

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

**Regular Meeting Agenda**

4:00 P.M., February 9, 2016  
710 Encinitas Boulevard., Encinitas CA 92024  
District Office Board Room #101

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**REGULAR MEETING/OPEN SESSION**

1. Call to Order ..... Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the February 9, 2016, Personnel Commission Regular Meeting.  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the agenda for the February 9, 2016 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the January 12, 2016 Personnel Commission Regular meeting.  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the minutes for the January 12, 2016 Personnel Commission Regular Meeting.

**ACTION ITEMS (See Supplements)**

5. ELIGIBILITY LISTS TO BE ESTABLISHED
  - A. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish an Eligibility List for JOB PLACEMENT ASSISTANT, SR-35, Promotional Only, six months eligibility.
6. ELIGIBILITY LISTS TO BE APPROVED
  - A. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for SECRETARY, SR-36, Open/Promotional, eligibility from 1/13/16.
  - B. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for NUTRITION SERVICES SUPERVISOR, Supervisory Schedule-Range 4, Open/Promotional eligibility from 2/03/16.
  - C. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for ADMINISTRATIVE SECRETARY-MIDDLE SCHOOL, SR-38, Open/Promotional, six months eligibility from 2/03/16.
7. CLASSIFICATION REVIEW, Maintenance Worker II (See supplements)
  - A. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve class description revisions.
  - B. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to have Personnel Director present updated salary allocation information at the May Personnel Commission meeting.

- C. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to classify one new position in the Maintenance and Operations Department as a Skilled Maintenance Worker.

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

8. DIRECTOR REPORT-Language Used to Indicate a Closed Session

9. BUDGET UPDATE

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report
- B. Employment Listing

11. CORRESPONDENCE

12. PUBLIC COMMENTS

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

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

13. CLOSED SESSION

Closed session to consider personnel issues pursuant to Government code Sections 11126 and 54957 (for consideration of litigation, the appointment, employment, evaluation for performance, discipline/release, dismissal of a public employee or to hear complaints or charges brought against such employee by another person or employee unless the employee requests a public session).

- A. Evaluation of Director of Classified Personnel

14. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, March 8, 2016, 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., January 12, 2016  
710 Encinitas Boulevard, Encinitas, CA 92024  
District Office Board Room #101

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**REGULAR MEETING/OPEN SESSION**

1. CALL TO ORDER

The meeting was called to order at 4:00 P.M. by JOHN BAIRD, Commission Chair.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Holmerud.

Members in Attendance

John Baird  
David Holmerud  
Terry King

Staff in Attendance

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

Guests

Laura August  
Carmen Blum  
Matt Colwell  
Sheila Graciano  
Scott Hendries  
Debbie Johnson  
Carlos Magana

3. APPROVAL OF AGENDA FOR THE JANUARY 12, 2016, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by TERRY KING, seconded by DAVID HOLMERUD, to approve the agenda for the January 12, 2016, Personnel Commission Regular Meeting.

*Passed unanimously.*

**ACTION ITEMS**

4. APPROVAL OF THE MINUTES FOR THE DECEMBER 15, 2015, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by DAVID HOLMERUD, seconded by TERRY KING, to approve the minutes for the December 15, 2015, Personnel Commission Regular Meeting.

*Passed unanimously with addition from Commissioner Baird.*

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by TERRY KING, seconded by DAVID HOLMERUD, to establish an eligibility list for CUSTODIAN, SR-32, Open/Promotional-Dual Certification, six months eligibility.

*Passed unanimously.*

- B. It was moved by DAVID HOLMERUD, seconded by TERRY KING, to establish an eligibility list for ADMINISTRATIVE SECRETARY-MIDDLE SCHOOL, SR-38, Open/Promotional, six months eligibility.  
*Passed unanimously.*
- C. It was moved by TERRY KING, seconded by DAVID HOLMERUD, to establish an eligibility list for CUSTODIAN FLOATER, SR-33, Open/Promotional-Dual Certification, six months eligibility.  
*Passed unanimously.*

6. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by DAVID HOLMERUD, seconded by TERRY KING, to approve an Eligibility List for NUTRITION SERVICES PRODUCTION ASSISTANT, SR-33, Open/Promotional, eligibility from 12/11/15.  
*Passed unanimously.*
- B. It was moved by TERRY KING, seconded by DAVID HOLMERUD, to approve an Eligibility List for SCHOOL PLANT SUPERVISOR, SR-39, Promotional Only, eligibility from 12/17/15.  
*Passed unanimously.*
- C. It was moved by DAVID HOLMERUD, seconded by TERRY KING, to approve an Eligibility List for ACCOUNTING TECHNICIAN, SR-42, Open/Promotional, eligibility from 12/18/15.  
*Passed unanimously.*

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

7. STAFF COMMENTS ON PERSONNEL ACTIVITIES

The Personnel Commissioners' packets included for review and discussion:

- A. Vacancy Report- Commissioner Baird asked to have names matched
- B. Employment Listing Report

8. CORRESPONDENCE - None

9. PUBLIC COMMENTS

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

- A. California School Employees Association – Scott Hendries announced an agreement has been reached in negotiations.
- B. San Dieguito Union High School District – Tina Peterson applauded Director Dixon on a “great job”
- C. Public Comments – John Baird questioned the Closed Session wording. Terry King stated the wording is a legal requirement that has been used for the past twenty years.

10. CLOSED SESSION - Evaluation of Director of Classified Personnel

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, February 9, 2016, at 4:00 P.M. in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

12. ADJOURNMENT

Personnel Commission meeting adjourned to closed session at 4:18 P.M.

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

**Effective: 01/13/16**  
**Expiration: 07/13/16**

**Secretary**

**Promotional**

Rank	Applicant ID	Notes
1	2665887	

**Open**

Rank	Applicant ID	Notes
1	2810318	
2	2483663	
3	2515891	
4	742247	

S. Dixon

San Dieguito Union High School District

Personnel Commission

Eligibility List

Open/Promotional

Effective: 2/3/16

Expiration: 8/3/16

Nutrition Services Supervisor

Promotional

Rank	Applicant ID
1	1159330

Open

1	2790169
2	3032662

S. Dixon

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

**Administrative Secretary - Middle School**

**Effective: 2-3-16  
Expiration: 8-3-16**

**Promotional**

<b>Rank</b>	<b>Applicant ID</b>
1	3050640

**Open**

<b>Rank</b>	<b>Applicant ID</b>
1	2983282
2	1989691
3	2408616
4	2983934
4	1115922
5	3036050
5	2604520
6	2402314
7	1261522
8	3045457

S. Dixon

# San Dieguito

**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  
Susan Dixon, Director

<b>Classification Review Report</b>	
Classification	Maintenance Worker II
Classification Type	Classified
Salary Range	40
Submission to Classification Advisory Committee	January 26, 2016
Submission to Personnel Commission	February 9, 2016
Agenda Item	Classification Revisions #7

### Background Information

The classification of Maintenance Worker II (MWII) was established in April of 1998. The job description has been updated once, in July of 2003. In addition to MW II, the following are current job classifications within the Maintenance & Operations department: Lead Maintenance Worker (52), Electrician (49), HVAC Technician (49), Plumber/Irrigation Specialist (49), Skilled Maintenance Worker (49), Painter (48), Locksmith (47), and Maintenance Worker I (34). The four incumbents in the MWII classification submitted a request for classification review in May of 2015.

### Sources of Information

Classification Review Forms submitted by: Jim Boyce, Thomas Hernandez Jr., Jason Marden, Steve Snedeker  
Meeting with incumbents Jim Boyce, Thomas Hernandez Jr., Jason Marden, Steve Snedeker  
Meeting with North Region Lead Maintenance Worker, Dale Umphrey  
Meeting with South Region Lead Maintenance Worker, Mike Hayes  
Meeting with Maintenance Supervisor, Jim Mitroff  
Meeting with Director Maintenance, Operations and Transportation, Dan Love  
Joint Powers Authority, San Diego County Office of Education  
Designated Comparison Districts in San Diego County

### Recommendations and Rationale

1. Revise the class description for Maintenance Worker II, present a follow up report regarding salary allocation at the May Personnel Commission meeting when District negotiations/salary changes have been finalized. Salaries of comparison districts will also be updated in the event that changes have occurred.
2. Classify one new position in Maintenance & Operations as a Skilled Maintenance Worker.



It is recommended that the job description for Maintenance Worker II be revised as proposed (see attachment). The proposed revisions to the essential functions are consistent with the existing overall job purpose statement for this classification. The distinguishing characteristics have been modified to more clearly differentiate among the levels of positions within the job family. Revisions to the knowledge, skills, and abilities required for the classification are consistent with the scope of work being performed and are not of a more complex nature. The Working Environment section of the description has been updated to reflect the physical and environmental conditions associated with this classification. The JPA of San Diego County Office of Education has provided school districts with model language to include in descriptions. The standards provided by the JPA include the physical demands, auditory and visual requirements and environmental conditions typical to this classification. The proposed changes reflect this recommended language.

A review of comparable classifications in the designated comparison districts indicates that the average starting rate of pay for duties comparable to those of Maintenance Worker II is \$19.01 and the average maximum pay rate is \$23.95. Based on this information, Range 41 of the San Dieguito Union High School District Classified Salary Schedule is a more appropriate salary allocation rather than the current allocation of Range 40; however, considering that negotiations between the district and CSEA are near completion, a recommendation to reallocate the classification is not practical at this time. The salary should be reevaluated at the conclusion of negotiations to ensure that incumbents in the classification are appropriately compensated.

A review of duties being performed by the four Maintenance Worker IIs has brought to light key differences among the four incumbents which, in turn, leads to a recommendation to restructure the department to provide consistency and standardization between the regions as well as acknowledge the need for additional support in the performance of skilled tasks.

The Maintenance & Operations Department is divided into two regions, North and South. Both regions are led by the Maintenance Supervisor and work assignments are funneled through and distributed by a Lead Maintenance Worker, one assigned to the North region and one assigned to the South region. At the time of this study, work assigned to incumbents varied considerably depending upon the region worked. This is largely due to the fact that the two regions are staffed differently. As stated above, each region is staffed with a Lead Maintenance Worker who performs skilled maintenance tasks in addition to administrative duties related to processing work orders. At this time, the M&O Department employs a single Skilled Maintenance Worker and that individual is based out of the South region. The Skilled Maintenance Worker classification is responsible for performing a full scope of complex, skilled maintenance tasks across all trade areas. This work may be performed independently or as part of a work crew. Due to the lack of a Skilled Maintenance Worker position in the North region, two incumbents based out of the North region (Mr. Hernandez and Mr. Snedeker) have been assigned work that is sometimes inconsistent with both the skill-level and level of independence associated with the Maintenance Worker II classification. Although all Maintenance Worker II incumbents are expected to perform a number of tasks independently, Mr. Hernandez and Mr. Snedeker have each been designated as the primary general maintenance worker at two school sites in the North region. The result of this designation is that these two incumbents have been spending a fair amount of time working alone and with less direction than their counterpart in the South. Again, this is largely rooted in the fact that there is not a dedicated Skilled Maintenance Worker in the North region.

Another inconsistency which came to light as part of this study is the designation of one of the Maintenance Worker II positions to the plumbing and irrigation function. Although Mr. Boyce is classified as a Maintenance Worker II, the bulk of his work assignments consist of plumbing and irrigation tasks. The majority of his time is spent working with a Plumber/Irrigation Specialist. While the Maintenance Worker II classification allows for an

individual to assist other maintenance staff as needed, the intended purpose of the classification is to perform a wide variety of semi-skilled maintenance work across multiple trades or assist in multiple functions rather than support one specific function. The M&O Department would like to restructure work assignments such that one incumbent is no longer assigned specifically to assist in plumbing and irrigation but rather spread this work among all incumbents in the classification thus providing all staff with the opportunity to be exposed and build capacity in multiple trades.

The staffing model in effect at the South region is consistent with the intent of the M&O department. The Maintenance Worker II assigned to the South (Mr. Marden) performs a variety of routine, semi-skilled tasks independently or works as a member of a crew to complete a variety of projects across multiple trades. The Lead Maintenance Worker for the South region assigns the higher-level, skilled tasks to the Skilled Maintenance Worker or has Mr. Marden and the skilled worker and/or himself work together to complete tasks.

In order to best meet the maintenance needs of the district as well as ensure employees are not assigned work inconsistent with their classification, the recommendation is to add a Skilled Maintenance Worker position to the North region. This will ensure that the Maintenance Supervisor and Lead Maintenance Workers have adequate skilled workers to complete necessary tasks rather than be put in a situation that necessitates assigning Maintenance Worker IIs to independently complete higher-level tasks. Furthermore, the addition of this position will allow the M&O Department to have the two regions mirror each other which will provide for much needed consistency and standardization in work processes and a more equitable distribution of work assignments.

**Salary Compensation Review**

<b>Maintenance Worker II</b>				
<b>District</b>	<b>Salary Range</b>	<b>Job Title</b>	<b>Minimum</b>	<b>Maximum</b>
Carlsbad Unified		No comparison		
Escondido UHSD		No comparison		
Escondido USD	36	Maintenance Worker II	\$ 17.55	\$ 22.39
Grossmont UHSD	45	General Maintenance Worker	\$ 19.79	\$ 25.21
MiraCosta CC		No comparison		
Oceanside USD	23	Maintenance Worker	\$ 17.68	\$ 21.30
Poway USD	33	Maintenance Worker II	\$ 19.57	\$ 23.84
Ramona Unified		Maintenance I	\$ 16.96	\$ 21.73
San Marcos USD		No comparison		
Sweetwater Union HS	58	Building Maintenance Worker	\$ 23.08	\$ 28.38
Vista Unified	50	Maintenance Technician	\$ 18.46	\$ 24.82
<b>Average</b>			\$ 19.01	\$ 23.95
SDUHSD	40	Maintenance Worker II	\$ 18.58	\$ 23.67

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	Absent	Tina Peterson, Admin

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## MAINTENANCE WORKER II

### OVERALL JOB PURPOSE STATEMENT

~~Under the direction of the Maintenance Supervisor and Lead Maintenance Worker, the job of Maintenance Worker II is to independently, or as a member of a work crew, perform a wide variety of semi-skilled maintenance work across multiple trades to repair or modify existing facilities; and assist skilled maintenance staff in various trades as needed. done for the purposes of proper completion of assigned work orders; ensuring proper operation of equipment and aesthetics of structures; ensuring the maintenance of district structures; assisting other maintenance staff; delivering materials to job sites; performing a variety of maintenance duties as assigned; determining and providing needed help in each situation.~~

### DISTINGUISHING CHARACTERISTICS

~~All classifications in the Maintenance series complete assigned work orders to ensure proper operation of equipment as well as safety and aesthetics of structures and facilities. Classifications in the series differ based on the level of independence in which tasks are completed as well as the scope and complexity of tasks across trade areas. The classification of Skilled Maintenance Worker is the highest-level classification within the series. Incumbents in this classification independently perform a full scope of complex, skilled maintenance tasks across all trade areas. Maintenance Worker II incumbents perform mostly routine semi-skilled tasks either independently or with direction from higher-level staff and operate as part of a work crew to assist skilled workers. Maintenance Worker I is an entry-level class receiving frequent and close supervision.~~

~~This job is distinguished from similar jobs by the following characteristics; The Maintenance Worker II is responsible for performing a wide range of semi-skilled maintenance and repair work as assigned and for participating in a variety of project activities in the alteration, maintenance and repair of District structures, buildings and equipment. Classes in the Maintenance series are responsible for the upkeep, repair, and construction of buildings, structures and physical plant systems on District properties and for providing attractive, safe areas for general activities and instructional programs. In addition to performing assignments in areas of expertise, positions in this series may be tasked to perform general maintenance-related duties to assist other employees on special projects or during peak workload periods as needed and assigned. This includes activities assisting skilled personnel in such trades as plumbing, carpentry, heating and air conditioning, electrical repair, painting, installation of floor coverings, forming and pouring concrete, etc. This class differs from the Maintenance Worker I, which is an entry level class that works under frequent and close supervision.~~

### ESSENTIAL FUNCTIONS

- ~~• Installs and repairs, or, depending upon the scope and complexity of the task, assists other maintenance staff with the installation and repair of; as assigned, carpet, tile, roofing, cabinets, drywall, plumbing, HVAC, insulation, blinds, glass, electrical, masonry components; ,paints-surface areas painting, for the purpose of ensuring proper operation of equipment and aesthetics of structures assisting other maintenance staff in the proper installation of work order projects.~~

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- ~~Repairs and maintains school properties/systems in the district as assigned, for the purpose of ensuring proper operation of equipment and aesthetics of structures.~~
- Assists in the construction/fabrication/remodeling/alteration of specialized equipment, building exteriors and interiors for the purpose of ensuring the maintenance of district structures.
- Documents job orders, work activities and problems or issues for the purpose of ensuring complete work orders and compliance with proper documentation of issues and expenses.
- Communicates with administrators, teachers, and other staff for the purpose of determining the scheduling of work orders and details of requested tasks.
- Transports materials and equipment, hazardous materials for the purpose of ensuring timely completion of work orders and proper disposal of waste. ~~delivering these materials to job sites.~~
- Performs a limited scope of various maintenance activities in the absence of skilled trade workers as assigned for the purpose of addressing immediate ~~meeting facility~~ maintenance needs.
- Takes measurements for the purpose of assisting in the design and completion of projects in an efficient and cost-effective manner.
- Responds to ~~reports of~~ emergency situations for the purpose of determining and taking appropriate action to stabilize the situation and/or make necessary repairs ~~providing needed help in each situation.~~
- ~~Performs~~ Completes work orders as assigned (e.g. painting, electrical, carpentry, etc.) for the purpose of addressing facility maintenance requirements.
- Estimates job cost and material requirements for the purpose of efficiently completing work orders.
- Selects and purchases necessary materials for the purpose of completing work orders.
- Inspects facilities for the purpose of evaluating ongoing maintenance needs.
- 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

*KNOWLEDGE is required to perform algebra and/or geometry; read technical information, ~~compose a variety of complete required documents, and/or facilitate participate in group discussions; and solve practical problems.~~ Specific knowledge required to satisfactorily perform the functions of the job includes: basic methods, practices, equipment and tools used in various trades including carpentry, plumbing/irrigation, electrical and heating, ventilating, refrigeration and air conditioning (HVAC); health and safety practices, procedures, regulations, and hazards; proper methods of storing equipment,*

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*materials and supplies; and requirements of maintaining school buildings in a safe, clean and orderly condition; pertinent codes, policies, regulations and/or laws.*

**SKILLS** are required to perform multiple, 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: adhering to safety practices; operating equipment used in a variety of maintenance trades; completing required documentation; oral and written communication skills; interpersonal skills using tact, patience and courtesy and preparing and maintaining accurate records.

~~**KNOWLEDGE** is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: basic methods, practices, equipment and tools used in various trades including carpentry, plumbing/irrigation, electrical and heating, ventilating, refrigeration and air conditioning (HVAC); health and safety regulations; proper methods of storing equipment, materials and supplies; and requirements of maintaining school buildings in a safe, clean and orderly condition.~~

**ABILITY** is required to schedule activities and/or meetings; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: performing semi-skilled work and assisting in various skilled trades including carpentry, plumbing/irrigation, painting, electrical and HVAC; determining supplies needed; using hand and power tools skillfully and safely; adhering to safety practices; identifying and correcting safety hazards; operating a variety of equipment and machinery such as various saws, planes, drill presses, paint sprayers, sanders, jack hammers, drills, sandblasters and forklifts; operating a utility vehicle to transport items and personnel to work sites; understanding and following oral and written directions; establishing and maintaining effective working relationships with others; ~~lifting objects weighing up to 100 pounds; performing heavy manual labor; and maintaining routine records.~~ Reading, interpreting and following rules, regulations, policies and procedures; completing work orders in a timely manner; being attentive to detail; working independently.

### RESPONSIBILITY

Responsibilities include: working under limited supervision following standardized practices and/or methods; 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 a continual opportunity to impact the Organizations services.

### WORKING ENVIRONMENT

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~~The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking and 45% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in varying atmospheric conditions.~~

<del>Seldom/Occasionally</del>	<del>Squatting/crouching, climbing/balancing, kneeling, reach above shoulder stooping/bending, twisting back, neck flexation/rotation, pushing/pulling, power/firm grasping, hand and foot controls, reach at shoulder, reach below shoulder, lifting at waist or shoulder height or carrying up to 50 pounds up to 100 feet</del>
<del>Occasionally/Frequently</del>	<del>Fingering/fine manipulation</del>
<del>Frequently</del>	<del>Standing, handling/simple grasping, walking</del>

### 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 to conduct work, work near hazardous equipment/machinery, walk on uneven ground, tolerate exposure to dust, gas, fumes, vibration, extremes in temperature and humidity, biohazard materials such as sewage, work at heights.

### EXPERIENCE

A minimum of two years of experience involving the maintenance and repair of structures, utilities, plumbing, water and electrical systems.~~Job related experience is required.~~

### EDUCATION

Targeted job related education that meets organizations prerequisite requirements.

### REQUIRED TESTING

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

### CERTIFICATES

Valid California Class C Drivers License & 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.

### CONTINUING EDUCATION/TRAINING

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

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



**San Dieguito Union High School District  
Personnel Commission**

**Classification Review**

***Merit System Rule 3.12 Review of Positions***

Job analysis studies may be performed for such purposes as examination development, establishment of a new position(s), updating class specification for legal requirements or other changes, considering an employee, Association, or District-initiated request for reclassification, and/or conducting a Commission authorized review of a job family or families.

Such studies may involve position questionnaires, desk audits, group interviews, supervisory interviews, and/or such other methods as the Director or designee may determine.

A classification review typically results in one of the following actions:

- It is determined there are no changes necessary to the classification, or only minor editing of the description is needed.
- It is determined the employee is performing duties outside of the classification that must be removed and assigned to the appropriate employee in another classification.
- It is determined there is justification for a reclassification based on a gradual accretion of duties over at least two years (EC 45285).

<b>POSITION TITLE</b>	Maintenance Worker II
<b>Employee</b>	Jim Boyce
<b>Date</b>	5/5/15
<b>Supervisor</b>	Jim Mitroff, Maintenance Supervisor
<b>School/Department</b>	Maintenance and Operations
<b>Work Day/Work Year</b>	8.0 hours/12 months
<b>Date of Hire</b>	10/22/01
<b>Date in Classification</b>	11/22/10
<b>Education/Training/Certificates Held</b>	

**Part 1:**

**Typical Duties Task List (from description):**

Relevant (R)/ No Longer Performing (No)	Frequency: Hourly/Daily/Monthly/Yearly	Task

Classification Review Questionnaire

Relevant (R)/ No Longer Performing (No)	Frequency: Hourly/Daily/Monthly/Yearly	Task
R	Monthly	Installs, as assigned, carpet, tile, roofing, cabinets, drywall, plumbing, HVAC, insulation, glass, electrical, masonry, surface painting, for the purpose of assisting other maintenance staff in the proper installation of work order projects.
R	Daily	Repairs and maintains school properties/systems in the district as assigned, for the purpose of ensuring proper operation of equipment and aesthetics of structures.
R	Daily	Assists in the construction/fabrication/remodeling/alteration of specialized equipment, building exteriors and interiors for the purpose of ensuring the maintenance of district structures.
R	Daily	Documents job orders, work activities and problems or issues for the purpose of ensuring complete work orders.
R	Daily	Transports materials, equipment, hazardous materials for the purpose of delivering these materials to job sites.
R	Daily	Performs various maintenance activities in the absence of skilled trade workers as assigned for the purpose of meeting facility maintenance needs. Takes measurements for the purpose of assisting in the design and completion of projects in an efficient and cost-effective manner.
R	Monthly	Responds to reports of emergency situations for the purpose of determining and providing needed help in each situation.
R	Daily	Performs work orders as assigned (e.g. painting, electrical, carpentry, etc.) for the purpose of addressing facility maintenance requirements.
R	Daily	Estimates job cost and material requirements for the purpose of efficiently completing work orders.
R	Daily	Inspects facilities for the purpose of evaluating ongoing maintenance needs.

Relevant (R)/ No Longer Performing (No)	Frequency: Hourly/Daily/Monthly/Yearly	Task
R	Daily	Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

List any additional duties you perform that are not mentioned in the current Typical Duties list:

Repair/remove /install facility plumbing fixtures – wash fountains, toilets, urinals, garbage disposals, sink faucets, drain systems, toilet/urinal flush valve systems, sewer lines, drainage lines
Demolition of existing concrete structures, saw cut concrete, jack hammer out, re-pour/finish concrete
Fabricate plumbing assemblies - solder connections to plumbing systems
Research and source repair/ replacement parts for irrigation/plumbing projects/work orders
Maintain computer digital records of replacement water heaters and hot water circulation pumps by model number, capacity, voltage and site installation location
Rebuild irrigation system control valves
Source repair parts/pricing for drinking fountain from vendor. Replace defective parts, repair and test fountain
Remove irrigation controller from outside building mount. Disconnect 120v A/C wiring to controller. Remove A/C wiring from junction box to irrigation controller.
Remove water heater hot water circulation pump, install new circulation pump, connect AC wiring, test system
Repair chemistry lab sinks – epoxy drain strainer baskets, correct under sink plumbing drain parts

Which task(s) or project(s) would you say is your most challenging in terms of the level of responsibility, the time it takes to complete it, and the consequence for error?

School facility plumbing fixture replacement/repair and maintenance projects which require timely completion to ensure all state and local health codes are satisfied ensuring safe learning/working environments. Main line potable water and irrigation outages which can effect heavily used school facilities usage and general landscape needs.
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**Part 2: Policies/Procedures**  
**Knowledge of (from description):**

<b>Importance Rating</b> 0=Not related 1=Helpful 2=important 3=Essential	<b>Correlating Task</b>	<b>List all statements from description</b>
1	Framing and fabrication of assemblies	perform algebra and/or geometry;
3	Purchasing correct replacement equipment and assemblies	read technical information, compose a variety of documents, and/or facilitate group discussions;
2	Correct water technologies for irrigation repair, sound electrical practices for safely replacing, repairing equipment, fundamental carpentry skills to frame housings for equipment	Specific knowledge required to satisfactorily perform the functions of the job includes: basic methods, practices, equipment and tools used in various trades including carpentry, plumbing/irrigation, electrical and heating, ventilating, refrigeration and air conditioning (HVAC);
3	Best personal safety practices including eye, ear and respiratory protection	health and safety regulations;
3	Compliance with all state and local agencies in the storage and disposal of hazardous waste materials	proper methods of storing equipment, materials and supplies;
3	Knowledge of all safety and building codes	requirements of maintaining school buildings in a safe, clean and orderly condition

What are the policies and procedures you refer to for direction and guidance as part of your duties?  
(For example: Board Policies, manuals, federal or state regulations)

	Examples
<b>Policies (District, State, or Federal Agency):</b> <ul style="list-style-type: none"> <li>Knowledge only for application to assigned duties</li> <li>Referred to frequently in the course of work and/or explained to others</li> </ul>	Reclaimed water use and deployment, health code requirements
<b>Procedures (Work Site Manual, Desk Manual):</b> <ul style="list-style-type: none"> <li>Knowledge only for application to assigned duties</li> <li>Referred to frequently in the course of work and/or explained to others</li> </ul>	N/A

### Tools

Tools (i.e. Technology, Office Equipment, Manual tools, power tools, etc.)	Example(s) of Task(s) Performed
Personal computer	Process work orders, keep digital records of repairs and purchases, communicate with staff members and supervisors
Cell phone	Communicate with staff members and supervisors
Digital multi meter	Test electronic components of irrigation controllers, pumps and electronically controlled plumbing assemblies, check line voltage for safety in work area
Power tools – saws, drills, concrete cutter, grinder, planer, fork lift, saws, pipe cutters, hand tools	All hand tools and power tools used in plumbing/irrigation new construction, repair and maintenance
Adhesives, primer glue, paint	Assembly and repair of PVC irrigation systems

### Part 3: Ability to (from description)

Importance Rating 0=Not related 1=Helpful 2=important 3=Essential	Correlating Task	List all statements from description
2	Determine work flow for repair and maintenance	schedule activities and/or meetings

	projects	
2	Data is used to determine longevity of products and speed up ordering process when systems fail	gather and/or collate data
3	Work safety is a number 1 priority	consider a variety of factors when using equipment
3	Ability to flow with the circumstances involved in repair, new construction and demolition on a variety of buildings and systems	Flexibility is required to work with others in a variety of circumstances
2		work with data utilizing defined and similar processes
3	Work safety is a number 1 priority	operate equipment using a variety of processes
2	Flexibility	work with a significant diversity of individuals and/or groups
2		work with a variety of data
2	Determining how to efficiently solve job issue	utilize a wide variety of types of job-related equipment
2	Flexibility in problem solving strategy	problem solving is required to identify issues and create action plans
2	Understanding different approaches to problem solving	Problem solving with data requires independent interpretation of guidelines
3		problem solving with equipment is significant
3	Troubleshoot problems, develop action plan, execute plan independently with any number of trade skills	Specific abilities required to satisfactorily perform the functions of the job include: performing semi-skilled work and assist in various skilled trades including carpentry, plumbing/irrigation, painting, electrical and HVAC
2	Work safety is a number 1 priority	using hand and power tools skillfully and safely
3	Whatever the job calls for. Work smart	operating a variety of equipment and machinery such as various saws, planes, drill presses, paint sprayers, sanders, jack hammers, drills, sandblasters and forklifts
2	Forklift, lift truck	operating a utility vehicle to transport items and personnel to work sites

2	Key to teamwork	understanding and following oral and written directions
3	Communicating with co-workers to work effectively and safely	Establishing and maintaining effective working relationships with others
2	Plumbing/irrigation projects can require heavy lifting	lifting objects weighing up to 100 pounds
2	When necessary	performing heavy manual labor
2	Important to analyze performance/failure rates of fixtures, set proposed budgets	maintaining routine records

**Part 4: Contacts**

The types of contacts (Supervisor, staff, vendors, and community members), explanation of types of interactions and time spent (minimal, occasional, frequent).

CONTACT	FREQUENCY (Minimal, Occasional, Frequently)	EXAMPLE OF INTERACTION
Supervisor	Frequently	Discussions of work orders or projects
Staff	Occasional	Feedback on services provided, concerns or scheduling of maintenance
Vendors	Occasional	Purchasing parts and assemblies to maintain systems
Community Members	Minimal	Interaction when on school sites
Other		

**Part 5: Decision Making/Complexity/Guidance Received**

Check the statement that best applies to this position.

<input type="checkbox"/>	Perform simple, routine tasks according to instructions provided. Work is closely supervised and checked by the supervisor
<input type="checkbox"/>	Perform duties of moderate difficulty according to prescribed methods and written procedures. Requires application of readily understood rules and procedures. Some judgment required in selection, priority and sequence of work. Work is frequently checked by supervisor
<input type="checkbox"/>	Perform specialized or skilled duties that are varied and generally defined. Duties involve alternative actions based on rules and regulations (employee decision). Judgment is required in determining work methods and the application of established rules and procedures for the successful completion of the task. Work is periodically checked by supervisor.
<input type="checkbox"/>	Performs complex/technical duties that are varied and generally defined. Work requires analysis

	and judgment in finding approaches and techniques to solving problems for which policies and procedures may not be clearly defined. Only direction and guidance are given by the supervisor.
X	Work activities require establishing procedures for attaining specific goals and objectives in a broad area of work. Incumbent typically develops procedures within the limits of established policy guidelines and only the final results of work completed are typically reviewed.
	Receives guidance in terms of broad goals and overall objectives and is responsible for establishing the methods to attain them. Requires extensive policy considerations, decision making and problem solving. Incumbent typically formulates new and amended policies and procedures for an area of responsibility but, does not necessarily have final authority for policy approval.

**Part 6: Impact – the result of your actions or decisions; the probable effect of errors**

Check the statement that best applies to this position.

X	Errors can be readily detected and corrected, usually by the employee and would result in minor expense for correction
	Errors are not easily detected and cause moderate operational delays and additional allocation of funds and resources. Effect is usually within the immediate work unit.
	Errors are difficult to discover, normally involve decisions not subject to detailed review, resulting in excessive delays. May have adverse effect on relationships outside the department. Could result in substantial monetary affect.
	Errors may cause a continuous adverse influence on future operations in matters involving important commitments and other matters which may appreciably affect future operations costs/expenses. Actions would affect highly critical programs or attainment of long-range goals or objectives. Will result in major monetary affect.

**Part 7: Organization – Supervisory Responsibilities**

Check the statement that best applies to this position.

X	No employees supervised
	Provide direction and guidance to maintain work flow. Lead worker responsibilities
	Plan, organize and control the work of assigned employees. Counsel employees on position performance and usually conducts hiring and/or discharge interviews. First line supervisor
	Directs and coordinates the operation of a program or programs of sufficient size to require the use of subordinate supervisors
	Directs and coordinates the operation of a sizable, diverse and /or major function(s).

Employees Directly Supervised:

Name	Classification Title	Regular (R) or Limited Term (LT)

Supervision:

Check the statement(s) that describe the type of supervision performed

	Train employees
	Interview applicants
	Make hiring recommendations



	Make hiring decisions
	Plan and/or schedule work for others
	Assign or delegate work to others
	Monitor work of others
	Establish rules, procedures, and/or standards
	Discipline others
	Recommend promotion
	Make promotion, demotion or discharge decisions
	Evaluate the work of others
	Conduct formal performance evaluations
	Resolve employee grievances in accordance with organizational policy
	Other (specify)

**Part 8: Minimum Qualifications:**  
**Compare with requirements listed on current description**

Licenses/Certificates:	
Education:	<input type="checkbox"/> Less than High School diploma or equivalent <input checked="" type="checkbox"/> High School diploma or equivalent <input checked="" type="checkbox"/> Certificate/License: <input type="checkbox"/> Trade/vocational school, formal apprenticeship Program: <input type="checkbox"/> Associate's Degree Major: <input type="checkbox"/> Bachelor's Degree Major: <input type="checkbox"/> Graduate work or advanced degree Major:
Years of Experience:	<input type="checkbox"/> No previous experience <input type="checkbox"/> One year or less <input type="checkbox"/> Over one year and up to 2 years <input type="checkbox"/> Over two up to and including 4 years <input checked="" type="checkbox"/> Over four years up to and including 6 years <input type="checkbox"/> Over six years  Level of experience required for first day on the job
Other Language:	Are you required to use a foreign language? no Which one(s)? <input type="checkbox"/> Speak; <input type="checkbox"/> Read; <input type="checkbox"/> Write

**Part 9: Physical Requirements/Work Environment**  
**(Check all that apply)**

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

Crawling x	Lifting x	Sitting x	Pushing x
Standing x	Reaching x	Finger Dexterity x	Pulling x
Kneeling x	Climbing x	Seeing x	Squatting x
Grasping x	Carrying x	Hearing x	Walking x
Balancing x	Bending x	Speaking x	Writing x
Twisting x	Driving x	Keyboarding x	

Noise x	Heat	Wetness x	Poor Ventilation x
Vibrations x	Dust x	Humidity	Toxic Chemicals x
Gases	Dirt x	Height x	Solvents x
Electric Shock x	Odors x	Fumes x	Heavy Machinery x
Cold	Outdoors x	Confined Areas x	Biohazards x

Other Factors: \_\_\_\_\_

In general, what would you estimate is the percentage of time you spend sitting, standing, and walking in an 8 hour day?  5  % sitting;  50  % standing;  45  % walking

Ability to Push/Pull/Lift:

	Weight in pounds
Push	80
Pull	100
Lift	100

**San Dieguito Union High School District  
Personnel Commission**

**Classification Review**

***Merit System Rule 3.12 Review of Positions***

Job analysis studies may be performed for such purposes as examination development, establishment of a new position(s), updating class specification for legal requirements or other changes, considering an employee, Association, or District-initiated request for reclassification, and/or conducting a Commission authorized review of a job family or families.

Such studies may involve position questionnaires, desk audits, group interviews, supervisory interviews, and/or such other methods as the Director or designee may determine.

A classification review typically results in one of the following actions:

- It is determined there are no changes necessary to the classification, or only minor editing of the description is needed.
- It is determined the employee is performing duties outside of the classification that must be removed and assigned to the appropriate employee in another classification.
- It is determined there is justification for a reclassification based on a gradual accretion of duties over at least two years (EC 45285).

<b>POSITION TITLE</b>	Maintenance Worker II
<b>Employee</b>	Thomas M Hernandez ,Jr
<b>Date</b>	6-1-2015
<b>Supervisor</b>	Jim Mitroff, Maintenance Supervisor
<b>School/Department</b>	Maintenance and Operations
<b>Work Day/Work Year</b>	8.0 hours/12 months
<b>Date of Hire</b>	7-26-1999
<b>Date in Classification</b>	12-7-2001
<b>Education/Training/Certificat es Held</b>	Mechanical engineering at palomar college,Welding at SDA adult ED.,Carpentry for 22+years in the private and working sector.SKILLS-drywall,electrical,painting,plumbing,tile,flooring, roofing,stucco, cement and masonry..Certificates in welding,Hazmat training,forklift training.I am currently the safety officer for the SDUHSD ,for the last four years.

**Part 1:**

**Typical Duties Task List (from description):**

Relevant (R)/ No Longer Performing (No)	Frequency: Hourly/Daily/Monthly/Yearly	Task
R	DAILEY	Installs, as assigned, carpet, tile, roofing, cabinets, drywall, plumbing, HVAC, insulation, glass, electrical, masonry, surface painting, for the purpose of assisting other maintenance staff in the proper installation of work order projects.
R	DAILY	Repairs and maintains school properties/systems in the district as assigned, for the purpose of ensuring proper operation of equipment and aesthetics of structures.
R	DAILY & MONTHLY	Assists in the construction/fabrication/remodeling/alteration of specialized equipment, building exteriors and interiors for the purpose of ensuring the maintenance of district structures.
R	DAILEY	Documents job orders, work activities and problems or issues for the purpose of ensuring complete work orders.
R	DAILEY ON MATERIALS AND EQUIPMENT. WE DON'T TRANSPORT A LOT OF HAZARDOUS MATERIALS PER SCHOOL POLICY	Transports materials, equipment, hazardous materials for the purpose of delivering these materials to job sites.
R	DAILEY	Performs various maintenance activities in the absence of skilled trade workers as assigned for the purpose of meeting facility maintenance needs. Takes measurements for the purpose of assisting in the design and completion of projects in an efficient and cost-effective manner.
R	DAILEY	Responds to reports of emergency situations for the purpose of determining and providing needed help in each situation.
R	DAILEY	Performs work orders as assigned (e.g. painting, electrical, carpentry, etc.) for the purpose of addressing facility maintenance requirements.

R	DAILEY	Estimates job cost and material requirements for the purpose of efficiently completing work orders.
R	DAILEY	Inspects facilities for the purpose of evaluating ongoing maintenance needs.
R	DAILEY	Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

List any additional duties you perform that are not mentioned in the current Typical Duties list:

Communicate with school administration, teachers and custodial in order to get room availability and to ultimately get jobs completed
Steve and i do all the welding/metal fabrication in the north side of the district as maintenance 2.
Masonry Finishing- i have been on several jobs such as stucco and cement slabs, unassisted and have completed the requested work professionally and in a timely manner when skilled workers were not available or in a emergency situation.
Have done many unassisted remodels in the district including my duties and others, such as Hvac, electrical, plumbing and telecommunications.

Which task(s) or project(s) would you say is your most challenging in terms of the level of responsibility, the time it takes to complete it, and the consequence for error?

Hands down roofing would be the most time consuming, with minimal margin for error.. We have many roof that are failing, due to the age of some of our schools. If these classrooms are NOT fixed in a timely manner, there are thousand of dollars in technology that can be ruined, and most of all teachers and kids need to relocate . This is tough on the AP and staff as most classrooms and occupied. Whenever we get a decent amount of rain, we are on roofs for weeks and "unassisted" for the majority of time.
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**Part 2: Policies/Procedures**  
**Knowledge of (from description):**

<b>Importance Rating</b> 0=Not related 1=Helpful 2=important 3=Essential	<b>Correlating Task</b>	<b>List all statements from description</b>
2	carpentry flooring masonry plumbing	perform algebra and/or geometry;
2	remodels masonry	read technical information, compose a variety of documents, and/or facilitate group discussions;
3		Specific knowledge required to satisfactorily perform the functions of the job includes: basic methods, practices, equipment and tools used in various trades including carpentry, plumbing/irrigation, electrical and heating, ventilating, refrigeration and air conditioning (HVAC);
3	On all our maintenance work orders, ITS essential to be safety/health conscious . we are constantly working around school staff and students.	health and safety regulations;
2	work truck,shop and designated school sites	proper methods of storing equipment, materials and supplies;
3	maintenance in general	requirements of maintaining school buildings in a safe, clean and orderly condition

**What are the policies and procedures you refer to for direction and guidance as part of your duties?**  
**(For example: Board Policies, manuals, federal or state regulations)**

	<b>Examples</b>
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<p><b>Policies (District, State, or Federal Agency):</b></p> <ul style="list-style-type: none"> <li>● Knowledge only for application to assigned duties</li> <li>● Referred to frequently in the course of work and/or explained to others</li> </ul>	<p>When it comes to policies i refer to the district standards,state and any on site city approved blueprints held by vendors..This is in correlation with all my projects/work orders.A great example would be, all our framing,insulation, drywall and electrical are correct and up to fire code. All our handicap situations in the schools,"and there are a lot" are also up to state code such as proper height of railings and transition of ramps.</p>
<p><b>Procedures (Work Site Manual, Desk Manual):</b></p> <ul style="list-style-type: none"> <li>● Knowledge only for application to assigned duties</li> <li>● Referred to frequently in the course of work and/or explained to others</li> </ul>	<p>sorry not 100% sure about question</p>

**Tools**

Tools (i.e. Technology, Office Equipment, Manual tools, power tools, etc.)	Example(s) of Task(s) Performed
drywall knives 1 inch to 12 inch,texture sprayer,jab saw,drywall screw gun	District wide we have have split classrooms .we frame,put up drywall,tape drywall,mud walls ,sand walls and textured wall to finish
paslode nailer /finisher,porter cable staple gun	We use all these tools for making stages for graduation and all counters,desks and cubicles.
portable/shop welder	Portable welder is used at school facilities to repair loose Ramps,Gates,locks,basketball backboards,fencing and lots of lunch line rails..
jack hammer	Used in removal of "big area "concrete due to water leaks,or removal of concrete due to new school site plans
concrete grinder,concrete saw,concrete mixer concrete finishing tools	We constantly use a rented concrete grinder to remove tripping hazards at our schools due to sinking slabs or roots raising slabs...we use concrete saw when as a jackhammer can be to aggressive for specific jobs like water leaks.we use concrete mixers to pour slabs and our finishing tools to complete slab work and make slabs look professional
saw zaw	used in all variables of job.cutting rebar,wood,drywall and used in every demolition job
district cell phone and personal computer for SCHOOL DUDE	District cell phone is used for staff communication.District computer is used for school dude.SCHOOL DUDE is the district standard website that is used by all staff to generate and recieve all work orders in our district..I am held responsible to prioritise and put in all information suck as material,labor hours and summerize completed task. VERY IMPORTANT

**Part 3: Ability to (from description)**

<b>Importance Rating</b> 0=Not related 1=Helpful 2=important 3=Essential	<b>Correlating Task</b>	<b>List all statements from description</b>
2	Safety meeting	schedule activities and/or meetings
3	all work orders	gather and/or collate data
3	safety and health at all schools	consider a variety of factors when using equipment



3	This is very important as a maintenance 2 to be able to pull off a job and assist others	Flexibility is required to work with others in a variety of circumstances
2		work with data utilizing defined and similar processes
3	forklifts for supplies and all other heavy equipment for masonry	operate equipment using a variety of processes
3	outside contractors for bond and other departments like custodial and grounds	work with a significant diversity of individuals and/or groups
3	work orders and ordering stock for department	work with a variety of data
3	concrete and roofing	utilize a wide variety of types of job-related equipment
3	work in general	problem solving is required to identify issues and create action plans
3	codes inspection blueprints	Problem solving with data requires independent interpretation of guidelines
3	construction tools	problem solving with equipment is significant
3	remodels demos	Specific abilities required to satisfactorily perform the functions of the job include: performing semi-skilled work and assist in various

	and safety issues	skilled trades including carpentry, plumbing/irrigation, painting, electrical and HVAC
3	all jobs	using hand and power tools skillfully and safely
3	demos and remodels	operating a variety of equipment and machinery such as various saws, planes, drill presses, paint sprayers, sanders, jack hammers, drills, sandblasters and forklifts
3	DAILY	operating a utility vehicle to transport items and personnel to work sites
3	work orders and supervisor /lead man request	understanding and following oral and written directions
3	school staff and all departments in facilities	Establishing and maintaining effective working relationships with others
3	moving staff and heavy machinery	lifting objects weighing up to 100 pounds
3	roofing masonry and installing bus stops for transportation dept.	performing heavy manual labor
3	work orders and receipts from vendor purchases	maintaining routine records

**Part 4: Contacts**

The types of contacts (Supervisor, staff, vendors, and community members), explanation of types of interactions and time spent (minimal, occasional, frequent).

CONTACT	FREQUENCY (Minimal, Occasional, Frequently)	EXAMPLE OF INTERACTION
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Supervisor	frequently	Review jobs that are finished and pending. Discuss any safety issues. Strategically plan summer projects and BOND work !!!
Staff	frequently	Touch base on jobs pending and what the next stage is .
Vendors	minimal	Speak with vendor on ordering specific parts and arrival dates
Community Members	minimal	Answer any questions when asked from public
Other PRINCIPAL ,APS and teaching staff	FREQUENTLY VERY CRUCIAL --	Always need to let administration know how long certain jobs will take and make sure admin. clears requested area for sufficient time frame

**Part 5: Decision Making/Complexity/Guidance Received**

Check the statement that best applies to this position.

	Perform simple, routine tasks according to instructions provided. Work is closely supervised and checked by the supervisor
	Perform duties of moderate difficulty according to prescribed methods and written procedures. Requires application of readily understood rules and procedures. Some judgment required in selection, priority and sequence of work. Work is frequently checked by supervisor
x	Perform specialized or skilled duties that are varied and generally defined. Duties involve alternative actions based on rules and regulations (employee decision). Judgment is required in determining work methods and the application of established rules and procedures for the successful completion of the task. Work is periodically checked by supervisor.
x	Performs complex/technical duties that are varied and generally defined. Work requires analysis and judgment in finding approaches and techniques to solving problems for which policies and procedures may not be clearly defined. Only direction and guidance are given by the supervisor.
x	Work activities require establishing procedures for attaining specific goals and objectives in a broad area of work. Incumbent typically develops procedures within the limits of established policy guidelines and only the final results of work completed are typically reviewed.
x	Receives guidance in terms of broad goals and overall objectives and is responsible for establishing the methods to attain them. Requires extensive policy considerations, decision making and problem solving. Incumbent typically formulates new and amended policies and procedures for an area of responsibility but, does not necessarily have final authority for policy approval.

**Part 6: Impact – the result of your actions or decisions; the probable effect of errors**

Check the statement that best applies to this position.

	Errors can be readily detected and corrected, usually by the employee and would result in minor expense for correction
x	Errors are not easily detected and cause moderate operational delays and additional allocation of funds and resources. Effect is usually within the immediate work unit.
	Errors are difficult to discover, normally involve decisions not subject to detailed review, resulting in excessive delays. May have adverse effect on relationships outside the department. Could result in substantial monetary affect.
	Errors may cause a continuous adverse influence on future operations in matters involving important commitments and other matters which may appreciably affect future operations costs/expenses. Actions would affect highly critical programs or attainment of long-range goals or objectives. Will result in major monetary affect.

**Part 7: Organization – Supervisory Responsibilities**

Check the statement that best applies to this position.

	No employees supervised
x	Provide direction and guidance to maintain work flow. Lead worker responsibilities
	Plan, organize and control the work of assigned employees. Counsel employees on position performance and usually conducts hiring and/or discharge interviews. First line supervisor
	Directs and coordinates the operation of a program or programs of sufficient size to require the use of subordinate supervisors
	Directs and coordinates the operation of a sizable, diverse and /or major function(s).

Employees Directly Supervised:

Name	Classification Title	Regular (R) or Limited Term (LT)
substitutes	maint 1	LT - i-am constantly leading substitutes when they are employed by the district due to workmans comp.these substitutes are considered helpers in the maint. dept. and assist us in all types of work.

Supervision:

Check the statement(s) that describe the type of supervision performed

x	Train employees
	Interview applicants
	Make hiring recommendations
	Make hiring decisions
	Plan and/or schedule work for others
	Assign or delegate work to others
	Monitor work of others
	Establish rules, procedures, and/or standards
	Discipline others
	Recommend promotion
	Make promotion, demotion or discharge decisions
	Evaluate the work of others
	Conduct formal performance evaluations
	Resolve employee grievances in accordance with organizational policy
	Other (specify)

**Part 8: Minimum Qualifications:**  
**Compare with requirements listed on current description**

Licenses/Certificates :	completion of welding class adult ed. - Handling hazardous waste certificate-forklift certificate - CPR LICENSE - 2 years of hands on mechanical engineering classes
Education:	<input type="checkbox"/> Less than High School diploma or equivalent <input checked="" type="checkbox"/> High School diploma or equivalent <input checked="" type="checkbox"/> Certificate/License: <input checked="" type="checkbox"/> Trade/vocational school, formal apprenticeship Program: <input type="checkbox"/> Associate's Degree Major: <input type="checkbox"/> Bachelor's Degree Major: <input type="checkbox"/> Graduate work or advanced degree Major:
Years of Experience:	<input type="checkbox"/> No previous experience <input type="checkbox"/> One year or less <input type="checkbox"/> Over one year and up to 2 years <input type="checkbox"/> Over two up to and including 4 years <input type="checkbox"/> Over four years up to and including 6 years <input checked="" type="checkbox"/> Over six years  Level of experience required for first day on the job
Other Language:	Are you required to use a foreign language? NO Which one(s)? <input type="checkbox"/> Speak; <input type="checkbox"/> Read; <input type="checkbox"/> Write

**Part 9: Physical Requirements/Work Environment**  
**(Check all that apply)**

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

Crawling X	Lifting X	Sitting X	Pushing X
Standing X	Reaching X	Finger Dexterity X	Pulling X
Kneeling X	Climbing X	Seeing X	Squatting X
Grasping X	Carrying X	Hearing X	Walking X
Balancing X	Bending X	Speaking X	Writing X
Twisting X	Driving X	Keyboarding X	

Noise X	Heat X	Wetness X	Poor Ventilation X
Vibrations X	Dust X	Humidity X	Toxic Chemicals X
Gases X	Dirt X	Height X	Solvents X
Electric Shock X	Odors X	Fumes X	Heavy Machinery X
Cold X	Outdoors X	Confined Areas X	Biohazards X

Other Factors:

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In general, what would you estimate is the percentage of time you spend sitting, standing, and walking in an 8 hour day? 10% sitting; 45% standing; 45% walking

Ability to Push/Pull/Lift:

	Weight in pounds
Push	150
Pull	150
Lift	150

**San Dieguito Union High School District  
Personnel Commission**

**Classification Review**

***Merit System Rule 3.12 Review of Positions***

Job analysis studies may be performed for such purposes as examination development, establishment of a new position(s), updating class specification for legal requirements or other changes, considering an employee, Association, or District-initiated request for reclassification, and/or conducting a Commission authorized review of a job family or families.

Such studies may involve position questionnaires, desk audits, group interviews, supervisory interviews, and/or such other methods as the Director or designee may determine.

A classification review typically results in one of the following actions:

- It is determined there are no changes necessary to the classification, or only minor editing of the description is needed.
- It is determined the employee is performing duties outside of the classification that must be removed and assigned to the appropriate employee in another classification.
- It is determined there is justification for a reclassification based on a gradual accretion of duties over at least two years (EC 45285).

<b>POSITION TITLE</b>	Maintenance Worker II
<b>Employee</b>	Jason Marden
<b>Date</b>	May 5, 2015
<b>Supervisor</b>	Jim Mitroff, Maintenance Supervisor
<b>School/Department</b>	Maintenance and Operations
<b>Work Day/Work Year</b>	8.0 hours/12 months
<b>Date of Hire</b>	November 3, 2011
<b>Date in Classification</b>	December 22, 2015
<b>Education/Training/Certificates Held</b>	Construction management / Sonoma State 2001, Asbestos abatement & lead abatement certification 1999. Graduate of Landing Boat Shop August 1985.



Part 1:

**Typical Duties Task List (from description):**

Relevant (R)/ No Longer Performing (No)	Frequency: Hourly/Daily/Monthly/Yearly	Task
R	Hourly. The task varies.	Installs, as assigned, carpet, tile, roofing, cabinets, drywall, plumbing, HVAC, insulation, glass, electrical, masonry, surface painting, for the purpose of assisting other maintenance staff in the proper installation of work order projects.
R	Daily.	Repairs and maintains school properties/systems in the district as assigned, for the purpose of ensuring proper operation of equipment and aesthetics of structures.
R	Daily	Assists in the construction/fabrication/remodeling/alteration of specialized equipment, building exteriors and interiors for the purpose of ensuring the maintenance of district structures.
R	Daily	Documents job orders, work activities and problems or issues for the purpose of ensuring complete work orders.
R	Weekly	Transports materials, equipment, hazardous materials for the purpose of delivering these materials to job sites.
R	Daily	Performs various maintenance activities in the absence of skilled trade workers as assigned for the purpose of meeting facility maintenance needs. Takes measurements for the purpose of assisting in the design and completion of projects in an efficient and cost-effective manner.
R	As needed	Responds to reports of emergency situations for the purpose of determining and providing needed help in each situation.
R	Daily	Performs work orders as assigned (e.g. painting, electrical, carpentry, etc.) for the purpose of addressing facility maintenance requirements.
R	Monthly	Estimates job cost and material requirements for the purpose of efficiently completing work orders.
R	Daily as I do my assignments.	Inspects facilities for the purpose of evaluating ongoing maintenance needs.

Relevant (R)/ No Longer Performing (No)	Frequency: Hourly/Daily/Monthly/Yearly	Task
R	Daily	Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

List any additional duties you perform that are not mentioned in the current Typical Duties list:

I am also assigned to assist the Telecom techs with their work such as projector repair or troubleshooting the telephone systems. This work requires a working knowledge of phone wiring and A.V. cable applications.

Which task(s) or project(s) would you say is your most challenging in terms of the level of responsibility, the time it takes to complete it, and the consequence for error?

I consider any project that could affect the safety of the school population to be the gravest consequence for error the most challenging. This requires constant awareness of your surroundings and a meticulous attention to detail. As for completion times and the level of responsibility, I have yet to find a project that is beyond my scope of experience. I try to gather all the pertinent information before starting an assignment.
--

**Part 2: Policies/Procedures**

**Knowledge of (from description):**

<b>Importance Rating</b> 0=Not related 1=Helpful 2=important 3=Essential	<b>Correlating Task</b>	<b>List all statements from description</b>
2	Project lay out and estimating	perform algebra and/or geometry;
3	Installation or using new equipment	read technical information, compose a variety of documents, and/or facilitate group discussions;
3	My assignments range throughout the trades. All of this knowledge is essential.	Specific knowledge required to satisfactorily perform the functions of the job includes: basic methods, practices, equipment and tools used in various trades including carpentry, plumbing/irrigation, electrical and heating, ventilating, refrigeration and air conditioning (HVAC);
3	Daily safety	health and safety regulations;
3	Daily safety.	proper methods of storing equipment, materials and supplies;
3	This enables me to do my job efficiently & correctly.	requirements of maintaining school buildings in a safe, clean and orderly condition

**What are the policies and procedures you refer to for direction and guidance as part of your duties?  
 (For example: Board Policies, manuals, federal or state regulations)**

	Examples
<b>Policies (District, State, or Federal Agency):</b> <ul style="list-style-type: none"> <li>• Knowledge only for application to assigned duties</li> <li>• Referred to frequently in the course of work and/or explained to others</li> </ul>	<b>District; Referred to frequently</b> <b>State; Knowledge for application to duties.</b> <b>Federal; Knowledge for application to duties.</b>
<b>Procedures (Work Site Manual, Desk Manual):</b> <ul style="list-style-type: none"> <li>• Knowledge only for application to assigned duties</li> <li>• Referred to frequently in the course of work and/or explained to others</li> </ul>	<b>Work site manual; Referred to frequently</b> <b>Desk Manual; Knowledge for application to duties.</b>

**Tools**

Tools (i.e. Technology, Office Equipment, Manual tools, power tools, etc.)	Example(s) of Task(s) Performed
Computer & related tech.	Communication, receiving assignments, job reports & data gathering
Manual tools	For performing my daily tasks ie measuring, marking & cutting.
Power tools	Used in production work where manual tools are less efficient such as Creating multiple products.
Fork lift	For loading & unloading heavy / bulky equipment
Snorkel lift	For performing tasks in high places such as flag pole repairs.

**Part 3: Ability to (from description)**

Importance Rating 0=Not related 1=Helpful 2=important 3=Essential	Correlating Task	List all statements from description
1	Pre project	schedule activities and/or meetings
2	New project	gather and/or collate data
3		consider a variety of factors when using equipment
3	Team work	Flexibility is required to work with others in a variety of circumstances
3		work with data utilizing defined and similar processes
3	production	operate equipment using a variety of processes
3	Team work	work with a significant diversity of individuals and/or groups
2	Project specs	work with a variety of data
3	HVAC	utilize a wide variety of types of job-related equipment
3	Project planning	problem solving is required to identify issues and create action plans
3	Project planning	Problem solving with data requires independent interpretation of guidelines
2	Equipment failure	problem solving with equipment is significant
3	Daily duties	Specific abilities required to satisfactorily perform the functions of the job include: performing semi-skilled work and assist in various skilled trades including carpentry, plumbing/irrigation, painting, electrical and HVAC
3	Most projects	using hand and power tools skillfully and safely
3	For varied projects	operating a variety of equipment and machinery such as various saws, planes, drill presses, paint sprayers, sanders, jack hammers,

		drills, sandblasters and forklifts
3	Moving material	operating a utility vehicle to transport items and personnel to work sites
3	Daily duties	understanding and following oral and written directions
3	Daily duties	Establishing and maintaining effective working relationships with others
3	Building stage	lifting objects weighing up to 100 pounds
2	Moving material	performing heavy manual labor
3	Daily reports	maintaining routine records

**Part 4: Contacts**

The types of contacts (Supervisor, staff, vendors, and community members), explanation of types of interactions and time spent (minimal, occasional, frequent).

CONTACT	FREQUENCY (Minimal, Occasional, Frequently)	EXAMPLE OF INTERACTION
Supervisor	Occasional	
Staff	Frequently	Working in or inspecting a classroom / office.
Vendors	Occasional	Performing a task in conjunction with a vendor.
Community Members	Minimal	
Other		

**Part 5: Decision Making/Complexity/Guidance Received**

Check the statement that best applies to this position.

	Perform simple, routine tasks according to instructions provided. Work is closely supervised and checked by the supervisor
	Perform duties of moderate difficulty according to prescribed methods and written procedures. Requires application of readily understood rules and procedures. Some judgment required in selection, priority and sequence of work. Work is frequently checked by supervisor
	Perform specialized or skilled duties that are varied and generally defined. Duties involve alternative actions based on rules and regulations (employee decision). Judgment is required in determining work methods and the application of established rules and procedures for the successful completion of the task. Work is periodically checked by supervisor.
X	Performs complex/technical duties that are varied and generally defined. Work requires analysis and judgment in finding approaches and techniques to solving problems for which policies and procedures may not be clearly defined. Only direction and guidance are given by the supervisor.
	Work activities require establishing procedures for attaining specific goals and objectives in a broad area of work. Incumbent typically develops procedures within the limits of established policy guidelines and only the final results of work completed are typically reviewed.
	Receives guidance in terms of broad goals and overall objectives and is responsible for establishing the methods to attain them. Requires extensive policy considerations, decision making and problem solving. Incumbent typically formulates new and amended policies and procedures for an area of responsibility but, does not necessarily have final authority for policy approval.

**Part 6: Impact – the result of your actions or decisions; the probable effect of errors**

Check the statement that best applies to this position.

	Errors can be readily detected and corrected, usually by the employee and would result in minor expense for correction
	Errors are not easily detected and cause moderate operational delays and additional allocation of funds and resources. Effect is usually within the immediate work unit.
	Errors are difficult to discover, normally involve decisions not subject to detailed review, resulting in excessive delays. May have adverse effect on relationships outside the department. Could result in substantial monetary affect.
	Errors may cause a continuous adverse influence on future operations in matters involving important commitments and other matters which may appreciably affect future operations costs/expenses. Actions would affect highly critical programs or attainment of long-range goals or objectives. Will result in major monetary affect.

**Part 7: Organization – Supervisory Responsibilities**

Check the statement that best applies to this position.

X	No employees supervised
	Provide direction and guidance to maintain work flow. Lead worker responsibilities
	Plan, organize and control the work of assigned employees. Counsel employees on position performance and usually conducts hiring and/or discharge interviews. First line supervisor
	Directs and coordinates the operation of a program or programs of sufficient size to require the use of subordinate supervisors
	Directs and coordinates the operation of a sizable, diverse and /or major function(s).

Employees Directly Supervised:

Name	Classification Title	Regular (R) or Limited Term (LT)

Supervision:

Check the statement(s) that describe the type of supervision performed

<input type="checkbox"/>	Train employees
<input type="checkbox"/>	Interview applicants
<input type="checkbox"/>	Make hiring recommendations
<input type="checkbox"/>	Make hiring decisions
<input type="checkbox"/>	Plan and/or schedule work for others
<input type="checkbox"/>	Assign or delegate work to others
<input type="checkbox"/>	Monitor work of others
<input type="checkbox"/>	Establish rules, procedures, and/or standards
<input type="checkbox"/>	Discipline others
<input type="checkbox"/>	Recommend promotion
<input type="checkbox"/>	Make promotion, demotion or discharge decisions
<input type="checkbox"/>	Evaluate the work of others
<input type="checkbox"/>	Conduct formal performance evaluations
<input type="checkbox"/>	Resolve employee grievances in accordance with organizational policy
<input type="checkbox"/>	Other (specify)

**Part 8: Minimum Qualifications:**  
**Compare with requirements listed on current description**

Licenses/Certificates:	
Education:	<input type="checkbox"/> Less than High School diploma or equivalent <input checked="" type="checkbox"/> High School diploma or equivalent <input checked="" type="checkbox"/> Certificate/License: <input checked="" type="checkbox"/> Trade/vocational school, formal apprenticeship Program: <input type="checkbox"/> Associate's Degree Major: <input type="checkbox"/> Bachelor's Degree Major: <input type="checkbox"/> Graduate work or advanced degree Major:
Years of Experience:	<input type="checkbox"/> No previous experience <input type="checkbox"/> One year or less <input type="checkbox"/> Over one year and up to 2 years <input type="checkbox"/> Over two up to and including 4 years <input type="checkbox"/> Over four years up to and including 6 years <input checked="" type="checkbox"/> Over six years  Level of experience required for first day on the job
Other Language:	Are you required to use a foreign language? Which one(s)? <input type="checkbox"/> Speak; <input type="checkbox"/> Read; <input type="checkbox"/> Write



**Part 9: Physical Requirements/Work Environment**  
**(Check all that apply)**

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

Crawling	Lifting	Sitting	Pushing
Standing	Reaching	Finger Dexterity	Pulling
Kneeling	Climbing	Seeing	Squatting
Grasping	Carrying	Hearing	Walking
Balancing	Bending	Speaking	Writing
Twisting	Driving	Keyboarding	

Noise	Heat	Wetness	Poor Ventilation
Vibrations	Dust	Humidity	Toxic Chemicals
Gases	Dirt	Height	Solvents
Electric Shock	Odors	Fumes	Heavy Machinery
Cold	Outdoors	Confined Areas	Biohazards

Other Factors: \_\_\_\_\_

In general, what would you estimate is the percentage of time you spend sitting, standing, and walking in an 8 hour day? 10 % sitting; 60 % standing; 30 % walking

Ability to Push/Pull/Lift:

	Weight in pounds
Push	200
Pull	200
Lift	85

**San Dieguito Union High School District  
Personnel Commission**

**Classification Review**

***Merit System Rule 3.12 Review of Positions***

Job analysis studies may be performed for such purposes as examination development, establishment of a new position(s), updating class specification for legal requirements or other changes, considering an employee, Association, or District-initiated request for reclassification, and/or conducting a Commission authorized review of a job family or families.

Such studies may involve position questionnaires, desk audits, group interviews, supervisory interviews, and/or such other methods as the Director or designee may determine.

A classification review typically results in one of the following actions:

- It is determined there are no changes necessary to the classification, or only minor editing of the description is needed.
- It is determined the employee is performing duties outside of the classification that must be removed and assigned to the appropriate employee in another classification.
- It is determined there is justification for a reclassification based on a gradual accretion of duties over at least two years (EC 45285).

<b>POSITION TITLE</b>	Maintenance Worker II
<b>Employee</b>	Steve Snedeker
<b>Date</b>	5/21/15
<b>Supervisor</b>	Jim Mitroff, Maintenance Supervisor
<b>School/Department</b>	Maintenance and Operations
<b>Work Day/Work Year</b>	8.0 hours/12 months
<b>Date of Hire</b>	11/1/2001
<b>Date in Classification</b>	1/1/2008
<b>Education/Training/Certificates Held</b>	Itec Woodworking, Metal Fabrication, Cad Design, Welding On Job training for 20 years in Carpentry, Drywall, Painting, Flooring, Remodeling, Maintenance Working, Roofing

Part 1:

Typical Duties Task List (from description):

Relevant (R)/ No Longer Performing (No)	Frequency: Hourly/Daily/Monthly/Yearly	Task
R	Daily	Installs, as assigned, carpet, tile, roofing, cabinets, drywall, plumbing, HVAC, insulation, glass, electrical, masonry, surface painting, for the purpose of assisting other maintenance staff in the proper installation of work order projects.
R	Daily	Repairs and maintains school properties/systems in the district as assigned, for the purpose of ensuring proper operation of equipment and aesthetics of structures.
R	Daily/monthly	Assists in the construction/fabrication/remodeling/alteration of specialized equipment, building exteriors and interiors for the purpose of ensuring the maintenance of district structures.
R	Daily	Documents job orders, work activities and problems or issues for the purpose of ensuring complete work orders.
R	Daily	Transports materials, equipment, hazardous materials for the purpose of delivering these materials to job sites.
R	Daily	Performs various maintenance activities in the absence of skilled trade workers as assigned for the purpose of meeting facility maintenance needs. Takes measurements for the purpose of assisting in the design and completion of projects in an efficient and cost-effective manner.
R	Daily/Monthly	Responds to reports of emergency situations for the purpose of determining and providing needed help in each situation.
R	Daily	Performs work orders as assigned (e.g. painting, electrical, carpentry, etc.) for the purpose of addressing

		facility maintenance requirements.
R	Daily	Estimates job cost and material requirements for the purpose of efficiently completing work orders.
R	Daily	Inspects facilities for the purpose of evaluating ongoing maintenance needs.
R	Daily	Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

List any additional duties you perform that are not mentioned in the current Typical Duties list:

Address any safety concerns or needs promptly
Order supplies or tools needed to perform tasks or duties
Make arrangements/communicate with Faculty, Staff, and coworkers to perform tasks / work orders
Welding and Metal fabrication
Carpentry, Counter assembly and disassembly
Cubicle assembly and disassembly

Which task(s) or project(s) would you say is your most challenging in terms of the level of responsibility, the time it takes to complete it, and the consequence for error?

Roof work is most challenging. The roofs in the District are old and in constant need of repair. Having the responsibility to fix and maintain roofs by myself and having to put other works orders aside due to leak repairs.
--

**Part 2: Policies/Procedures**

**Knowledge of (from description):**

<b>Importance Rating</b> 0=Not related 1=Helpful 2=important 3=Essential	<b>Correlating Task</b>	<b>List all statements from description</b>
2	carpentry	perform algebra and/or geometry;
2	remodels	read technical information, compose a variety of documents, and/or facilitate group discussions;
3	being a helper or a project leader	Specific knowledge required to satisfactorily perform the functions of the job includes: basic methods, practices, equipment and tools used in various trades including carpentry, plumbing/irrigation, electrical and heating, ventilating, refrigeration and air conditioning (HVAC);
3	maintenance work/duties	health and safety regulations;
2	work truck inventory of supplies	proper methods of storing equipment, materials and supplies;
3	maintenance work/duties	requirements of maintaining school buildings in a safe, clean and orderly condition

**What are the policies and procedures you refer to for direction and guidance as part of your duties?  
(For example: Board Policies, manuals, federal or state regulations)**

	<b>Examples</b>
<b>Policies (District, State, or Federal Agency):</b> <ul style="list-style-type: none"> <li>● Knowledge only for application to assigned duties</li> <li>● Referred to frequently in the course of work and/or explained to others</li> </ul>	Safety work policies around students/faculty keeping to code when working on projects like framing walls, drywalling to fire code standards, concrete work, ex...
<b>Procedures (Work Site Manual, Desk Manual):</b> <ul style="list-style-type: none"> <li>● Knowledge only for application to assigned duties</li> <li>● Referred to frequently in the course of work and/or explained to others</li> </ul>	Roof repair procedures, cubicle assembly and disassembly, project lists of supplies and tools for the job being done. prioritizing work orders from safety to location to level of importance.



**Tools**

Tools (i.e. Technology, Office Equipment, Manual tools, power tools, etc.)	Example(s) of Task(s) Performed
Door Installation Kit	used in installing new doors when replacing damaged doors
Paslode Nailer/Finisher	Framing new walls for office spaces at DO and finish carpentry/trim work
Hilti drywall screw gun	used to install new drywall for office spaces
Drywall taping tools	Drywall finish work at DO
Texture tools/sprayer	Wall texturing to match adjacent texture at DO
Miller Welder	Mending fencing, gates, hand rails, gym equipment, ex,....
Concrete Grinder	Removal of trip hazards on sidewalks around the District School sites
Jack Hammer	Removal of concrete to replace water lines on school sites
concrete mixer	mix concrete to match and repair walkways
concrete finishing tools	used in the finish work on sideways or walkways
Cell phone/ nextel	communicate with faculty, staff, coworkers and lead
Personal Computer	used in processing work orders of jobs needed/complete email

**Part 3: Ability to (form description)**

Importance Rating 0=Not related 1=Helpful 2=important 3=Essential	Correlating Task	List all statements from description
0		schedule activities and/or meetings
3	workorder	gather and/or collate data
3	school environment	consider a variety of factors when using equipment
3	helper maint worker	Flexibility is required to work with others in a variety of circumstances
3		work with data utilizing defined and similar processes
3	Drywalling	operate equipment using a variety of processes
3	fence repair	work with a significant diversity of individuals and/or groups
3	ordering supplies submitting work orders	work with a variety of data
3	concrete	utilize a wide variety of types of job-related equipment

	tools	
3	maint work	problem solving is required to identify issues and create action plans
2	inspection codes ex: post setting	Problem solving with data requires independent interpretation of guidelines
3	hand tools personnel truck	problem solving with equipment is significant
3	demo work remodels	Specific abilities required to satisfactorily perform the functions of the job include: performing semi-skilled work and assist in various skilled trades including carpentry, plumbing/irrigation, painting, electrical and HVAC
3	daily use	using hand and power tools skillfully and safely
3	custom counter building	operating a variety of equipment and machinery such as various saws, planes, drill presses, paint sprayers, sanders, jack hammers, drills, sandblasters and forklifts
3	daily use	operating a utility vehicle to transport items and personnel to work sites
3	Supervisor requests	understanding and following oral and written directions
3	maint crew	Establishing and maintaining effective working relationships with others
2	helpfull	lifting objects weighing up to 100 pounds
3	summer remodels	performing heavy manual labor
3	daily work orders	maintaining routine records

**Part 4: Contacts**

The types of contacts (Supervisor, staff, vendors, and community members), explanation of types of interactions and time spent (minimal, occasional, frequent).

CONTACT	FREQUENCY (Minimal, Occasional, Frequently)	EXAMPLE OF INTERACTION
Supervisor	Frequently	Work needing addressed, communication of work by radio, emails, work order system
Staff	occasional	informing of project being done or completed
Vendors	minimal	



Community Members	minimal	
co workers	frequently	in helping with job communication of tasks being done, need of assistance, or advice

**Part 5: Decision Making/Complexity/Guidance Received**

Check the statement that best applies to this position.

	Perform simple, routine tasks according to instructions provided. Work is closely supervised and checked by the supervisor
	Perform duties of moderate difficulty according to prescribed methods and written procedures. Requires application of readily understood rules and procedures. Some judgment required in selection, priority and sequence of work. Work is frequently checked by supervisor
	Perform specialized or skilled duties that are varied and generally defined. Duties involve alternative actions based on rules and regulations (employee decision). Judgment is required in determining work methods and the application of established rules and procedures for the successful completion of the task. Work is periodically checked by supervisor.
x	Performs complex/technical duties that are varied and generally defined. Work requires analysis and judgment in finding approaches and techniques to solving problems for which policies and procedures may not be clearly defined. Only direction and guidance are given by the supervisor.
	Work activities require establishing procedures for attaining specific goals and objectives in a broad area of work. Incumbent typically develops procedures within the limits of established policy guidelines and only the final results of work completed are typically reviewed.
x	Receives guidance in terms of broad goals and overall objectives and is responsible for establishing the methods to attain them. Requires extensive policy considerations, decision making and problem solving. Incumbent typically formulates new and amended policies and procedures for an area of responsibility but, does not necessarily have final authority for policy approval.

**Part 6: Impact – the result of your actions or decisions; the probable effect of errors**

Check the statement that best applies to this position.

	Errors can be readily detected and corrected, usually by the employee and would result in minor expense for correction
x	Errors are not easily detected and cause moderate operational delays and additional allocation of funds and resources. Effect is usually within the immediate work unit.
	Errors are difficult to discover, normally involve decisions not subject to detailed review, resulting in excessive delays. May have adverse effect on relationships outside the department. Could result in substantial monetary affect.
	Errors may cause a continuous adverse influence on future operations in matters involving important commitments and other matters which may appreciably affect future operations costs/expenses. Actions would affect highly critical programs or attainment of long-range goals or objectives. Will result in major monetary affect.

**Part 7: Organization – Supervisory Responsibilities**

Check the statement that best applies to this position.

<input checked="" type="checkbox"/>	No employees supervised
<input type="checkbox"/>	Provide direction and guidance to maintain work flow. Lead worker responsibilities
<input type="checkbox"/>	Plan, organize and control the work of assigned employees. Counsel employees on position performance and usually conducts hiring and/or discharge interviews. First line supervisor
<input type="checkbox"/>	Directs and coordinates the operation of a program or programs of sufficient size to require the use of subordinate supervisors
<input type="checkbox"/>	Directs and coordinates the operation of a sizable, diverse and /or major function(s).

Employees Directly Supervised:

Name	Classification Title	Regular (R) or Limited Term (LT)

Supervision:

Check the statement(s) that describe the type of supervision performed

<input checked="" type="checkbox"/>	Train employees
<input type="checkbox"/>	Interview applicants
<input type="checkbox"/>	Make hiring recommendations
<input type="checkbox"/>	Make hiring decisions
<input type="checkbox"/>	Plan and/or schedule work for others
<input type="checkbox"/>	Assign or delegate work to others
<input type="checkbox"/>	Monitor work of others
<input type="checkbox"/>	Establish rules, procedures, and/or standards
<input type="checkbox"/>	Discipline others
<input type="checkbox"/>	Recommend promotion
<input type="checkbox"/>	Make promotion, demotion or discharge decisions
<input type="checkbox"/>	Evaluate the work of others
<input type="checkbox"/>	Conduct formal performance evaluations
<input type="checkbox"/>	Resolve employee grievances in accordance with organizational policy
<input type="checkbox"/>	Other (specify)

**Part 8: Minimum Qualifications:**

**Compare with requirements listed on current description**

Licenses/Certificates:	
Education:	<input type="checkbox"/> Less than High School diploma or equivalent <input checked="" type="checkbox"/> High School diploma or equivalent <input type="checkbox"/> Certificate/License: <input checked="" type="checkbox"/> Trade/vocational school, formal apprenticeship Program: <input checked="" type="checkbox"/> Associate's Degree Major: <input type="checkbox"/> Bachelor's Degree Major: <input type="checkbox"/> Graduate work or advanced degree Major:
Years of Experience:	<input type="checkbox"/> No previous experience <input type="checkbox"/> One year or less <input type="checkbox"/> Over one year and up to 2 years <input type="checkbox"/> Over two up to and including 4 years <input type="checkbox"/> Over four years up to and including 6 years <input checked="" type="checkbox"/> Over six years  Level of experience required for first day on the job - 2years
Other Language:	Are you required to use a foreign language? No Which one(s)? <input type="checkbox"/> Speak; <input type="checkbox"/> Read; <input type="checkbox"/> Write

**Part 9: Physical Requirements/Work Environment**  
**(Check all that apply)**

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

Crawling x	Lifting x	Sitting x	Pushing x
Standing x	Reaching x	Finger Dexterity x	Pulling x
Kneeling x	Climbing x	Seeing x	Squatting x
Grasping x	Carrying x	Hearing x	Walking x
Balancing x	Bending x	Speaking x	Writing x
Twisting x	Driving x	Keyboarding x	

Noise x	Heat x	Wetness x	Poor Ventilation x
Vibrations x	Dust x	Humidity	Toxic Chemicals x
Gases x	Dirt x	Height x	Solvents x
Electric Shock x	Odors x	Fumes x	Heavy Machinery x
Cold x	Outdoors x	Confined Areas x	Biohazards x

Other Factors: \_\_\_\_\_

In general, what would you estimate is the percentage of time you spend sitting, standing, and walking in an 8 hour day? \_\_\_15\_\_\_% sitting; \_\_\_35\_\_\_% standing; \_\_\_50\_\_\_% walking

Ability to Push/Pull/Lift:

	Weight in pounds
Push	100 lbs
Pull	100 lbs
Lift	80 lbs

## Personnel Director's Report on Closed Session Agenda Language

### Language Currently Used by Merit Agencies in San Diego County

#### San Dieguito Union High School District

1. **CLOSED SESSION**

Closed session to consider personnel issues pursuant to Government code Sections 11126 and 54957 (for consideration of litigation, the appointment, employment, evaluation for performance, discipline/release, dismissal of a public employee or to hear complaints or charges brought against such employee by another person or employee unless the employee requests a public session).

- A. Evaluation of Director of Classified Personnel

#### San Diego County Office of Education

I. **OTHER ACTION ITEMS**

- A. **Adjourn to Closed Session Pursuant to Government Code 54957**

1. **Phone Conference with Legal Counsel**

- B. **Reconvene Open Session - Report Out Closed Session Actions**

#### Cajon Valley Union

12. EXECUTIVE SESSION

PERSONNEL:

a] Discipline [Gov. Code §54957 (b); Educ. Code §45302, et seq.]

b] Commissioners

#### Carlsbad Unified

12. Recess to Closed Session

12A. Evaluation of Director, Classified Director

Escondido Union School District

RECESS TO CLOSED SESSION

The Personnel Commission will recess to closed session to discuss performance standards and goals for the Director of Classified Personnel

La Mesa Spring Valley

CLOSED SESSION (Government Code 54957; Ed Code 44932)

1. The employment of Director, Classified Personnel

Oceanside Unified

10. Closed Session: Director of Classified Human Resources – Performance Evaluation

The Commission will review the performance evaluation with the Director

11. Closed Session: Public Employee Discipline/Dismissal/Release [Government Code 54957 (b)]

12. Public Report of Action Taken During Closed Session

Includes vote or abstention of each member present.

Poway Unified

G) CLOSED SESSION

Closed session to consider personnel issues pursuant to Government Code Sections 11126 and 54957 (for consideration of litigation, the appointment, employment, evaluation for performance, discipline/release, dismissal of a public employee to hear complaints or charges brought against such employee by another person or employee.)

1) Public Employee Performance Evaluation

Vista Unified

13. Closed Session – Personnel Issue

INFORMATION

San Dieguito Union High School District Board of Trustees

2. CLOSED SESSION .....
- A. To consider personnel issues, pursuant to Government Code Sections 11126 and 54957; limited to consideration of the appointment, employment, evaluation of performance, discipline /release, dismissal of a public employee or to hear complaints or charges brought against such employee by another person or employee unless the employee requests a public session.
  - B. To conference with Labor Negotiators, pursuant to Government Code Section 54957.8. Agency Negotiators: Superintendent and Associate Superintendents (3) Employee Organizations: San Dieguito Faculty Association / California School Employees Association
  - C. To conference with legal counsel to discuss current and/or potential litigation, pursuant to Government Code sections 54956.9(b)(3)(A), (D), and (E): FINRA-DR Arbitration No. 12- 00466, San Dieguito Public Facilities Authority v Morgan Stanley & Co., Inc.

Government Code Sections 11126 & 54957 Defined

11126. (a) (1) Nothing in this article shall be construed to prevent a state body from holding closed sessions during a regular or special meeting to consider the appointment, employment, evaluation of performance, or dismissal of a public employee or to hear complaints or charges brought against that employee by another person or employee unless the employee requests a public hearing.

54957 (b)(1) Subject to paragraph (2), nothing contained in this chapter shall be construed to prevent the legislative body of a local agency from holding closed sessions during a regular or special meeting to consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee or to hear complaints or charges brought against the employee by another person or employee unless the employee requests a public session.

## The Brown Act Guidelines from the California Attorney General's Office

### 4. Closed Sessions

There are three types of “notice” obligations that accompany the conduct of a closed-session as a part of a duly noticed meeting. First, each item to be transacted or discussed in a closed session must be briefly described on an agenda for the meeting. (§54954.2(a).) Second, prior to adjourning into closed session, a representative of the legislative body must orally announce the items to be discussed in closed session. (§54957.7(a).) This requirement may be satisfied by merely referring to the relevant portion of the written agenda for the meeting. However, the Act contains specific additional requirements for closed sessions regarding pending litigation where the body believes it is subject to a significant exposure to potential litigation. (§54956.9(b)(3).) Third, once the closed session has been completed, the agency must reconvene in open session, where it may be required to report votes and actions taken in closed session. (§54957.1.) These requirements are discussed in detail below.

#### A. Agenda Requirement

At least 72 hours prior to each regular meeting, legislative bodies must prepare an agenda containing a brief general description of each item to be transacted or discussed, including items which will be handled in closed session. (§54954.2(a).) A description of each item generally need not exceed 20 words, although the description must be sufficient to provide interested persons with an understanding of the subject matter which will be considered. In the case of pending litigation, the legislative body must make reference in the agenda or publicly announce the specific subsection of section 54956.9 under which the closed session is being held. (§54956.9(c).)



<u>Fund Resource</u> <u>Unit Yr</u>	<u>Goal Func Object</u>	<u>Site</u>	<u>Budget</u>	<u>Expense</u>	<u>Encumbrance</u>	<u>PreEncumbrance</u>	<u>Remaining</u>
0100 0000641 PERSONNEL COMMISSION 001	0000 7490 4300000 Materials And Supplies	016	1,200.00	46.42	500.00	0.00	653.58
0100 0000641 PERSONNEL COMMISSION 001	0000 7490 4300012 Refreshments	016	600.00	297.30	210.10	0.00	92.60
0100 0000641 PERSONNEL COMMISSION 001	0000 7490 4300013 Classif.Empl.Recognition	016	50.00	0.00	0.00	0.00	50.00
0100 0000641 PERSONNEL COMMISSION 001	0000 7490 4400009 Non-Capitalized Tech Equipment	016	0.00	0.00	0.00	0.00	0.00
0100 0000641 PERSONNEL COMMISSION 001	0000 7490 5200020 Conference,Workshop,Sem.	016	4,900.00	925.00	0.00	0.00	3,975.00
0100 0000641 PERSONNEL COMMISSION 001	0000 7490 5200030 Mileage	016	500.00	0.00	0.00	0.00	500.00
0100 0000641 PERSONNEL COMMISSION 001	0000 7490 5300000 Dues And Memberships	016	2,700.00	2,676.00	0.00	0.00	24.00
0100 0000641 PERSONNEL COMMISSION 001	0000 7490 5600002 Rents & Leases	016	2,225.00	484.74	1,724.21	0.00	16.05
0100 0000641 PERSONNEL COMMISSION 001	0000 7490 5600003 Repairs & Maintenance	016	0.00	0.00	0.00	0.00	0.00
0100 0000641 PERSONNEL COMMISSION 001	0000 7490 5600008 Copy Charges	016	1,000.00	384.71	600.88	0.00	14.41
0100 0000641 PERSONNEL COMMISSION 001	0000 7490 5800001 Professional/Consult Svcs	016	800.00	0.00	0.00	0.00	800.00
0100 0000641 PERSONNEL COMMISSION 001	0000 7490 5800004 Legal Expense	016	14,275.00	110.25	11,958.75	0.00	2,206.00
0100 0000641 PERSONNEL COMMISSION 001	0000 7490 5800008 Computer Licensing	016	2,400.00	0.00	0.00	0.00	2,400.00
0100 0000641 PERSONNEL COMMISSION 001	0000 7490 5800010 Advertising	016	1,500.00	1,047.33	155.00	0.00	297.67
0100 0000641 PERSONNEL COMMISSION 001	0000 7490 5900002 Communications-Postage	016	80.00	0.00	0.00	0.00	80.00
Grand Total :			32,230.00	5,971.75	15,148.94	0.00	11,109.31

Resource: 0000641  
 Site: 016  
 Goal: 0000  
 Unit: 001

<u>Fund Resource</u> <u>Unit Yr</u>	<u>Soal Func Object</u>	<u>Site</u>	<u>Budget</u>	<u>Expense</u>	<u>Encumbrance</u>	<u>PreEncumbrance</u>	<u>Remaining</u>
0100 0000641 PERSONNEL COMMISSON 001	0000 7490 1900001 Cert bd Members Salary	016	600.00	400.00	249.62	0.00	-49.62
0100 0000641 PERSONNEL COMMISSON 001	0000 7490 2300000 Class Superv & Admin Salaries	016	89,566.00	55,112.77	42,053.08	0.00	-7,599.85
0100 0000641 PERSONNEL COMMISSON 001	0000 7490 2300001 Class.Bd.Members Salary	016	1,200.00	5,562.80	499.24	0.00	-4,862.04
0100 0000641 PERSONNEL COMMISSON 001	0000 7490 2400000 Clerical And Office Salaries	016	107,850.00	62,972.75	45,225.72	0.00	-348.47
0100 0000641 PERSONNEL COMMISSON 001	0000 7490 2400056 Clerical Overtime Wages	016	1,500.00	1,097.60	0.00	0.00	402.40
0100 0000641 PERSONNEL COMMISSON 001	0000 7490 2400057 Clerical Subs-Illness/Leave	016	0.00	0.00	0.00	0.00	0.00
0100 0000641 PERSONNEL COMMISSON 001	0000 7490 2400058 Clerical-Extra Help	016	500.00	0.00	0.00	0.00	500.00
0100 0000641 PERSONNEL COMMISSON 001	0000 7490 3111000 STRS, Certificated Positions	016	64.00	0.00	0.00	0.00	64.00
0100 0000641 PERSONNEL COMMISSON 001	0000 7490 3112000 STRS, Classified Positions	016	0.00	0.00	0.00	0.00	0.00
0100 0000641 PERSONNEL COMMISSON 001	0000 7490 3121000 STRS Cash Balance Plan Cert	016	0.00	0.00	0.00	0.00	0.00
0100 0000641 PERSONNEL COMMISSON 001	0000 7490 3122000 STRS Cash Balance Plan Class	016	0.00	0.00	0.00	0.00	0.00
0100 0000641 PERSONNEL COMMISSON 001	0000 7490 3211000 PERS, Certificated Positions	016	0.00	0.00	0.00	0.00	0.00
0100 0000641 PERSONNEL COMMISSON 001	0000 7490 3212000 PERS Classified Positions	016	7,023.00	13,214.07	10,427.59	0.00	-16,618.66
0100 0000641 PERSONNEL COMMISSON 001	0000 7490 3311000 OASDI, Certificated Positions	016	0.00	0.00	0.00	0.00	0.00
0100 0000641 PERSONNEL COMMISSON 001	0000 7490 3312000 OASDI, Classified Positions	016	12,438.00	7,240.98	5,426.77	0.00	-229.75
0100 0000641 PERSONNEL COMMISSON 001	0000 7490 3321000 Medicare Certificated Position	016	0.00	5.80	3.62	0.00	-9.42
0100 0000641 PERSONNEL COMMISSON 001	0000 7490 3322000 Medicare Classified Positions	016	2,909.00	1,761.25	1,270.44	0.00	-122.69
0100 0000641 PERSONNEL COMMISSON 001	0000 7490 3401000 Health & Welfare Benefits, cer	016	2.00	0.00	0.00	0.00	2.00
0100 0000641 PERSONNEL COMMISSON 001	0000 7490 3402000 Health & Welfare Benefits, cia	016	3,562.00	2,105.12	2,636.61	0.00	-1,179.73
0100 0000641 PERSONNEL COMMISSON 001	0000 7490 3501000 State Unemployment Insurance,	016	0.00	0.20	0.12	0.00	-0.32

Rsource: 0000641 Goal: 0000  
 Site: 016 Unit: 001

<u>Fund</u> <u>Unit</u> <u>Yr</u>	<u>Goal</u> <u>Fund</u> <u>Object</u>	<u>Site</u>	<u>Budget</u>	<u>Expense</u>	<u>Encumbrance</u>	<u>PreEncumbrance</u>	<u>Remaining</u>
0100 0000641	PERSONNEL COMMISSION						
001	0000 7490 3502000	State Unemployment Insurance, 016	100.00	70.74	46.21	0.00	-16.95
0100 0000641	PERSONNEL COMMISSION						
001	0000 7490 3601000	Workers' Compensation Insuranc016	13.00	8.86	5.54	0.00	-1.40
0100 0000641	PERSONNEL COMMISSION						
001	0000 7490 3602000	Workers' Compensation Insuranc016	4,476.00	3,115.59	2,311.31	0.00	-950.90
0100 0000641	PERSONNEL COMMISSION						
001	0000 7490 3701000	OPEB, Allocated, certificated 016	0.00	0.00	0.00	0.00	0.00
0100 0000641	PERSONNEL COMMISSION						
001	0000 7490 3702000	OPEB, Allocated, classified po016	0.00	0.00	0.00	0.00	0.00
0100 0000641	PERSONNEL COMMISSION						
001	0000 7490 3711000	OPEB Alloc Gross Sal Cert 016	3.00	1.82	0.80	0.00	0.38
0100 0000641	PERSONNEL COMMISSION						
001	0000 7490 3712000	OPEB Alloc Gross Sal Class 016	903.00	547.27	273.63	0.00	82.10
0100 0000641	PERSONNEL COMMISSION						
001	0000 7490 3751000	OPEB, Active Employees, certif016	0.00	0.00	0.00	0.00	0.00
0100 0000641	PERSONNEL COMMISSION						
001	0000 7490 3752000	OPEB, Active Employees, classi016	997.00	513.89	430.29	0.00	52.82
0100 0000641	PERSONNEL COMMISSION						
001	0000 7490 3902000	Other Benefits, classified pos016	32,644.00	16,712.58	16,152.47	0.00	-221.05
0100 0000641	PERSONNEL COMMISSION						
001	0000 7490 4300000	Materials And Supplies 016	1,200.00	46.42	500.00	0.00	653.58
0100 0000641	PERSONNEL COMMISSION						
001	0000 7490 4300012	Refreshments 016	600.00	297.30	210.10	0.00	92.60
0100 0000641	PERSONNEL COMMISSION						
001	0000 7490 4300013	Classif.Empl.Recognition 016	50.00	0.00	0.00	0.00	50.00
0100 0000641	PERSONNEL COMMISSION						
001	0000 7490 4400009	Non-Capitalized Tech Equipment016	0.00	0.00	0.00	0.00	0.00
0100 0000641	PERSONNEL COMMISSION						
001	0000 7490 5200020	Conference,Workshop,Sem. 016	4,900.00	925.00	0.00	0.00	3,975.00
0100 0000641	PERSONNEL COMMISSION						
001	0000 7490 5200030	Mileage 016	500.00	0.00	0.00	0.00	500.00
0100 0000641	PERSONNEL COMMISSION						
001	0000 7490 5300000	Dues And Memberships 016	2,700.00	2,676.00	0.00	0.00	24.00
0100 0000641	PERSONNEL COMMISSION						
001	0000 7490 5600002	Rents & Leases 016	2,225.00	484.74	1,724.21	0.00	16.05
0100 0000641	PERSONNEL COMMISSION						
001	0000 7490 5600003	Repairs & Maintenance 016	0.00	0.00	0.00	0.00	0.00
0100 0000641	PERSONNEL COMMISSION						
001	6000 7490 5600008	Copy Charges 016	1,000.00	384.71	600.88	0.00	14.41

Resource: 0000641 Goal: 0000  
 Site: 016 Unit: 001

<u>Fund Resource</u> <u>Unit Yr</u>	<u>Goal Func Object</u>	<u>Site</u>	<u>Budget</u>	<u>Expense</u>	<u>Encumbrance</u>	<u>PreEncumbrance</u>	<u>Remaining</u>
0100 0000641 PERSONNEL COMMISSION 001	0000 7490 5800001 Professional/Consult Svcs	016	800.00	0.00	0.00	0.00	800.00
0100 0000641 PERSONNEL COMMISSION 001	0000 7490 5800004 Legal Expense	016	14,275.00	110.25	11,958.75	0.00	2,206.00
0100 0000641 PERSONNEL COMMISSION 001	0000 7490 5800008 Computer Licensing	016	2,400.00	0.00	0.00	0.00	2,400.00
0100 0000641 PERSONNEL COMMISSION 001	0000 7490 5800010 Advertising	016	1,500.00	1,047.33	155.00	0.00	297.67
0100 0000641 PERSONNEL COMMISSION 001	0000 7490 5900002 Communications-Postage	016	80.00	0.00	0.00	0.00	80.00
0100 0000641 PERSONNEL COMMISSION 001	0000 7700 2400056 Clerical Overtime Wages	016	0.00	0.00	0.00	0.00	0.00
0100 0000641 PERSONNEL COMMISSION 001	0000 7700 3312000 OASDI, Classified Positions	016	0.00	0.00	0.00	0.00	0.00
0100 0000641 PERSONNEL COMMISSION 001	0000 7700 3322000 Medicare Classified Positions	016	0.00	0.00	0.00	0.00	0.00
0100 0000641 PERSONNEL COMMISSION 001	0000 7700 3502000 State Unemployment Insurance, 016	016	0.00	0.00	0.00	0.00	0.00
0100 0000641 PERSONNEL COMMISSION 001	0000 7700 3602000 Workers' Compensation Insuranc016	016	0.00	0.00	0.00	0.00	0.00
0100 0000641 PERSONNEL COMMISSION 001	0000 7700 3712000 OPEB Alloc Gross Sal Class	016	0.00	-4.82	0.00	0.00	4.82
Grand Total :			298,580.00	176,411.02	142,162.00	0.00	-19,993.02

The following budget transfer was requested in order to pay the Personnel Commission's portion of a new photocopier. Each of the three units within the Human Resources Office has paid for one third of the fee.

Re: 641 - Personnel Commission

\$500 from: 01-00-0000-641-0000-7490-5600-008-016-001 Copy Charges

\$725 from: 01-00-0000-641-0000-7490-5800-004-016-001 Legal Fees

\$1225 to: 01-00-0000-641-0000-7490-5600-002-016-001 Rents & Leases

# SAN DIEGUITO UNION HIGH SCHOOL DISTRICT VACANCY REPORT 2/04/16

Classified Personnel

14 current/pending vacancies in 10 different job classifications

SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
DG	AA048	Administrative Secretary	40	1.00	Selection interview 2/8/16
DO	AA007	Accounting Technician	40	1.00	Selection interview 2/19/16
TP	AI238	Job Placement Assistant	40	1.00	Selection interview 2/24/16
TP	AA106	Secretary	40	1.00	Selection interview 2/16/16
PT Café	AK085	Nutrition Services Supervisor	27.5	0.69	Selection interview 2/8/16
TP Café	AA261	Nutrition Services Assistant I	12.5	0.31	Continuous recruitment
CCA	AI616	Instructional Assisant SpEd (Non-Severe)	19.5	0.49	On Hold, May not fill
TRANS	AA506	School Bus Driver	20	0.50	Continuous recruitment
LCC	AI068	Instructional Assistant SpEd (Non-Severe)	19.5	0.49	Selection interview 2/16/16
PT	AK096	Custodian	40	1.00	Selection interview 2/10/16
CCA	AD542	Custodian	40	1.00	Selection interview 2/10/16
DG	AA140	Custodian	40	1.00	Selection interview 2/10/16
Facilities	AA164	Custodian Floater	40	1.00	Selection interview 2/17/16
Facilities	AJ727	Custodian Floater	40	1.00	Selection interview 2/17/16

## PERSONNEL LIST

### CLASSIFIED PERSONNEL

#### Employment

1. **Chow, Lai Lai**, Nutrition Services Assistant I, SR25, 43.75% FTE, Canyon Crest Academy, effective 01/04/16.
2. **Larsen, Cory**, Nutrition Services Assistant I, SR25, 25.00% FTE, Pacific Trails Middle School, effective 01/04/16.
3. **Maule, Kelsea**, Instructional Assistant-SpEd(SH), SR36, 81.25% FTE, Torrey Pines High School, effective 01/04/16.
4. **Paredes, Kate**, Instructional Assistant-SpEd(BI), SR36, 75.00% FTE, Torrey Pines High School, effective 01/07/16.
5. **Rahon, Kelsey**, Instructional Assistant-SpEd(NS), SR34, 75.00% FTE, La Costa Canyon High School, effective 01/04/16.

#### Change in Assignment

1. **McGraw, Corina**, from Instructional Assistant-SpEd(SH), SR36, 75.00% FTE, Oak Crest Middle School, to Health Technician, SR35, 100.00% FTE, La Costa Canyon High School, effective 12/08/15.
2. **Miller, Carie**, from School Bus Driver, SR38, 55.25% FTE, Transportation Department, to Health Technician, SR35, 100.00% FTE, Torrey Pines High School, effective 01/04/16.
3. **Scherer, Kathryn**, from Instructional Assistant-SpEd(NS), SR34, 37.50% FTE, La Costa Canyon High School to 75.00% FTE, effective 12/08/15.
4. **Villa, Norma**, from Administrative Secretary-Middle School, SR38, 100.00% FTE, Diegueno Middle School to Registrar, SR40, 100.00% FTE, La Costa Canyon High School, effective 12/18/15.

#### Dismissal of Probationary Employee

1. **Employee Number 600-814**, Custodian Floater, SR33, 100.00% FTE, Facilities Department, effective 12/21/15.

#### Leave of Absence

#### Resignation

1. **Bassett, Mary**, Nutrition Services Production Assistant, SR33, 100.00% FTE, Canyon Crest Academy, resignation for the purpose of retirement effective 04/18/16.
2. **Costa Sanchez, Lisa**, Nutrition Services Assistant I, SR25, 31.25% FTE, Torrey Pines High School, resignation effective 12/18/15.
3. **James Boatner, Patricia**, Instructional Assistant-SpEd(NS), SR34, 75.00% FTE, La Costa Canyon High School, resignation effective 12/26/15.