lawsuits filed against the JPA member districts

Loss Control Analyst (not an active classification): development, implementation, and evaluation of loss control and safety programs for the JPA member districts related to fire, student, public, occupational, motor vehicle, and physical plant safety; conducts site/facility inspections and accident investigations; provides consultation to member school districts to assist in preserving life, property and financial assets.

In summary, the SDUHSD Risk Management Technician job duties are focused on insurance, property and liability claims at a Technician level under the direction of the Director of Purchasing/Risk Management. Other school district job descriptions also include workers' compensation and/or employee benefits responsibilities, which requires additional knowledge in other disciplines. Salary ranges for jobs that had higher level responsibility for risk management duties as well as a broad scope of workers' compensation and/or benefits were equal to or, justifiably, \$2,000 - \$4,000 above the SDUHSD's Risk Management Technician annual salary range. Due to the structure of the work being performed and the division of responsibilities between the Technician and the Director, no salary change is recommended for the Risk Management Technician classification.

Sources of Information

Christina Bennett, Director of Purchasing/Risk Management

Joint Powers Authority, San Diego County Office of Education

Comparable districts in San Diego County, San Diego County Office of Education, and Mira Costa Community College

Recommendation

- 1) It is recommended that references to workers' compensation duties be removed from the Risk Management Technician's job description.

- 2) It is recommended that the job description outline the Essential Functions as detailed in the proposed draft job description.
- 3) It is recommended that the Working Environment section be revised to align with the JPA, Standards for Working Conditions.
- 4) It is recommended that the Education and Experience sections be updated to provide clarity regarding the minimum qualifications for the classification and align with other lateral classifications.
- 5) There is no salary recommendation; however, CAC requests further study of internal alignment.

*Vote by Committee Members:

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

*The changes to the description were agreed upon by the CAC with the request for further study of internal alignment.

Risk Management Technician

OVERALL JOB PURPOSE STATEMENT

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

ESSENTIAL FUNCTIONS

- Support management in the processing of incoming liability and property loss 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.
- Support management in the investigation of injuries, vehicle and public accident incidents; assure proper procedures are followed; assist with the review and follow-up of injury and loss reports with a focus on prevention.
- 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; distributes a variety of risk management related information to staff and community members; maintain supply and equipment records.
- Assure payments from 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 preparation for pre-trial discovery and depositions; schedule conference rooms and witnesses for depositions.

Risk Management Technician

- 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 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 coverage, additional insured endorsements and risk-transfer agreements; arrange for issuance of Certificates of Insurance for outside agencies and contractors; review agreements, facility use permits and consultant contracts for proper insurance requirements.
- Provide monitoring support of expenses and contracts for a variety of programs such as General Property and Liability, Excess Liability coverage; prepare and submit requisitions and monitor expenses for 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.
- Coordinate AED maintenance with school sites and order AED supplies.
- Coordinate and assist school sites with maintenance and upkeep of Hazardous waste materials program (HAZMAT business plan, HAZMAT waste disposal, EPA Permit management).
- Process claims related to damage of District property or vehicles.
- Establish and maintain claim files; assist with the preparation of various reports and summaries regarding 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.
- Prepare a wide variety of reports and summaries related to assigned activities; maintain confidentiality of sensitive and privileged information.
- Attend a variety of meetings, conferences and workshops to maintain current knowledge of applicable laws, codes, rules and regulations; monitor new legislation affecting assigned

Risk Management Technician

activities; prepare and deliver oral presentations as needed or requested; as requested, attend meetings in the absence of the Director of Purchasing/Risk Management.

OTHER FUNCTIONS

- Provide preliminary ergonomic assessments.
- Monitor compliance and record of independent study P.E. documentation.
- 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.
- Perform a variety of special projects as assigned. Perform related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

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.

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 required. Operation of a computer and assigned software is required. Knowledge is required to perform basic math functions including calculation of fractions, percent 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 for the District in the areas of risk management including the ability to interpret, apply, explain and keep current on applicable laws, codes, rules, 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;

Risk Management Technician

work with data of a confidential nature. The incumbent must be able to 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 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.

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 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 an office or outdoor environment to conduct work. The job functions require the following physical demands:

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

Never = 0%

Seldom = 1-10% (<45 minutes)

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

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

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

Seldom 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 or at shoulder height up to 25 feet, neck flexation/rotation, reach below shoulder, fingering/fine manipulation to operate a keyboard and special equipment
Frequently or Continuously	Sitting up to one hour in intervals

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

Risk Management Technician

There is the potential for exposure to chemicals and fumes, for contact with dissatisfied or abusive individuals, and for traffic hazards. Some travel may be required to attend business meetings, conferences or workshops. Must be able to operate a vehicle requiring a California Class C driver's license.

EXPERIENCE

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

EDUCATION

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

REQUIRED TESTING

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

CERTIFICATES

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

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.

RISK MANAGEMENT TECHNICIAN

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Executive Director of Business Services, the job of Risk Management Assistant is done for the purposes of performing a range of complex work monitoring and coordinating workers' compensation claims and long-term leaves, creating and maintaining accurate documentation, providing assistance to injured and ill employees with respect to timelines, benefit parameters, available leave options, and worker's compensation program requirements, and serving as the clerical liaison to insurance carriers and third-party claims administrators.

DISTINGUISHING CHARACTERISTICS

The Risk Management Assistant is a specialized classification that performs complex clerical and technical duties within clearly established systems and procedures in support of functions such as tracking of worker's compensation claims, accounting for long-term leaves and coordinating this information with the payroll system and claims management system. This includes communicating sensitive and confidential information to employees and managers, calculating the appropriate time and pay adjustments to reflect effects of paid/unpaid leaves on pay warrants, and reporting the days/hours employees are absent in order for the district to collect accurate reimbursement from the worker's compensation insurance carrier. Most tasks are performed independently and in unusual situations the incumbent recommends appropriate actions to the supervisor consistent with applicable laws, policies, procedures, and practices.

ESSENTIAL FUNCTIONS

- Performs a variety of complex technical work primarily in the area of workers' compensation and long-term leave benefits; maintains knowledge of and assures compliance with applicable laws, codes, rules, regulations and contract provisions.
- Monitors, coordinates and communicates workers' compensation claims with injured employees, management, and claims administrators; analyzes circumstances of claims; assures prompt delivery of medical services and informs employees of benefit entitlements.
- Provides information and assistance to employees and District staff; interprets, applies, and explains laws, codes, rules, regulations and contract provisions; provides guidance and advises supervisors, managers and site representatives regarding workers' compensation and long-term leave issues.
- Assists site representatives and supervisors in the preparation of accident reports; receives and reviews claim reports; obtains needed information from supervisors and employees; works with third-party claims administrators, investigators, and insurance company representatives.
- Prepares required workers' compensation claim forms and submits documentation within the Department of Industrial Relations' timeline mandates to the third-party claims administrator.
- Determines employee eligibility and entitlements for various long-term leave benefits such as industrial accident leave, sick leave, donated leave, Family Medical Leave Act, California Family Rights Act, Pregnancy Disability Leave, long-term disability, etc.

- Ensures that solicitations for donated/catastrophic sick leave programs meet applicable certificated/classified bargaining unit contract program criteria; monitors usage of the leave.
- Communicates with a variety of District personnel, insurance carriers, rehabilitation counselors, claims examiners, attorneys, investigators, and medical personnel to resolve issues and coordinate activities.
- Composes correspondence to employees for the purpose of explaining their benefits, work status, absences, and available leaves, and placement on unpaid leave.
- Tracks work status of employees who are injured, ill, or on long-term leave to determine if employees can work while recovering under a physician's care or anticipated return date; communicates work status and physical restrictions to supervisors; coordinates return-to-work and transition to full duty within doctor restrictions.
- Apprises management regarding status of claims and long-term leaves through review of reports, claims and claim documentation and contacts with employees and supervisors.
- Coordinates/maintains a variety of files and records, logs, and reports related to workers compensation and long-term leaves; establishes and maintains filing systems; assures record-keeping and reporting complies with established rules and regulations.
- Uses District software systems to track long-term leaves, make adjustments to leave accounts,
- Processes documents/data (e.g. payroll, salary, benefit documents, etc.) for the purpose of timely recording and/or reporting of benefit/s, tax information, and other related data.
- Compiles/prepares various reports (e.g. periodic summaries of individual leave accounts, reports of leaves, payroll data, etc.) for the purpose of providing information and an audit trail.
- Attends in-services, classes, workshops, conferences, etc. for the purpose of providing the District with new policies and procedures.

OTHER FUNCTIONS

- Processes claims related to damage of District property or vehicles.
- Performs other related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**KNOWLEDGE, SKILLS AND ABILITIES**

KNOWLEDGE is required to perform basic math including calculation of fractions, percents and/or ratios; read a variety of manuals, write documents following prescribed formats and/or present information before groups, and understand complex multiple step instructions. Specific knowledge required to satisfactorily perform the functions of the job includes time and attendance accounting procedures, leave policies, worker's compensation program requirements, concepts of grammar and punctuation.

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

ABILITY is required to schedule a number of activities; often gather, collate, and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is moderate to significant; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating sensitive and confidential health-related information and benefit entitlements as appropriate with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data of a confidential nature; keeping updated on legal, regulatory and program requirements.

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 the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 80% sitting, 10% walking and 10% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

EDUCATION

High School Diploma or equivalent supplemented by college-level course work in business, human resources or a related field. Additional qualifying experience may be substituted for the education requirement.

EXPERIENCE

Two years related experience involving financial or statistical record keeping, reviewing and processing documents for accuracy and compliance with program requirements, and involving public contact.

REQUIRED TESTING

None Specified

CERTIFICATES AND LICENSING

None Specified

CONTINUING EDUCATION/TRAINING

None Specified

OTHER REQUIREMENTS

Criminal Justice/Fingerprint Clearance; TB Clearance



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

Revised and updated for submission to the Personnel Commission.

TO:	Classification Advisory Committee		
PREPARED BY:	Barbara Bass Human Resources Analyst	CLASSIFICATION:	Human Resources Technician
SUBMITTED BY:	Corrie Amador, Director of Classified Personnel	CLASSIFICATION TYPE:	Classified
SUBMITTAL DATE:	April 23, 2015	SALARY RANGE:	42
Personnel Commission Meeting Date:		May 5, 2015	
Agenda Item:		Classification - #7C	

Background Information

The classification of Human Resources Technician performs a wide variety of complex clerical functions related to the employment of certificated or classified employees; maintains a variety of employee-related forms, records, reports, and databases; and provides assistance to prospective and current employees. There is currently one incumbent and one vacancy in the Human Resources Department and one incumbent on the Personnel Commission staff. The vacancy prompted a review of the job description, which was last updated on July 1, 2001.

The Personnel Commission staff met with the incumbents and management to review the job description and to identify key Essential Functions that no longer applied, needed updating, or needed to be added. There were no changes to the level of responsibilities for this classification. Some descriptions of duties did not provide the detail that was needed to adequately explain the duties being performed. Additional detail is now provided in the proposed job description. In addition, the Working Environment section of the description was updated to reflect the physical and environmental conditions associated with this classification as per the JPA of San Diego County Office of Education model language.

Sources of Information

Joint Powers Authority, San Diego County Office of Education
 Torrie Norton, Associate Superintendent Human Resources
 Tina Peterson, Director of Human Resources
 Lindsey Shook, Human Resources Information Systems Support Analyst
 Shirley Janssen and Kathy Potter, Human Resources Technicians
 Comparable districts in San Diego County, San Diego County Office of Education, and Mira Costa Community College

Salary Compensation Review

District	Salary Range	Job Title	Minimum	Maximum
Mira Costa CC		Human Resources Technician	\$55,092	\$67,176
SDCOE		Human Resources Technician I	\$43,776	\$55,872
Sweetwater UHSD	56	Human Resources Technician	\$44,712	\$54,996
Escondido UHSD	32	Personnel Technician I	\$37,572	\$50,352
Vista USD	49	Human Resources Technician	\$36,648	\$49,284
Grossmont UHSD	42	Personnel Technician	\$38,376	\$48,720
Oceanside USD	22	Human Resources Assistant	\$35,952	\$45,396
San Marcos USD	41	Personnel Data Technician	\$34,848	\$44,508
Poway USD	25	Human Resources Assistant	\$30,684	\$39,240
Ramona USD	22	Personnel Technician	\$30,024	\$38,388
Carlsbad USD	-	-	-	-
Average			\$38,768	\$49,393

SDUHSD	40	Human Resources Technician	\$38,638	\$49,225
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Recommendation

It is recommended the Human Resources Technician job description be revised as proposed. There is no salary recommendation; however, CAC requests further study of internal alignment.

***Vote by Committee Members:**

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

*The changes to the description were agreed upon by the CAC with the request for further study of internal alignment.

HUMAN RESOURCES TECHNICIAN**HUMAN RESOURCES TECHNICIAN****OVERALL JOB PURPOSE STATEMENT**

The job of Human Resources Technician ~~is done for the purpose of researching and identifying employment benefit insurance options and scheduling the annual benefit enrollment events;~~ performing a wide variety of complex clerical functions related to the employment of certificated or classified ~~personnel~~ employee programs; ~~maintaining~~ maintains a variety of ~~personnel~~ employee-related forms, records, reports and databases; ~~provides assistance to prospective and current employees.~~

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The ~~Personnel~~ Human Resources series performs specialized clerical and technical work in support of the District's employment and human resources programs. ~~The Human Resources Technician class is a specialized, technical level classification which, in addition to performing tasks and functions associated with the Human Resources Technician, is responsible for researching and identifying cost/benefit alternatives for selecting employee health and welfare programs.~~

ESSENTIAL FUNCTIONS

- Perform a variety of technical duties and provide assistance to prospective and current personnel; Assist in resolving non-disciplinary employee issues and concerns with discretion and confidentiality; refer more difficult or sensitive issues to supervisor as needed. Refer to applicable laws, rules, policy and codes to answer applicant and employee questions.
- Participate in recruitment, screening, testing, test materials production, interviewing, selection and employment of personnel; communicate with job applicants and provide information related to employment and the examination and hiring process; communicate test dates, test results, oral interviews, rejections or make offers of employment.
- Prepare and explain the pre-employment background check and physical test process to new hires. Process new hires, including full-time, temporary, short-term, non-bargaining unit, substitutes, coaches, etc.; monitor certifications (CPR/First Aid) and trainings as required. Assist hiring supervisor with coordination of work site orientation as needed.
- Maintain the employee photo database, document and retrieve photos from the database, take photos, and create name badges.
- Locate substitute staff as assigned by the position; operate an automated sub-finder system; identify location and hours required and inform substitutes; process related paperwork and maintain related records. Monitor substitute activity to determine reasonable assurance of continued employment.
- Monitor HR staff schedules and enter their absences and overtime.

HUMAN RESOURCES TECHNICIAN

- Process payment and time activity for employees and coaches in compliance with the approved salary schedules.
- Maintain position control records as assigned; process requisitions to complete new employment, employment status changes, and terminations.
- ~~Coordinates~~ May assist with the preparation for the annual benefits event for the purpose of enrolling/re-enrolling employees in their choice of health, dental and other insurance plans contracted by the District.
- ~~Coordinates various processes (e.g. recruitment of certificated or classified personnel, new teacher in service, etc.) for the purpose of ensuring that vacant positions can be staffed in a timely manner. (see 2nd bullet, p. 1)~~
- Maintains files, records and lists for the purpose of providing current data on employees, applicants, students and the district for management information needs and for producing regular reports to other agencies.
- ~~Monitors scheduling within departments, new hire orientation, etc. for the purpose of ensuring efficient operation of the department.~~
- Prepares/composes/distributes meeting minutes, lists, memos, letters, forms for the purpose of providing accurate and complete documents. May perform a variety of specialized duties to assist the Personnel Commission, such as preparing, assembling and distributing Commission materials; attend Personnel Commission meetings, and take and transcribe minutes.
- Processes applications, ~~benefit enrollments and disability~~, unemployment or other entitlement/benefit claims for the purpose of providing timely and accurate information and explaining policies, procedures and regulations.
- ~~Provides information (e.g. credentialing, applications, state/federal surveys, benefits, etc.) for the purpose of assisting employees and applicants in a variety of personnel matters.~~
- ~~Researches a variety of health, dental and disability insurance plans, contracts and program alternatives for the purpose of identifying those with the most favorable features and low-cost premiums and determining how the plans would operate for the benefit of employees.~~
- Reviews/compares a variety of documents and requests (e.g. TB Certificates, schedules, contracts, etc.) for the purpose of ensuring completeness and accuracy.
- Schedule and participate in new employee orientation sessions and employee recognition programs.
- Maintain seniority lists, personnel files, unemployment information, classified probationary dates, classified employee evaluations and other employee information as assigned. Provide reminders to

HUMAN RESOURCES TECHNICIAN

supervisors and track the timely completion of classified probationary and permanent employee evaluations.

- Answer phones, take messages, transfer calls, verify employment, greet visitors, attend meetings, and other duties as assigned.
- Maintain employee records and files with discretion according to established procedures, policies, rules and regulations.
- Operate a variety of office equipment including computers, and use a variety of software applications including databases, spreadsheets, word processing, etc.
- Inventory and order office supplies, forms and other materials as needed; prepare requisitions and travel reimbursement requests, and maintain records of expenditure.

OTHER FUNCTIONS

- ~~Answers telephones for the purpose of furnishing specific information and directing calls as necessary.~~
- Perform other related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE is required to perform basic math including calculation of fractions, percents and/or ratios; read technical information; compose a variety of documents and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: **human resources practices applied within a school district**; concepts of grammar and punctuation; **concepts of electronic spreadsheets, word processing, and databases**; rules, regulations, policies and procedures pertaining to employment, **credentialing**, **basic benefits information**; applicable sections of State Education Codes and other pertinent laws; District organization, operation, policies and objectives. **Must have knowledge of recruitment and staffing procedures and/or employee onboarding procedures.**

SKILLS are required to perform ~~single~~ **multiple** technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

ABILITY is required to **maintain confidentiality of sensitive and privileged information; complete work with many interruptions**; schedule a number of activities; often gather, collate and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others under a variety of

HUMAN RESOURCES TECHNICIAN

circumstances; analyze data utilizing defined but different processes; and operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; **assist individuals with processing applications, forms, and enrollments**; work with data of different types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is significant; and with equipment it is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; **adapting to continuous technology changes and willingness to learn new software applications**; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; and working with detailed information/data.

RESPONSIBILITY

Responsibilities include: working under **limited supervision following** standardized instructions and/or routines focusing primarily on results; leading, guiding and/or coordinating other persons; and operating within a defined budget and/or financial guidelines. Significant utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

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; some stooping, kneeling, crouching, and/or crawling; and significant reaching, handling, fingering and/or feeling. Generally, the job requires 80% sitting, 10% walking and 10% standing. The job is performed under minimal temperature variations, a generally hazard-free environment, and in a clean atmosphere.~~

EDUCATION

~~High School Diploma or equivalent supplemented by course work in human resources or related field.~~

EXPERIENCE

~~Two years human resources related clerical experience.~~

REQUIRED TESTING

~~None Specified~~

CERTIFICATES AND LICENSING

~~None Specified~~

CONTINUING EDUCATION/TRAINING

~~None Specified~~

OTHER REQUIREMENTS

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

Working Environment

HUMAN RESOURCES TECHNICIAN

The usual and customary methods of performing the job's functions requires working in an office. The job functions require the following physical demands:

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

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

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

There is the potential for contact with dissatisfied or abusive individuals. Some travel may be required to attend business meetings, conferences or workshops. Must be able to operate a vehicle requiring a California Class C driver's license.

EDUCATION

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

EXPERIENCE

Three years of increasingly responsible clerical or secretarial experience including complex record keeping, reviewing and processing documents for accuracy and compliance with program requirements, and involving public contact. One or more years of experience in Human Resources or working with personnel-related matters; experience in a school district or public administration environment is preferred but not required. Proficiency with databases (data entry, searches, reporting), word processing, and electronic spreadsheets is required.

REQUIRED TESTING

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

HUMAN RESOURCES TECHNICIAN

LICENSES AND CERTIFICATES

Possession of a valid State of California Class C or higher driver's license and evidence of insurability.

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.



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David Holmerud, Commissioner
Terry King, Commissioner
Corrie Amador, Director

Revised and updated for submission to the Personnel Commission.

TO:	Classification Advisory Committee		
PREPARED BY:	Barbara Bass Human Resources Analyst	CLASSIFICATION:	Grounds Maintenance Worker I
SUBMITTED BY:	Corrie Amador Director of Classified Personnel	CLASSIFICATION TYPE:	Classified
SUBMITTAL DATE:	4/23/15	SALARY RANGE:	35
Personnel Commission Meeting:		5/5/15	
Agenda Item:		Classification #7D	

Background Information

In preparation for posting a recruitment bulletin for several Grounds Maintenance Worker classifications, it became apparent that Grounds Maintenance Worker job descriptions required review and revision. This report focuses on the job description for Grounds Maintenance Worker I.

The Personnel Commission staff conducted interviews with qualified sources to validate current job duties for the job class. Based on the staff's findings, below are the proposed revisions:

- Remove the reference to assisting a Grounds Maintenance Worker/ Applicator in the "Distinguishing Characteristics" section.
- Add an "Essential Function" to maintain Best Management Practices (BMPs) for preventing contaminants from contacting runoff.
- Remove duty related to pouring/repairing concrete. This duty is performed by the Maintenance Worker job classifications.
- Update the "Working Environment" section to align with the JPA, San Diego County Office of Education, Standards for Working Conditions.
- Revise requirements in the "Experience" section to specify "Work in the grounds maintenance field where knowledge of methods, tools, materials and equipment used in grounds maintenance has been acquired."
- Add the requirement in the "Continuing Education" section to participate in job-related training, BMP training, and completion of the County Recycled Water Certification.

Salary Compensation Review

District	Salary Range	Job Title	Minimum	Maximum
Mira Costa CC	15	Gardener/Groundkeeper*	47,691	58,174
Grossmont UHSD	43	Gardener*	39,266	49,910
Carlsbad USD	18	Grounds Maintenance Worker*	34,154	48,048
San Diego COE	42	Gardener*	37,011	47,238
Sweetwater UHSD	50	Gardener*	37,392	43,356
Oceanside USD	18	Groundskeeper I	32,136	40,728
Vista USD	43	Grounds Maintenance Worker*	34,514	40,341
Poway USD	26	Groundskeeper I	32,906	40,102
San Marcos USD	24	Groundskeeper I	30,720	39,156
Escondido UHSD	22	Groundskeeper	29,052	38,940
Ramona USD	19	Groundskeeper I	27,864	35,664

*No GMW I and II

Average			\$30,536	\$38,918
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SDUHSD	35	Grounds Maintenance Worker I	\$34,150	\$43,656
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Sources of Information

Javier Lopez, Grounds and Custodial Supervisor

Joint Powers Authority, San Diego County Office of Education

Comparable districts in San Diego County, San Diego County Office of Education, and Mira Costa Community College

Recommendation

- 1) It is recommended that Grounds Maintenance Worker I class description be revised as proposed.
- 2) There is no recommended change to the salary placement of this position.

Vote by Committee Members:

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

GROUNDS MAINTENANCE WORKER I

OVERALL JOB PURPOSE STATEMENT

Under the day-to-day work coordination of a Lead Grounds Maintenance Worker, the job of Grounds Maintenance Worker I is ~~done for the purposes of~~ performing entry-level general grounds maintenance and gardening duties at District sites; and applying horticultural practices and techniques for maintenance of plants and/or beautification of grounds.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Grounds Maintenance Worker I performs entry-level general grounds maintenance and gardening duties. Incumbents are responsible for receiving instructions and carrying out assignments. They are usually assigned to work crews or to assist a Grounds Maintenance Worker II. ~~or Grounds Maintenance Worker/Applicator. Promotion to Grounds Maintenance Worker II is competitive and contingent on vacant positions in the higher class.~~

ESSENTIAL FUNCTIONS

- Cleans grounds and landscaped areas and related spaces (e.g. storm drains, rain gutters) for the purpose of preventing flooding, removing hazards.
- Maintains/installs various types of landscaping (e.g. lawns, shrubbery, flowers, ground cover, etc.) for the purpose of reducing erosion and preserving and presenting grounds in a healthy, attractive and safe condition.
- **Maintains and installs Best Management Practices (BMPs) for preventing contaminants from contacting stormwater runoff.**
- Maintains grounds keeping equipment (e.g. hedgers, chain saws, blowers, mixers, etc.) for the purpose of ensuring availability of equipment in a safe operating condition.
- Assists Grounds Maintenance Worker II for the purpose of accomplishing a variety of tasks as assigned such as applying asphalt sealer, ~~repairing/pouring concrete,~~ or installing and maintaining fences.
- Communicates with supervisor, principals, coaches, athletic directors, students and public for the purpose of scheduling work, carrying out assignments, answering questions and providing information about work in progress.
- Prepares documentation (e.g. work orders, etc.) as needed for the purpose of providing written record of work assigned and completed, and for conveying information.
- Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

~~SKILLS, KNOWLEDGE, SKILLS AND ABILITIES~~

~~SKILLS are required to perform multiple, non-technical tasks using existing skills. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in grounds maintenance; adhering to safety practices; handling hazardous materials; and preparing and maintaining accurate records.~~

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or

GROUNDS MAINTENANCE WORKER I

ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods of shrub, tree and lawn planting and care; proper use and maintenance of tools and power equipment used in grounds maintenance; and health and safety regulations.

SKILLS are required to perform multiple, non-technical tasks using existing skills. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in grounds maintenance; adhering to safety practices; handling hazardous materials; and preparing and maintaining accurate records.

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. In working with others, problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. 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; working as part of a team; and working with frequent interruptions.

RESPONSIBILITY

Responsibilities include: working under ~~direct~~ supervision of the Lead Grounds Maintenance Worker using standardized procedures; providing information and/or advising 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 some opportunity to impact the Organization's services.

WORKING ENVIRONMENT

~~The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 80% walking and 10% standing. The job is performed under some temperature extremes, some hazardous conditions, and in varying atmospheric conditions.~~

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

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

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

Seldom lifting up to 100 lbs. at knee height, carrying up to 100 lbs. up to 10 feet, power/firm grasping, reach above shoulder

GROUNDS MAINTENANCE WORKER I

Occasionally	lifting up to 75 lbs. at knee and also at waist height, fingering/fine manipulation, reach at shoulder
Occasionally/Frequently	handling/simple grasping; using hand controls
Frequently	lifting up to 10 lbs. over shoulder/overhead, carrying up to 25 lbs. up to 100 feet, carrying up to 50 lbs. up to 10 feet, reach below shoulder; using foot controls
Frequently/Continuously	pushing and pulling

AUDITORY OR VISUAL REQUIREMENTS

Ability to respond to safety buzzers, communicate with coworkers and staff, operate vehicles safely.
Ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Ability to operate a motor vehicle requiring a Class C driver's license, work near hazardous equipment/machinery, walk on uneven ground, tolerate exposure to dust, gas, fumes, noise (required to wear ear protection), vibration, extremes in temperature and humidity, biohazard materials such as sewage; work at heights.

EXPERIENCE

~~Job related experience is required.~~ Work in the grounds maintenance field where knowledge of methods, materials, tools and equipment used in grounds maintenance has been acquired.

EDUCATION

High School diploma or equivalent.

REQUIRED TESTING

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

~~Pre-employment Proficiency Test~~

CERTIFICATES

Valid California Class C Driver's License.

CONTINUING EDUCATION/TRAINING

~~None Specified~~

- Best Management Practices (BMPs) for preventing contaminants from contacting stormwater runoff.
- Completion of County Recycled Water Certification.
- Participation in ongoing job-related training as assigned.

Comment [WU1]: Check with Javier

CLEARANCES

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



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Corrie Amador, Director

TO:	Classification Advisory Committee		
PREPARED BY:	Barbara Bass Human Resources Analyst	CLASSIFICATION:	Grounds Maintenance Worker II
SUBMITTED BY:	Corrie Amador Director of Classified Personnel	CLASSIFICATION TYPE:	Classified
SUBMITTAL DATE:	4/23/15	SALARY RANGE:	39
Personnel Commission Meeting:		5/5/15	
Agenda Item:		Classification #7E	

Background Information

In preparation for posting recruitment bulletin for several Grounds Maintenance Worker classifications, it became apparent that Grounds Maintenance Worker job descriptions required review and revision. This report focuses on the job descriptions for Grounds Maintenance Worker II.

The Personnel Commission staff conducted interviews with qualified sources to validate current job duties for the class. Based on staff's findings, below are the proposed revisions:

- In the "Overall Job Purpose Statement" as well as in the "Ability" section, clarify that duties associated with overseeing and scheduling grounds crew is performed in the absence of a Lead Grounds Maintenance Worker.
- In the "Essential Function" section, add the duty of setting sprinkler clocks and the maintenance of Best Management Practices (BMPs) for preventing contaminants from contacting runoff.
- Specify the application of pesticides as *non-restricted* pesticides.
- Update the "Working Environment" section to align with the JPA, San Diego County Office of Education, Standards for Working Conditions.
- Revise requirements in the "Experience" section to specify "Experience in grounds maintenance preferably in a school, industrial, or commercial setting where knowledge of methods, materials and equipment used in grounds maintenance has been acquired. Experience operating equipment and tools in grounds maintenance. Experience performing sports field lining preferred."
- Add the requirement in the "Continuing Education" section to participate in job-related training, BMP training, and completion of the County Recycled Water Certification.

Salary Compensation Review

District	Salary Range	Job Title	Minimum	Maximum
Mira Costa CC	15	Gardner/Groundskeeper*	\$47,691	\$58,174
Grossmont UHSD	43	Gardener*	\$37,562	\$47,745
Sweetwater UHSD	50	Gardener*	\$38,508	\$47,376
San Diego COE	42	Gardener*	\$36,180	\$46,176
Poway USD	29	Groundskeeper II	\$35,436	\$43,176
Oceanside USD	20	Groundskeeper II	\$33,383	\$42,329
Carlsbad USD	18	Grounds Maintenance Worker*	\$34,152	\$41,496
Escondido UHSD	25	Custodial and Grounds Maintenance	\$30,840	\$41,328
San Marcos USD	30	Groundskeeper II	\$32,184	\$41,124
Ramona USD	22	Groundskeeper II	\$30,024	\$38,388
Vista USD	43	Grounds Maintenance Worker*	\$27,036	\$36,360
Average			\$34,818	\$43,970
SDUHSD	39	Grounds Maintenance Worker II	\$37,720	\$48,123

Sources of Information

Javier Lopez, Grounds and Custodial Supervisor

Joint Powers Authority, San Diego County Office of Education

Comparable districts in San Diego County, San Diego County Office of Education, and Mira Costa Community College

Recommendation

- 1) It is recommended that Grounds Maintenance Worker II class description be revised as proposed.
- 2) There is no recommended change to the salary placement of this position.

Vote by Committee Members:

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

GROUNDS MAINTENANCE WORKER II

OVERALL JOB PURPOSE STATEMENT

Under the work coordination of a Lead Grounds Maintenance Worker, the job of Grounds Maintenance Worker II is done for the purposes of, performing the full range of general and varied grounds maintenance and gardening duties at District sites; scheduling work assignments; and overseeing the activities of a grounds crew ~~as assigned~~ **in the absence of a Lead Grounds Maintenance Worker.**

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Grounds Maintenance Worker II performs the full range of journey-level general and specialized grounds maintenance and gardening duties. Incumbents are responsible for receiving instructions, ~~scheduling work~~, carrying out assignments and providing information about work in progress. Positions in this class apply knowledge of horticultural practices and techniques for maintenance of plants and/or beautification of grounds and use a variety of small and medium-sized power and hand tools such as mowers, clippers, hedgers, edgers, string trimmers, blowers, brooms, rakes, shovels, hoes, sprayers and calibration equipment; ~~and oversee the activities of a crew on a larger grounds maintenance project over a period of several days.~~

ESSENTIAL FUNCTIONS

- Cleans grounds and landscaped areas and related spaces for the purpose of preventing flooding, removing hazards.
- Maintains/installs landscaping and sprinkler heads, ~~sets sprinkler clocks~~, etc. (e.g. lawns, shrubbery, flowers, ground cover, etc.) for the purpose of reducing erosion and preserving and presenting grounds in a healthy, attractive and safe condition.
- ~~Maintains and installs Best Management Practices (BMPs) for preventing contaminants from contacting stormwater runoff.~~
- Prepares documentation (e.g. work orders, etc.) for the purpose of providing written record of work assigned and completed, and/or conveying information.
- Maintains grounds keeping equipment (e.g. hedgers, chain saws, blowers, mixers, etc.) for the purpose of ensuring availability of equipment in a safe operating condition.
- ~~Applies as directed, and under the auspices of a licensed applicator,~~ **non-restricted** pesticides for the purpose of controlling insects and weeds.
- Prepares grounds (e.g. ball fields, courtyards, lawns, flower- beds, lining fields for athletic events, etc.) for the purpose of providing adequate, attractive and/or safe areas for competitive athletics, assemblies, and/or recreational activities.
- Communicates/coordinates with principals, coaches, athletic directors, students and public for the purpose of scheduling work, carrying out assignments, answering questions and providing information about work in progress.
- Applies asphalt sealer and cold patch asphalt (asphylic concrete material) for the purpose of repairing parking lots and on campus roads.
- Assists in the performance of other related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

GROUNDS MAINTENANCE WORKER II

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

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods of shrub, tree and lawn planting and care; **non-restricted** herbicides, pesticides and other chemicals used in grounds maintenance; proper use and maintenance of tools and power equipment used in grounds maintenance; and health and safety regulations.

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

ABILITY is required to **schedule activities**; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: ~~in the absence of the Lead Grounds Maintenance Worker, provide work direction and guidance to assigned grounds maintenance personnel~~; adapt to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with frequent interruptions.

RESPONSIBILITY

Responsibilities include: working under ~~direct~~ the supervision **of the Lead Grounds Maintenance Worker** using standardized routines; **leading, guiding, and/or coordinating the work of 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 some opportunity to impact the Organization's services.

WORKING ENVIRONMENT

~~The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 10% sitting, 80% walking and 10% standing. The job is performed under some temperature extremes, some hazardous conditions, and in varying atmospheric conditions.~~

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

GROUNDS MAINTENANCE WORKER II

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

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

Seldom	lifting up to 100 lbs. at knee height, carrying up to 100 lbs. up to 10 feet, power/firm grasping, reach above shoulder
Occasionally	lifting up to 75 lbs. at knee and also at waist height, fingering/fine manipulation, reach at shoulder
Occasionally/Frequently	handling/simple grasping; using hand controls
Frequently	lifting up to 10 lbs. over shoulder/overhead, carrying up to 25 lbs. up to 100 feet, carrying up to 50 lbs. up to 10 feet, reach below shoulder; using foot controls
Frequently/Continuously	pushing and pulling

AUDITORY OR VISUAL REQUIREMENTS

Ability to respond to safety buzzers, communicate with coworkers and staff, operate vehicles safely.
 Ability to see near, distant, color, depth and peripherally

ENVIRONMENTAL CONDITIONS

Ability to operate a motor vehicle requiring a Class C driver's license, work near hazardous equipment/machinery, walk on uneven ground, tolerate exposure to dust, gas, fumes, noise (required to wear ear protection), vibration, extremes in temperature and humidity, biohazard materials such as sewage; work at heights.

EXPERIENCE

Job related experience is required. Experience in grounds maintenance preferably in a school, industrial, or commercial setting where knowledge of methods, materials and equipment used in grounds maintenance has been acquired. Experience operating equipment and tools in grounds maintenance. Experience performing sports field lining preferred.

EDUCATION

High School diploma or equivalent

REQUIRED TESTING

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

CERTIFICATES

Valid California Class C driver's license

CONTINUING EDUCATION/TRAINING

GROUNDS MAINTENANCE WORKER II

~~None specified~~

- Best Management Practices (BMPs) for preventing contaminants from contacting stormwater runoff.
- Completion of County Recycled Water Certification.
- Participation in ongoing job-related training as assigned.

CLEARANCES

~~Criminal Justice Fingerprint/Background Clearance~~

~~TB Clearance~~

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.



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 David Holmerud, Commissioner
 Terry King, Commissioner
 Corrie Amador, Director

Revised and updated for submission to the Personnel Commission.

TO:	Classification Advisory Committee		
PREPARED BY:	Barbara Bass, Human Resources Analyst	CLASSIFICATION:	Nutrition Services Transporter I Nutrition Services Transporter II
SUBMITTED BY:	Corrie Amador, Director of Classified Personnel	CLASSIFICATION TYPE:	Classified
SUBMITTAL DATE:	4/23/15	SALARY RANGE:	I: 27 II: 29
Personnel Commission Meeting Date:	5/5/15		
Agenda Item:	Classification - #7F & 7G		

Background Information

The Personnel Commission staff reviewed the job description in order to prepare for a Nutrition Services Transporter I recruitment. Management identified the following revisions to the job descriptions:

- Serve/Save Certification is not required for either of these classes.
- References to transporting items such as food and equipment to school sites should be changed to transporting items "within the District" as Transporters may deliver to more than one school site, or other district locations.
- A statement has been added to the Distinguishing Characteristics section of the Nutrition Services Transporter I to clarify the differences between level one and two classifications.

In addition, the Working Environment section of the description must be updated to reflect the JPA of San Diego County Office of Education model language.

Sources of Information

Joint Powers Authority, San Diego County Office of Education
 Rick Miriam, Director of Nutrition Services
 Siri Perlman, Nutrition Specialist Supervisor
 Cathy Burnham, Nutrition Services Supervisor

Recommendation

It is recommended the Nutrition Services Transporter I and II job descriptions be revised as proposed. No changes to the salary or classification level are recommended.

Vote by Committee Members:

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

NUTRITION SERVICES TRANSPORTER I

OVERALL JOB PURPOSE STATEMENT

Under the direction of an assigned supervisor, the job of Nutrition Services Transporter I is ~~to done for the purposes of~~ transporting food, supplies and equipment to District schools; performing tasks relating to the preparation, serving and sale of food ~~at a school site location~~ within the District.

DISTINGUISHING CHARACTERISTICS

Positions in the ~~n~~Nutritional ~~s~~Services series prepare, assemble, transport and serve food in compliance with current health standards for meeting mandated nutritional standards and meeting projected meal requirements with a minimum of waste. They verify quantities and specifications of orders, prepare documentation of items prepared and sold and provide information and direction to customers about the type and cost of meals.

The Nutrition Services Transporter I class is a more experienced level in the series, performing responsible and complex food service duties such as loading/unloading a vehicle for transporting prepared meals, food items and equipment to school site nutritional services areas. Positions in the class also service the transport vehicle as appropriate, inspecting ~~and maintaining~~ engine fluid ~~and fluid~~ levels and tire pressure as directed. This class differs from the Nutrition Services Assistant I which performs routine duties such as setup, serving, cleaning and basic food assembly and operating a point of sale terminal. The Nutrition Services Assistant II assists or substitutes for the Nutrition Services Supervisor as necessary in a satellite facility, but does not load/unload a vehicle, transport food or maintain a transport vehicle. ~~This Nutrition Services Transporter II class is responsible for complex food service duties such as loading/unloading a vehicle for transporting volume commodities, prepared meals, food items and Nutrition Services equipment to school site nutritional services areas.~~

ESSENTIAL ~~JOB~~ FUNCTIONS:

- Transports food and equipment ~~from the central kitchen to other campuses~~ within the District for the purpose of providing food and supply items in support of the school lunch program.
- Maintains assigned vehicle (e.g. tracking routine maintenance, cleaning, washing, checking fluids, ~~adding fuel~~, etc.) for the purpose of ensuring that the vehicle is in safe operating condition.
- Cleans utensils, equipment and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions in compliance with current health standards.
- Estimates food preparation amounts for the purpose of meeting ~~projected~~ meal requirements and minimizing waste.
- Sets ~~up~~ work and food serving areas for the purpose of meeting standards for efficient and effective food assembly, ~~display~~ and serving of food items, ensuring adequate quantity and quality of items to be served at scheduled meal times.
- Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding the type and/or cost of meals, marketing ~~and promoting~~ items to increase sales and to present a pleasant atmosphere for eating.
- Inspects one or more items of food and/or supplies for the purpose of verifying quantity and specifications of orders and/or complying with mandated health requirements.
- Operates a point of sale terminal in accordance with established procedures (e.g. setup, maintenance, etc.) for the purpose of selling food items and accounting for monies received from, and change made for, customers.

NUTRITION SERVICES TRANSPORTER I

- Assembles and serves food and beverage items for the purpose of meeting mandated nutritional requirements and projected **number of meals** and/or requests of students and school personnel.
- Stores unused food items in accordance with health and sanitation standards for the purpose of maintaining items for future use.
- Maintains equipment in the storage, food preparation and serving areas (e.g. cleans, stores, organizes, etc.) for the purpose of maintaining sanitary conditions in compliance with current health standards.
- Stocks food, condiments, beverages and supplies for the purpose of maintaining adequate quantities and security of items. **Rotates FIFO method of using oldest to newest stock.**
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends meetings (e.g. inservice training, etc.) for the purpose of receiving and/or conveying information.

OTHER JOB FUNCTIONS:

- Performs other related duties as assigned.

~~ESSENTIAL~~ JOB REQUIREMENTS—: MINIMUM QUALIFICATIONS**~~SKILLS, KNOWLEDGE, SKILLS, AND ABILITIES~~**

~~IS REQUIRED TO PERFORM~~ **KNOWLEDGE** is required to perform basic math; read a variety of manuals; understand written procedures; **complete** routine documents, speak clearly; and understand complex, multi-step written and oral instructions; **knowledge** of health standards and hazards related to cooking, transporting, **holding** and storing food, quantity cooking and safety practices and procedures; **and** standard kitchen equipment, utensils and measurements **is also required.**

SKILLS are required to perform multiple, non-technical tasks. Adhering to safety practices. Operating equipment used in quantity food production. Operating a vehicle to transport food and supplies. Preparing and maintaining accurate records.

ABILITY to schedule activities. Gather and/or collate data, consider ~~a number of~~ **all safety** factors when using equipment Work with a diversity of individuals and/or groups. Work with specific, job-related data. Utilize a variety of job-related equipment. Assemble, serve and sell a variety of food items in large quantities in a sanitary kitchen and/or food service area. Operate a point of sale terminal and compute daily cash totals. Make change and arithmetic calculations quickly and accurately. Understand and follow oral and written directions. Interpret and apply rules, regulations, policies and procedures. Establish and maintain cooperative and effective working relationships with others. Meet deadlines and schedules.

PROBLEM SOLVING

In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation. Problem solving with equipment is limited to moderate.

NUTRITION SERVICES TRANSPORTER I

FLEXIBILITY

~~Work with others in a variety of circumstances. Work with data utilizing specific, defined processes. Operate equipment using standardized methods. (this is stated in "Ability" section.)~~

RESPONSIBILITY

Responsibilities include: working under direct supervision using standardized procedures, providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job’s functions. There is a continual opportunity to impact the Organization’s services.

WORKING ENVIRONMENT

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

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

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

Seldom	lifting up to 50 lbs. at waist height, carrying up to 50 lbs. up to 20 ft.
Occasionally	stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back, lifting up to 25 lbs. at waist height, carrying up to 25 lbs. up to 20 ft., fingering/fine manipulation, power/firm grasping, standing, hand controls, foot controls,
Frequently	sitting, walking, neck flexation/rotation, lifting up to 10 lbs. at shoulder height, carrying up to 10 lbs. up to 20 ft., pushing and pulling, reach above shoulder, reach at shoulder
Frequently/Continuously	handling/simple grasping, reach below shoulder

AUDITORY OR VISUAL REQUIREMENTS

Must be able to hear traffic signals/alarms, student voices, respond to oral instructions. Must be able to see near, distant, color, depth, and peripherally.

ENVIRONMENTAL CONDITIONS

Work involves driving a vehicle; potential traffic hazards, exposure to dust, gas or fumes, exposure to vibration, occasional exposure to extremes in temperature or humidity, occasional adverse weather conditions, working at heights, walking on uneven ground, working near hazardous equipment/machinery.

EXPERIENCE

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

NUTRITION SERVICES TRANSPORTER I**EDUCATION**

High School diploma or equivalent.

REQUIRED TESTING

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

CONTINUING EDUCATION/TRAINING

~~None specified.~~

Participate in ongoing job-related training as assigned.

LICENSES AND CERTIFICATES

State of California Food Handler's Certificate at time of employment; ~~Serve/Safe Certification within 6 months of employment; Valid~~ valid California Class C or higher Driver's License and evidence of insurability; record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position.

CLEARANCES

~~Criminal Justice Fingerprint/Background Clearance; TB Clearance every 4 years; pre-employment physical exam including drug screen.~~ California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including Tuberculosis (TB) and drug screen clearances.

NUTRITION SERVICES TRANSPORTER II

OVERALL JOB PURPOSE STATEMENT

Under the direction of an assigned supervisor, the job of Nutrition Services Transporter II is ~~done for the purposes of~~ transporting food, supplies, volume commodities, money, mail and nutrition services equipment ~~to District schools;~~ within the District and performing tasks relating to the preparation, serving and sale of food ~~at a school-site location~~ within the District.

DISTINGUISHING CHARACTERISTICS

Positions in the nutritional services series prepare, assemble, transport and serve food in compliance with current health standards for meeting mandated nutritional standards and meeting projected meal requirements with a minimum of waste. They verify quantities and specifications of orders, prepare documentation of items prepared and sold and provide information and direction to customers about the type and cost of meals.

The Nutrition Services Transporter II class is a more experienced level in the series, performing responsible and complex food service duties such as loading/unloading a vehicle for transporting volume commodities, prepared meals, food items and nutrition services equipment to school site nutritional services areas. Positions in the class also service the transport vehicle as appropriate, inspecting engine fluid level and tire pressure as directed. This class differs from the Nutrition Services Transporter I which performs routine duties such as setup, serving, cleaning and basic food assembly and operating a point of sale terminal. The Nutrition Services Assistant II assists or substitutes for the Nutrition Services Supervisor as necessary in a satellite facility, but does not load/unload a vehicle, transport food or maintain a transport vehicle.

ESSENTIAL ~~JOB~~ FUNCTIONS:

- Transports prepared food, supplies, volume commodities, money, mail and nutrition services equipment ~~from the central kitchen to other campuses~~ within the District for the purpose of providing food and supply items in support of the school lunch program.
- Organizes delivery products and delivery points to ensure that prepared foods remain at required hot or cold temperatures to avoid spoilage.
- Adapts workday schedule as needed to accommodate large commodity deliveries and varying site schedules.
- Maintains assigned vehicle (e.g. tracking routine maintenance, cleaning, washing, checking fluids, adding fuel, etc.) for the purpose of ensuring that the vehicle is in safe and ready operating condition.
- Cleans utensils, equipment and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions in compliance with current health standards.
- Estimates food preparation amounts for the purpose of meeting projected meal requirements and minimizing waste.
- Sets-up work and food serving areas for the purpose of meeting standards for efficient and effective food assembly and serving of food items, ensuring adequate quantity and quality of items to be served at scheduled meal times.
- Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding the type and/or cost of meals, marketing items to increase sales and to present a pleasant atmosphere for eating.
- Inspects one or more items of food and/or supplies for the purpose of verifying quantity and

NUTRITION SERVICES TRANSPORTER II

specifications of orders and/or complying with mandated health requirements.

- Ensures that replenishment orders are placed in a timely manner for the purpose of ensuring adequate supplies to maintain production schedules.
- Signs for incoming deliveries for the purpose of ensuring that correct items and quantities are supplied by vendors.
- Operates a point of sale terminal in accordance with established procedures (e.g. setup, maintenance, etc.) for the purpose of selling food items and accounting for monies received from, and change made for, customers.
- Operates a variety of delivery and storage equipment such as trucks with lift gates, pallet jack, motor coach, hand trucks, and food containers for the purpose of completing deliveries.
- Assembles and serves food and beverage items for the purpose of meeting mandated nutritional requirements and projected meal requirements and/or requests of students and school personnel.
- Stores unused food items in accordance with health and sanitation standards for the purpose of maintaining items for future use.
- Maintains equipment in the storage, food preparation and serving areas (e.g. organizes and cleans kitchen areas, refrigeration floors, hoods, vents, coils, condensers, etc.) for the purpose of maintaining sanitary conditions in compliance with current health standards.
- Stocks food, condiments, beverages and supplies for the purpose of maintaining adequate quantities and security of items.
- Assists in setting up and breaking down equipment and preparing for opening and closing of kitchens for the purpose of timely food service operations.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

OTHER JOB FUNCTIONS:

- Performs other related duties as assigned.

ESSENTIAL JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**KNOWLEDGE, SKILLS AND ABILITIES**

KNOWLEDGE IS REQUIRED TO PERFORM basic math; read a variety of manuals; understand written procedures; write routine documents, speak clearly; and understand complex, multi-step written and oral instructions; health standards and hazards related to cooking, transporting and storing food; quantity cooking and safety practices and procedures; standard kitchen equipment, utensils and measurements.

SKILLS are required to perform multiple, non-technical tasks, to adhere to safety practices to operate equipment used in quantity food production and to operate a vehicle to transport food and supplies. Skills are also needed to prepare and maintain accurate records.

ABILITY TO Schedule activities. Gather and/or collate data. Consider a number of factors when using equipment. Work with a diversity of individuals and/or groups. Work with specific, job-related data. Utilize a variety of job-related equipment. Assemble, serve and sell a variety of food items in large

NUTRITION SERVICES TRANSPORTER II

quantities in a sanitary kitchen and/or food service area. Operate a point of sale terminal and compute daily cash totals. Take change and arithmetic calculations quickly and accurately. Understand and follow oral and written directions Interpret and apply rules, regulations, policies and procedures. Establish and maintain cooperative and effective working relationships with others. Meet deadlines and schedules.

PROBLEM SOLVING

In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation. Problem solving with equipment is limited to moderate.

FLEXIBILITY

~~Work with others in a variety of circumstances. Work with data utilizing specific, defined processes. Operate equipment using standardized methods. (stated in ability section)~~

RESPONSIBILITY

Responsibilities include: working under direct supervision using standardized procedures providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job’s functions. There is a continual opportunity to impact the Organization’s services.

WORKING ENVIRONMENT

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

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

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

Occasionally	stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back, lifting up to 25 lbs. at waist height, carrying up to 25 lbs. up to 20 ft., fingering/fine manipulation, power/firm grasping, standing, hand controls, foot controls,
Frequently	lifting up to 50 lbs. at waist height, carrying up to 50 lbs. up to 20 ft., sitting, walking, neck flexation/rotation, lifting up to 10 lbs. at shoulder height, carrying up to 10 lbs. up to 20 ft., pushing and pulling, reach above shoulder, reach at shoulder
Frequently/Continuously	handling/simple grasping, reach below shoulder

AUDITORY OR VISUAL REQUIREMENTS

Must be able to hear traffic signals/alarms, student voices, respond to oral instructions. Must be able to see near, distant, color, depth, and peripherally.

ENVIRONMENTAL CONDITIONS

NUTRITION SERVICES TRANSPORTER II

Work involves driving a vehicle; potential traffic hazards, exposure to dust, gas or fumes, exposure to vibration, occasional exposure to extremes in temperature or humidity, occasional adverse weather conditions, working at heights, walking on uneven ground, working near hazardous equipment/machinery.

EXPERIENCE

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

EDUCATION

High School diploma or equivalent.

REQUIRED TESTING

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

CONTINUING EDUCATION/TRAINING

~~None specified.~~

Participate in ongoing job-related training as assigned.

LICENSES AND CERTIFICATES

State of California Food Handler's Certificate at time of employment; ~~Serve/Safe Certification within 6 months of employment;~~ Valid California Class C or higher Driver's License and evidence of insurability; record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position.

CLEARANCES

~~Criminal Justice Fingerprint/Background Clearance; TB Clearance every 4 years; pre-employment physical exam including drug screen.~~ California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including Tuberculosis (TB) and drug screen clearances.

April 30, 2015

TO: Personnel Commission
FROM: Corrie Amador
Director of Classified Personnel
SUBJECT: Agenda Item #8 – 2015-16 Proposed Personnel Commission Budget

Recommendations are listed below by "Objt" code corresponding to the budget worksheet provided by the District's Finance Department.

Objt 1900-001 and 2300-001 CLASS.BD.MEMBERS SALARY is the line for Commissioner stipends. Currently, the stipend for attendance at meetings is \$25. Education Code 45250 limits the stipend to Commissioners to no more than \$50 per meeting, and no more than \$250 in a month in the event of multiple meetings in the same month. At the April meeting the Commissioners discussed increasing the meeting attendance stipend. Final approval on the budget and the Rule change for "2.11 Commission Compensation" would increase the stipend to \$50 per meeting effective July 1, 2015.

Objt 4300 013 CLASSIFIED EMPLOY RECOGNITION is proposed for reestablishment at \$50 in order to host an annual Employee of the Year recognition event.

Objt 5200 020 CONFERENCE, WORKSHOP, SEM. covers Commissioners' attendance at the annual CSPCA State Conference. The Conference next year will be in Anaheim. At the April meeting, the Commission discussed increasing the amount from \$4,000 (2014-15) to \$7,000 (2015-16) to account for the increased travel expenses to attend the conference outside the County. In addition, the increased amount will provide funding for training for staff development, for example workshops/training by groups such as CODESP related to recruitment and selection activities as well as Microsoft Excel and Access training.

Objt 5600 002 RENTS AND LEASES and 5600 008 COPY CHARGES/OVRG CHARGES have been adjusted according to usage and lease costs. The costs associated with the unit are divided equally between Personnel Commission and Human Resources department budgets.

May 5, 2015

Page 2 of 2

Subject: Agenda Item #8: 2015-16 Proposed Personnel Commission Budget

Objt 5800 004 LEGAL EXPENSE was previously allocated at \$8,000. An increase to \$15,000 is proposed based on current year spending and potential need for legal resource for the ongoing Rule revision project.

Objt 5900 002 POSTAGE is proposed to be established to cover mailing expenses for items separate from routine correspondence, such as mailing information to Commissioners.

The adopted budget will be forwarded to the County Office of Education and is due May 31, 2015, for approval.

**2015-16 BUDGET
PERSONNEL COMMISSION**

Fund	Sub Fund	Res	Sub Res	Goal	Func	Objt	Sub Objt	Site	Op Unit	DESCRIPTION	12-13	13-14	14-15 (as of 3/12/15)			15-16	
											Actuals	Actuals	Rev. Budget	Trans	Encumb	Bal	Budget
PERSONNEL COMMISSION													Resource-Sub Total:			300,704	
01	00	0000	641	0000	7490	1900	001	016	001	CERT.BD.MEMBERS SALARY			-	75	100	(175)	600
										Certificated Benefits				4	5	(9)	92
01	00	0000	641	0000	7490	2300	001	016	001	CLASS.BD.MEMBERS SALARY	900	1,081	900	577	200	123	1,200
										Classified Benefits	208	247	206	132	46	28	285
01	00	0000	641	0000	7490	2300	000	016	001	CLASS SUPERV & ADMIN SALARIES	-	112,338	88,804	56,874	30,663	1,267	107,137
										Classified Benefits		35,328	33,123	25,115	9,134	(1,126)	25,414
01	00	0000	641	0000	7490	2300	002	016	001	CLASSIFIED SUPVRS SALARIES	110,901	-					-
										Classified Benefits	35,996						-
01	00	0000	641	0000	7490	2400	000	016	001	CLERICAL AND OFFICE SALARIES	53,068	54,363	91,595	56,686	35,379	(470)	104,406
										Classified Benefits	22,258	22,557	40,968	27,977	13,099	(108)	24,766
01	00	0000	641	0000	7490	2400	056	016	001	CLERICAL OVERTIME WAGES	612	1,882	1,500	353	-	1,147	1,500
										Classified Benefits	141	434	343	81		262	356
01	00	0000	641	0000	7490	2400	057	016	001	CLERICAL SUBS-ILLNESS/LEAVE	-	-					-
										Classified Benefits							-
01	00	0000	641	0000	7490	2400	058	016	001	CLERICAL-EXTRA HELP	458	1,361	500	249	-	251	500
										Classified Benefits	106	314	114	57		57	119
01	00	0000	641	0000	7490	4300	000	016	001	MATERIALS AND SUPPLIES	933	560	1,200	413	375	412	1,200
01	00	0000	641	0000	7490	4300	008	016	001	COMPUTER SOFTWARE	-	459					
01	00	0000	641	0000	7490	4300	012	016	001	REFRESHMENTS	681	823	600	244	397	(41)	600
01	00	0000	641	0000	7490	4300	013	016	001	CLASSIF.EMPL.RECOGNITION	53	49					50
01	00	0000	641	0000	7490	4400	009	016	001	NON-CAPITALIZED TECH EQUIPMENT	-	423	200	-	-	200	-
01	00	0000	641	0000	7490	5200	020	016	001	CONFERENCE,WORKSHOP,SEM.	1,624	2,643	4,000	2,376	500	1,124	7,000
01	00	0000	641	0000	7490	5200	030	016	001	MILEAGE	4		500	115	-	385	500
01	00	0000	641	0000	7490	5300	000	016	001	DUES AND MEMBERSHIPS	2,676	2,676	2,700	1,900	-	800	2,700
01	00	0000	641	0000	7490	5600	002	016	001	RENTS & LEASES	1,671	950	1,026	646	323	56	1,000
01	00	0000	641	0000	7490	5600	003	016	001	REPAIRS BY VENDORS	82	273	400	-	-	400	-
01	00	0000	641	0000	7490	5600	008	016	001	COPY CHGS/OVRG CHGS	1,099	1,089	1,200	472	728	0	1,500
01	00	0000	641	0000	7490	5800	001	016	001	PROFESSIONAL/CONSULT SVS	-	659					800
01	00	0000	641	0000	7490	5800	004	016	001	LEGAL EXPENSE	4,845	11,737	8,000	5,359	8,848	(6,207)	15,000
01	00	0000	641	0000	7490	5800	008	016	001	COMPUTER LICENSING	459	-	2,300	-	-	2,300	2,400
01	00	0000	641	0000	7490	5800	010	016	001	ADVERTISING	823	1,501	1,500	889	200	411	1,500
01	00	0000	641	0000	7490	5900	002	016	001	POSTAGE			-	23	-	(23)	80
											239,600	253,746	281,679	180,616	99,998	1,065	300,704

San Dieguito

Union High School District

710 Encinitas Boulevard, Encinitas, CA 92024
Telephone (760) 753-6491
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Board of Trustees
Joyce Dalessandro
Beth Hergesheimer
Amy Herman
Maureen "Mo" Muir
John Salazar

Superintendent
Rick Schmitt

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

April 30, 2015

TO: Personnel Commission

FROM: Corrie Amador
Director of Classified Personnel

SUBJECT: Agenda Item #9 – Adoption of Revised Personnel Commission Rules

Enclosed please find proposed revisions for Chapter 2 and Rule 6.1 of the Personnel Commission Rules and Regulations. In accordance with Rule 1.1.D, these items have been provided to the District and the Association for input and have been discussed at a prior meeting as a "first reading."

As discussed in prior meetings, Chapter 2 revisions will be resubmitted to the Commission as part of a final overall adoption of the Rules and Regulations once each chapter has been reviewed and adopted.

DRAFT

PERSONNEL COMMISSION OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT Rules and Regulations for the Classified Service

Chapter 2

THE PERSONNEL COMMISSION

2.1 *(Move 2.1 to New Section "Preface")*

Establishment of the Personnel Commission and Membership

The Personnel Commission of San Dieguito Union High School District was established, under the Act, when the classified employees petitioned the Board of Trustees in September 1972, and the Board elected to become a merit system effective December 1, 1972.

2.2 **Appointment of Commissioner**

The Act provides for three Commissioners. One Commissioner is appointed by the Board of Trustees. A second Commissioner is nominated by the classified employees and appointed by the Board of Trustees. A third Commissioner is appointed by the other two Commissioners. **(EC 45245)**

A. Minimum qualifications for appointment as a Personnel Commissioner ~~that~~

The person appointed shall be:

1. ~~(1)~~ A registered voter;
2. A resident within the territorial jurisdiction of the school district; and,
3. ~~(2) Be~~ a known adherent to the principle(s) of the merit system.

No member of the governing board of the district, county board of education, or current employee of the district, may serve on the Commission. **(EC 45244)**

B. The Commissioner appointed by the other two Commissioners shall be chosen after interviews of candidates and the decision has been made by the other two Commissioners in closed session. If a stalemate occurs, the appointment will be made by the ~~Executive Officer of the California State Personnel Board~~ Superintendent of Public Instruction. **(EC 45246)**

2.3 **Terms of Commissioners**

- ###### A. By law, the term of each Commissioner is for three years and expires at noon, December 1. The term of one Commissioner expires each year. On or about September 1 of each year, the Personnel Director shall notify the appointing authority of the name and home address of the Commissioner whose term will expire and whether or not the Commissioner will accept reappointment. Vacancies, whether for full or unexpired terms, shall be filled in accordance with Education Code Sections 45245 and 45246.

DRAFT

PERSONNEL COMMISSION OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Rules and Regulations for the Classified Service

- B. Commissioners who fail to attend more than three meetings in a year may be removed by the appointing body in each case, on receipt of a letter from the other two Commissioners after approval of the letter in an open meeting of the Commission, and after written notification to the Commissioner in question.

2.4 Officers of the Commission

- A. At its first meeting following December 1 of each year, the Commission shall elect one of its members as chairperson and another as vice chairperson to serve a term of one year or until their successors are duly elected.
- B. The chairman approves the agendas and chairs the meetings. The vice chairman performs these duties in the absence of the chairman.

2.5 Quorum

Two members shall constitute a quorum for any regular or special meeting of the Commission. The affirmative vote of two members shall be necessary to carry any motion or take any action.

2.6 Regular Meetings

- A. At the first meeting in December the Commission shall adopt a meeting calendar for the ensuing year. Subject to cancellation or proper change, the Commission shall meet monthly. When the regular meeting date falls on a holiday, the Commission shall meet on the next succeeding business day, unless at a prior regular meeting it designates some other day for its meeting.
- B. In case of emergency, the Commission may meet at some other time and/or place, provided that at least 24 hours' notice is given to all Commissioners and to employee and administration representatives and posted on the Commission's official bulletin board-website. If a situation exists which disrupts or threatens to disrupt public facilities, an emergency special meeting may be called without requiring the minimum 24 hour notice. The Commission may adjourn any regular or adjourned meeting to a time and place specified in the order of adjournment. When so adjourned, the adjourned meeting is a regular meeting for all purposes. When an order of adjournment of a regular or adjourned meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour designated for regular meetings.

2.7 Special Meetings

Special meetings may be called at any time by the chairman and shall be called upon the written request of any two members. Written notice shall be delivered personally, by Email, or by mail to each member of the Commission. Notice must also be given to each of the following who have filed written requests for such notice: each local newspaper of general circulation, radio or television station, and recognized employee or other organization. Such notice must be delivered personally, or by Email mail at least 24 hours before the time of such meeting or specified in the notice. A copy of the notice shall be posted on the Commission's official bulletin

DRAFT

PERSONNEL COMMISSION OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Rules and Regulations for the Classified Service

~~board~~ website. The order shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meeting by the Commission.

2.8 Public Meetings

All regular and special meetings of the Commission shall be open and public, and all persons shall be permitted to attend any meeting of the Commission, ~~except as provided in Rule 2.11~~. This rule shall not be construed as permitting employees to be absent from duty to attend Commission meetings.

2.9 Closed Session

The Commission may hold closed sessions as permitted by Government Code Section 54950, et. seq. The Commission shall not consider any matter in executive session relating to an employee unless the employee has been notified of the right to a public hearing and has declined the public hearing or properly filed to request same in writing. The Commission may hold closed sessions also to consider administrative matters relative to its own staff and to consider examination materials as provided in these Rules. Any minutes kept of closed sessions are not subject to public review. Personnel decisions made in closed session must be announced in public meeting and recorded in the minutes.

2.10 Prohibition of Commission Gathering Privately

Two or more Commissioners may not meet for the purpose of transacting Personnel Commission business unless it is in one of the authorized and publicly announced meetings.

2.11 Commission Compensation

- A. Commissioners are compensated at a rate of ~~\$25~~ **\$50** per meeting. (EC 45250)
- B. Commissioners are reimbursed for meals and travel expenses while attending meetings of the California School Personnel Commissioners Association, The San Diego County Personnel Commissioners Association, or other special meetings, workshops, or conferences approved by the Commission.

2.12 ~~Agenda and Supporting Data~~ **Communication**

A. Agenda and Supporting Data.

Insofar as possible, at least 72 hours (excluding weekends and holidays) prior to every regular or at least 24 hours prior to every special Commission meeting, the agenda shall be provided to the Commissioners, all classified employees and the representatives of all verified employee organizations representing District classified employees, as well as the District administration. When practical, supporting data will be furnished in advance. The agenda will also be posted on the Commission's official ~~bulletin board~~ website and distributed to news media which have requested it.

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B. Written and Oral Presentations

Individual employees, employee organizations, and other interested parties may submit their written views on any matter before the Commission or matters they wish the Commission to consider, and will be provided reasonable opportunity to present their views orally. The Commission will consider their comments and recommendations prior to arriving at a course of action.

1. Individuals wishing to address the Commission on any subject within the jurisdiction of the Commission not listed elsewhere on the agenda may do so under the "Public Comments" item.
2. In accordance with the Brown Act, unless an item has been placed on the published agenda, there shall be no action taken. The Commission may acknowledge receipt of the information, refer it to staff for further study, or refer the matter to the next agenda.
3. Individuals or groups who seek interviews with particular Commissioners as to matters which may later be placed before the Personnel Commission for decision shall be referred to the Commission staff office with the explanation that it is against the policy of the Commission to take up such matters except at open meetings with the majority of the Commission present. The Commission may designate one of its members to investigate a specific subject. **(EC 45260)**

2.13 Commission Minutes

The Personnel Director shall record in the minutes the time and place of each meeting, the names of the Commissioners present, all official acts of the Commission, and the votes of the Commissioners. When requested by the Commissioner, a Commissioner's dissent or approval and reasons shall be recorded. The minutes shall be written and presented for correction and approval at the next regular meeting. The minutes or a true copy thereof shall be open to public inspection. Copies of the official minutes shall be sent to recognized employee organization representatives who have requested them.

2.14 Status of Commission Employees

The Personnel Director and other persons required to carry out the responsibilities of the Commission shall be appointed by and responsible to the Personnel Commission. However, they shall be considered part of the classified service, and the rules, procedures, benefits, and burdens pertinent to the classified service shall apply to Commission employees, except as the Commission may specifically direct. **(EC 45264)**

2.15 General Duties of the Personnel Director

- A. The Personnel Director shall perform all of the duties and carry out all of the functions imposed by law and these Rules. The Director shall act as secretary to the Commission and shall issue and receive all notifications on its behalf. The Director shall direct and

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supervise the Commission staff and conduct administrative transactions consistent with the law and necessary to the proper functioning of the office and staff of the Commission.

- B. The Personnel Director shall conduct classification, salary, and rules studies, and shall make other investigations as directed by the Commission or as the Director deems necessary. The Personnel Director may be designated as a hearing officer in accordance with the Education Code.
- C. In cases where two or more rules appear to be in conflict, or when no rules provide a clear-cut answer to a problem, the matter shall be decided by the Personnel Director subject to appeal to the Commission. **(EC 45266)**

2.16 Commission Budget

- A. The Personnel Director shall prepare a proposed budget for consideration by the Commission in sufficient time for the Commission to conduct public hearings prior to adoption no later than May ~~30~~ 31 of each year.
- B. At the time the Commission schedules the public hearing, it shall direct the Personnel Director to forward a copy of the proposed budget to the Board of Trustees and notify the Board of the time, date, and place of the public hearing. Board and administration representatives shall be invited to attend the public hearing and present their views on the proposed budget.
- C. Prior to the adoption of its budget, the Commission will hear and fully consider all comments and suggestions that may be offered by District administration, the Board, or other concerned persons or organizations. Efforts shall be made to resolve any differences that may exist between the Commission and Board.
- D. When approved by the Commission, the budget shall then be submitted to the County Superintendent of Schools in accordance with the Education Code. **(EC 45253)**

2.17 Annual Report

- A. The Personnel Director shall prepare an annual report of Commission activities. When approved by the Commission, the annual report shall be submitted to the Board of Trustees.
- B. The report shall be prepared for Commission approval as soon after each fiscal year (July 1-June 30) as possible, and no later than a meeting in November. The report shall cover Commission activities for the preceding fiscal year. **(EC 45266)**

2.18 Counsel for the Commission

The Commission may employ its own attorney, County counsel, or the counsel of the Board of Trustees, whichever is deemed appropriate by the Commission, to aid and represent the

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Commission in all legal matters. The reasonable cost of employing counsel shall constitute a legal charge against the funds of the District. **(EC 45313)**

2.19 Violations of Education Code

- A. No warrant shall be drawn by or on behalf of the Trustees of the District for the payment of any salary or wage to any employee in the classified service unless the assignment bears the certification of the personnel director that the person named in the assignment has been employed and assigned pursuant to the Education Code Section 45310 and the Rules of the Commission. Whenever the Commission, after a public hearing, finds that any appointment has been made in violation of this Article or the Rules of the Commission as they apply to examination procedures, the Commission may order that no salary warrant shall thereafter be drawn to the employee so appointed, for services rendered after the date of said order. Any violation of the Education Code Article or the Rules of the Commission as they apply to examination procedures shall constitute grounds for the dismissal of the employee or employees guilty of such violation.
- B. Any person who willfully or through culpable negligence violates any of the provisions of Education Code Article 45317 is guilty of a misdemeanor. It is also unlawful for any persons to:
1. Willfully by themselves or in cooperation with another person to defeat, deceive, or obstruct any persons with respect to their right of examination, application, or employment under this article or Commission Rule.
 2. Willfully and falsely to mark, quote, estimate, or report upon the examination or proper standing of any person examined or certified under this article or Commission Rule, or to aid in so doing or make any false representation concerning the same or the person examined.
 3. Willfully furnish to any person any ~~special or secret~~ information regarding contents of an examination for the purpose of either improving or injuring the prospects or chances of any person examined, or to be examined under this article or Commission Rule.
- C. The Personnel Commission may file misdemeanor charges with the District attorney against any person suspected of violating these provisions of the Commission Rules. **(EC 45317)**

Chapter History:

Adopted December 1973

Revised March 1984

Revised September 2006

Draft March 2015; April 2015

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PERSONNEL COMMISSION OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT Rules and Regulations for the Classified Service

Chapter 6

EMPLOYMENT LISTS

6.1 Establishment and Life of Eligibility Lists

- A. After an examination, ~~the names of~~ successful competitors shall be arranged on a list in the order of examination score plus additional points where applicable. In order to maintain confidentiality, the posted list will identify eligibles by their applicant identification number. The list shall be presented for approval of the Personnel Commission.
- B. Eligibility lists may be established by the Personnel Commission for 6 months or 1 year upon the recommendation of the Personnel Director. Eligibility lists may be extended for an additional period of one year or less. The Commission may, after due notice to eligibles, terminate an eligibility list before the list has expired. **(EC 45300)**

Chapter History:

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Draft April 2015



Board of Trustees
Joyce Dalessandro
Beth Hergesheimer
Amy Herman
Maureen "Mo" Muir
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Classified Personnel Commission
John Baird, Commissioner
David Holmerud, Commissioner
Terry King, Commissioner
Corrie Amador, Director

April 30, 2015

TO: Personnel Commission

FROM: Corrie Amador
Director of Classified Personnel

SUBJECT: Agenda Item #10: Personnel Commission Rules – Chapter 3

Chapter 3 is being submitted for continued discussion particularly in regards to Rule 3.13. At the last meeting, the Commission requested a legal opinion on their authority in terms of establishing a retroactive effective date for a reclassification.

Additional points to consider:

Education Code Section 45285.5 requires the Commission provide reasonable notice of the proposed classification changes to the District and the Association before they can be implemented.

Rule 3.11 K: Reclassifications may “result in upgrading, downgrading, lateral class movement, bumping, or complete displacement of incumbents.”

Therefore, when establishing the effective date of a reclassification, we must consider several factors:

- 1) The case-by-case impact on the employee;
- 2) The rights of the District and the Association to bargain salaries;
- 3) The potential impact on staffing allocations and consequence of reduction in force;
- 4) And the potential need for testing when an incumbent has not been in the position for a minimum of two complete years.

The Association has the ability to negotiate the implementation of any group reclassification with the District as outlined in the Collective Bargaining Agreement, Article 17.B. The Agreement defers to the Commission to establish the effective date of individual reclassifications. Rule 3.13 mirrors this concept. A conservative approach would be to establish an effective date to occur

following Personnel Commission approval. This would not preclude the Association and the District from negotiating a retroactive effective date.

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PERSONNEL COMMISSION OF THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT Rules and Regulations for the Classified Service

Chapter 3

CLASSIFICATION

3.1 Positions Included in the Classified Service

All positions established by the Board of Trustees, which are not exempt from the classified service by law, shall be a part of the classified service. All employees serving in classified positions shall be known as the classified service. **(EC 45256)**

3.2 Positions Excluded From the Classified Service

A. General:

1. Positions required by law to have certification qualifications.
2. Part-time playground positions where the employee is not otherwise employed in a classified position.
3. Full-time day students employed part-time
4. Part-time students employed part-time in any college work study program, or in a work experience education program conducted by a community college district and which is financed by state or federal funds
5. Apprentices, and professional experts employed on a temporary basis for a specific project by the Board or by the Commission, when so designated by the Commission, shall be exempt from the classified service. **(EC 45256)**
6. Senior Management (EC 45256.5)

B. With regard to persons employed under provisions of the Education Code **(EC 45256)**, if a permanent classified employee is appointed to serve in such an exempt position, the employee shall retain status as a permanent employee. ~~If the employee is terminated from the exempt position, for reasons other than cause,~~ If an exempt position is eliminated, bumping rights shall be granted in the former class in the same manner as if the employee had been laid off for lack of work or lack of funds.

C. Special Categories: The Board of Trustees may create positions of staff assistants or field representatives to directly assist the Board or individual Board member. Such positions, if created, are exempted from the provisions of these Rules insofar as they relate to position classification, recruitment, employment, and salary setting. **(EC 45112)**

D. Persons employed in such positions shall be members of the classified service for all purposes except that they may not achieve permanency in the classified service as a result of this service except as provided by the Code. **(EC 45112, 45256.5, 45272)**

E. Senior management positions shall be filled from unranked lists developed by the Personnel Commission and arrived at by competitive examination(s) as determined by the Commission.

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- F. “Part-Time” Defined: A part-time position, for the purpose indicated in this Rule, is one for which the assigned time when computed on a monthly basis is less than 87.5 percent of the time normally assigned to the majority of the classified employees in the classified service for one month’s pay period. For a 20-day work month this amount would be less than 140 hours for the month (an average of 7 hours per day, 35 hours per week). **(EC 45256)**

- G. Effect of Exemption: Any position or employee lawfully exempted from the classified service shall be excluded from the benefits and burdens imposed by these Rules, except as provided by law or the Board of Trustees.

3.3 Employment of Professional Experts and Community Representatives

- A. When a professional expert is to be employed by the Board of Trustees, the Superintendent of Schools, or the Commission, there shall be submitted to the Director a description of the project, its duration, and the duties to be performed. Professional expert assignments shall not be made to avoid payment of overtime to the assigned employee, nor shall a limited-term position be filled by a professional expert assignment if the duties and responsibilities fit an existing class for which a reemployment or eligibility list exists. **(EC 45256/45258)**

- B. When the person is known who is to be appointed as a professional expert, name and data relative to the person’s qualifications shall be submitted to the Personnel Director. In order to be exempted from the classified service or professional expert, individuals must be recognized as such by reputable members of their profession.

3.4 Assignment of Duties

The Board of Trustees **or their designee** shall prescribe the duties and responsibilities of all positions in the classified service except those on the Personnel Commission Staff.

3.5 Classification Plan

- A. The Personnel Commission shall classify all employees and positions in the classified service, with due advance notice to all interested parties. To classify shall include, but not be limited to, allocating positions to appropriate classes, occupationally ranking classes, determining relationships, and preparing written class specifications. **(EC 45256)**

- B. The classification plan shall consist of classes placed in groups according to general occupational nature and listed in a series by specific occupation and by salary range.

- C. The Commission may establish, redefine, merge or abolish classes.

- D. The Commission will consider recommendations from the District and the exclusive bargaining representative before taking final classification action on positions that belong to the bargaining unit.

- E. The Commission will ensure that the District and the exclusive bargaining representative have reasonable notice of proposed classification or reclassification. If the District and

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the exclusive representative have a mutually agreed joint forum, the Commission will use that avenue for communication. If such forum is not available, the Commission will communicate directly with the District and the exclusive bargaining representative.

3.6 Class Specifications

For each class of positions, as initially or subsequently established by the Commission, there should be established and maintained a class specification which shall include:

- A. The official class title;
- B. A definition of the class, including a summary of the duties;
- C. Examples of duties;
- D. Some of the required skills, knowledge, and abilities;
- E. The minimum qualifications for the class;
- F. Any special license or desirable skills (e.g. bilingual);
- G. Any special designations (e.g. supervisory, administrative, executive) ~~and the length of the probationary period;~~
- H. The date the class specification was adopted.

Minimum qualifications may never require a teaching, administrative, or other credential, nor may they require work experience, which essentially would restrict applicants to credential holders. Titles may not be assigned that would restrict competition to holders of credentials.

3.7 Interpretation of Class Specifications

- A. The definition and typical tasks are descriptive and explanatory only and not restrictive. They indicate the kinds of positions that should be allocated to the respective classes as determined by their duties, responsibilities, and qualification requirements, and do not prescribe what these details shall be in respect to any position. The use of a particular expression or illustration as to duties, responsibilities, qualifications, requirements, or other attributes is typical or descriptive of the class and does not exclude others not mentioned, but of similar kind and/or quality as determined by the Personnel Commission.
- B. In determining the class to which any position shall be allocated, the description for each class is considered as a whole. Consideration is given not to isolated clauses, phrases, or words, apart from their context and from illustrative information in other parts of the specifications, but to the general duties, responsibilities, specific tasks, and qualification requirements as affording a picture of the positions that the class includes.

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- C. Each class specification should identify its proper relationship to other descriptions, particularly those of classes in the same series and group of classes, in such manner as to maintain a proper gradation in the series in which the class is located and proper differentiation within the group of classes.
- D. Qualifications commonly required of the incumbents of all or many offices or positions, such as ~~freedom from disabling defects such that would render a candidate unable to perform the full range of duties and responsibilities of the position~~ ability to perform the essential functions of the job with or without reasonable accommodation, citizenship (see Labor Code), honesty, sobriety and industry, even though not specifically mentioned in the specifications, are implied in the qualification requirements. This section does not restrict the Board from employing ~~the handicapped~~ individuals with disabilities to meet affirmative action goals.
- E. The Qualification requirements, when considered with other parts of the specifications, are to be used as a guide in the announcement and preparation of tests and in the evaluation of the qualifications of candidates seeking appointment to positions allocated to the class, but do not require a particular form or content of test or testing procedure.
- F. The class title shall always be used with the meaning set forth in the remainder of the specification.

3.8 Classification of New Positions

- A. When a new position is established, the District shall submit a written statement to the Commission staff for review.
- B. The Personnel Director, subject to approval by the Commission, shall study the information and may classify the position to an existing class.
- C. If the Director finds that a new class is required, the Director shall prepare a report, a class description, and a recommendation to the Commission regarding occupational ranking and allocation of the new class to a salary range. **(EC 45276)**
- D. The Personnel Commission shall communicate its action to the Board of Trustees.

3.9 Working Out of Classification

Employees are not expected to work out of classification, but when required to do so, the fact shall be reported to the Personnel Director who shall immediately investigate and report to the Personnel Commission. An employee may be required to perform duties out of classification when the duties relate to that classification, but not for a period of more than five working days within a 15-calendar-day period. The salary of an employee working more than five days within a 15-calendar-day period shall be adjusted upward to the step on the salary range of the higher classification so as to provide at least a 5 percent increase for the entire period of required work out of classification. After review, the Commission shall take such action as necessary based upon the facts. This rule shall not be construed as permitting an employee to refuse to perform duties assigned by the employee's supervisor. **(EC 45110)**

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3.10 Changes in Duties of Positions

When the duties of a position are permanently changed, the District shall prepare a position description and submit such data to the Commission. The Personnel Director shall investigate the data and make a determination if the position should be reclassified. If the Director finds that a position should be reclassified to an existing class, such data shall be presented to the Commission for action including class description, proposed class salary, proposed occupational ranking and a determination regarding gradual assignment of duties.

3.11 Effect of Classification Changes on Incumbents

- A. If the duties have been assigned gradually (not a reorganization or sudden change of duties), an employee shall be reclassified along with the position if he or she has been in one or more of the positions being reclassified for ~~three~~ two or more years ~~and the most recent performance evaluation was at least satisfactory.~~ **(EC 45285)**
- B. If a person is in a position which is being reclassified and has not been in the position for ~~three~~ two or more years, he or she must compete in a new examination, and pass the examination and place on the eligibility list to be promoted. **(EC 45285)**
- C. An examination will be given when there is a reorganization or sudden change in duties.
- D. When a position is reclassified downward, the incumbent shall be given the opportunity to be reassigned to an available vacant position in the present class.
- E. When a position is reclassified downward and the incumbent chooses to retain placement in the position rather than reassignment to a vacant position in the present class, he or she shall receive the salary in the salary range of the lower class closest to the former salary and shall not be granted reemployment rights.
- F. When an employee is reclassified upward with a position, he or she shall be ineligible to be reclassified upward again with the position for two years.
- G. When a position has been reclassified to another class which is at the same level, the incumbent of the position who has chosen to be reclassified shall be granted status in the new class without further examination.
- H. When a position or group of positions is reclassified to a class on the same salary schedule, the employee may elect to be reclassified with the same position or to exercise any applicable bumping rights. The reclassified employee shall not be required to qualify by examination for the new class or, if the current duties have been performed for 6 months, to complete a new probationary period.
- I. When two or more classes are merged because of change in the classification plan, the seniority in the new class of any continuing employee whose former class has been abolished shall include applicable service in the abolished class.

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- J. Any displacement of a regular employee resulting from reclassification of a position, positions, or class of positions, shall be considered a layoff for lack of work, and an appropriate reemployment list shall be established; displaced employees shall be eligible for reemployment for a period of 39 months with regard to the period of eligibility. **(EC 45298)**
- K. This Rule shall be followed in all instances of reclassification whether it results in upgrading, downgrading, lateral class movement, bumping, or complete displacement of incumbents.

3.12 Review of Positions

- A. The Personnel Director shall study positions as necessary to determine proper classification and shall cause all positions to be reviewed periodically. If the Director finds that a position or positions should be reclassified, the Administration shall be advised by these findings. If the Administration verifies the duties of the position, or if the duties are not revised to fit within the current classification, the Director shall report these findings and recommendations to the Commission. Reports of findings shall also be made to the Commission in cases where the review indicates no change in classification is necessary.
- B. Requests for classification study of existing positions shall be presented to the Personnel Director together with a statement of the reasons for requesting the study. Requests for study may be initiated by the administration with the approval of the Superintendent, or by employees or employee organizations. Requests initiated by the Administration shall be accompanied by a statement of the current authorized duties of the position(s) and any prospective changes. **(EC 45285)**
- C. The Personnel Commission shall authorize an overall classification study to be conducted as it may deem necessary and appropriate to maintain the integrity and internal alignment of the classification plan. However, individual positions may be reviewed, when needed, under the following conditions:
 - 1. The position has changed and the employee is performing new duties since the last time the position was studied (i.e. new technology or equipment, a new service being provided or a change in physical working conditions).
 - 2. The job description does not accurately reflect the duties presently being performed or the skills, knowledge and abilities required of the position.
 - 3. The position is performing a greater variety of tasks or higher level duties and not an increase in workload since the last classification study.
 - 4. The district has difficulty recruiting and retaining qualified employees.

Employees are asked to meet with the Personnel Director to determine whether or not their job description has been changed according to these guidelines. The Commission may authorize the study once the employee has met with the Director and reviewed the above conditions.

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~~When an employee is reclassified upward, eligibility for further reclassification shall be in accordance with Rule 3.11 F.~~

For bargaining unit members, reclassification is subject to negotiations.

3.13 Effective Date of Reclassification

- A. Reclassification of a position shall become effective on the date prescribed by the Commission and shall not have retroactive effect. Effective dates may be set as of the first day of the month following the date of the Commission's action, immediately, or it may must be set sufficiently in the future to allow time for examinations to be completed, but not more than ~~six~~ three months.
- B. When a group of positions, constituting one or more job families, are reclassified, the effective date of the reclassification may be determined by meet and negotiation between the Board's Representative and the Representative of the recognized employee group(s).

3.14 Salary Placement After Reclassification

When a position is reclassified upward incumbents who are to be reclassified with the position shall be placed on the same step on the new range as they are on in the current range. If a person in a position being reclassified has not been in the position for a minimum of two years, and is reclassified following examination, the salary placement shall be treated as a promotion.

3.15 Positions Requiring Multiple Languages

- A. The Board of Trustees may, with the approval of the Commission, designate positions which require the holder of the position to speak, read, and write a language in addition to English. The Commission shall then establish an appropriate class specific to the particular language requirement, if it does not already exist. **(EC 45277)**
- B. The Board must clearly set forth valid reasons for placing language requirements on a position.
- C. When a vacancy occurs in a position which has approved language requirements, the Board will notify the Commission that the need for language requirements continues to be a part of the position.

If a request from the Board to designate a position for language requirements is challenged, the Commission shall cause a proper investigation to be made and shall consider the findings and all other pertinent data presented by any concerned and responsible source prior to taking final action on the request

Chapter History:

Adopted December 1973

Revised March 1984

Revised September 2006

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Draft March 2015; April 2015

PERSONNEL LIST

CLASSIFIED PERSONNEL

Change in Assignment

1. **Brockhoff, Theresa**, from Nutrition Services Assistant I, SR25, 46.88% FTE, San Dieguito High School Academy to Nutrition Services Transporter I, SR27, 25.00% FTE, effective 04/20/15
2. **Chesus, Juan**, from Grounds Maintenance Worker I, SR35, 100.00% FTE, Facilities Department to Grounds Maintenance Worker II, SR39, 100.00% FTE, effective 04/20/15
3. **Lindley, Cynthia**, from Accounting Assistant, SR40, 100.00% FTE, District Office-Finance Department to Accounting Technician, SR42, 100.00% FTE, effective 04/13/15
4. **Macrorie, Danielle**, from Secretary, SR36, 100.00% FTE, Carmel Valley Middle School to Information Systems Support Technician, SR44, 100.00% FTE, District Office-Education Services Department, effective 04/13/15
5. **McMurray Fee, Melody**, from Nutrition Services Assistant I, SR25, 31.25% FTE, Carmel Valley Middle School to 43.75% FTE, Torrey Pines High School, effective 05/01/15
6. **Munger, James**, from Instructional Assistant-SpEd(SH), SR36, 48.75% FTE, Torrey Pines High School to 75.00% FTE, effective 03/30/15
7. **Nunez, Melissa**, from Administrative Secretary, SR38, 100.00% FTE, Diegueno Middle School to Administrative Assistant, SR42, 100.00% FTE, effective 04/20/15
8. **Pierce, Vetha**, from Administrative Assistant, SR42, 100.00% FTE, Diegueno Middle School to Pacific Trails Middle School, effective 04/20/15
9. **Trujillo, Aaron**, from Instructional Assistant-SpEd(SH), SR36, 48.75% FTE, Torrey Pines High School to 75% FTE, effective 03/30/15

Resignation

1. **Bedolla, Roberto**, Custodian, SR33, 100.00% FTE, Oak Crest Middle School, resignation for the purpose of retirement, effective 05/31/15

sj
5/7/15
classbdagenda

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

VACANT POSITIONS 4/30/15

Prepared for 5/5/15 Personnel Commission Meeting

Classified Personnel

21 current/pending vacancies in 11 different job classifications

Job Vacancy

Classes	Count	SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
1	1	FAC CON	AI128	Facilities Planning Analyst	40	1.00	Selection 6/04/15
2	2	DO	AA000	Accounting Assistant	40	1.00	Selection week of 5/26/15
3	3	SDA	AJ675	Theater Technician	40	1.00	Selection week of 6/15/15
4	4	PTMS	AJ707	School Plant Supervisor-Middle School	40	1.00	Selection week of 5//18/15
5	5	SDA Café	AA236	Nutrition Services Assistant I	12.5	0.31	Selection 5/29/15
6	6	CV Café	AH037	Nutrition Services Assistant I	12.5	0.31	Selection 5/29/15
7	7	TRANS	AJ472	School Bus Driver	20	0.50	Continuous recruitment
8	8	TRANS	AJ471	School Bus Driver	20	0.50	Continuous recruitment
9	9	LCC	AA015	Instructional Assistant SpEd (Non-Severe)	19.5	0.48	Selection 4/30/15
10	10	TP	AI635	Instructional Assistant SpEd (Non-Severe)	15	0.38	Selection 4/30/15
11	11	DG	AA048	Administrative Secretary - Middle School	40	1.00	Selection week of 6/01/15
12	12	OC	AA104	Secretary	40	1.00	Selection 5/5/15
13	13	CV	AA108	Secretary	40	1.00	Selection 5/5/15
14	14	PTMS	AJ687	Secretary	40	1.00	Selection 5/5/15
15	15	CCA	AC604	Secretary	40	1.00	Selection 5/5/15
16	16	FAC	AA165	Custodian Floater	40	1.00	Selection week of 5/04/15
17	17	FAC	AJ726	Custodian Floater	40	1.00	Selection week of 5/04/15
18	18	FAC	AJ727	Custodian Floater	40	1.00	Selection week of 5/04/15
19	19	FAC	AJ728	Custodian Floater	40	1.00	Selection week of 5/04/15
20	20	OC	AA148	Custodian	40	1.00	Selection 6/08/15
21	21	PTMS	AJ705	Custodian	40	1.00	Selection 6/08/16

