

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

Regular Meeting Agenda

4:00 P.M., May 10, 2016
675 Balour Drive, Encinitas CA 92024
Oak Crest Middle School Learning Commons

REGULAR MEETING/OPEN SESSION

1. Call to Order Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the May 10, 2016, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the May 10, 2016 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the April 12, 2016 Personnel Commission Regular meeting.
Motion by _____, second by _____, to approve the minutes for the April 12, 2016 Personnel Commission Regular Meeting.

ACTION ITEMS (See Supplements)

5. ELIGIBILITY LISTS TO BE ESTABLISHED
Motion by _____, second by _____, to establish an Eligibility List for LEARNING COMMONS TECHNICIAN, SR-40, Promotional Only, six months eligibility.
6. ELIGIBILITY LISTS TO BE APPROVED
 - A. Motion by _____, second by _____, to approve an Eligibility List for SKILLED MAINTENANCE WORKER, SR-49, Promotional Only, eligibility from 4/11/16.
 - B. Motion by _____, second by _____, to approve an Eligibility List for NUTRITION SERVICES ASSISTANT I, SR-25, Open/Promotional-Dual Certification, eligibility from 4/27/16.
7. CLASSIFICATION REVIEW, Maintenance Worker II Salary Survey Information
Motion by _____, second by _____, to retain the current salary allocation of Range 40.
8. APPROVAL OF CLASS DESCRIPTION REVISION , Skilled Maintenance Worker
Motion by _____, second by _____, to approve class description revisions for the Skilled Maintenance Worker classification as shown in the attached supplements.
9. 2016-17 PROPOSED PERSONNEL COMMISSION BUDGET
 - A. Open Public Hearing
 - B. Call for Public Comment
 - C. Close Public Hearing
 - D. Approval of 2016-17 Proposed Personnel Commission Budget
Motion by _____, second by _____, that the 2016-17 Personnel Commission Budget be approved as proposed.

10. APPOINTMENT OF EMPLOYEE, Employee #524164

Motion by _____, second by _____, to consider the circumstances of the August 2015 appointment of Employee #524164 and determine what remedy the Personnel Commission should take, given that an error occurred in adhering to the provisions of the California Education Code and the Rules & Regulations for the Classified Service.

DISCUSSION/INFORMATION ITEMS (See Supplements)

11. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report
- B. Personnel List

12. CORRESPONDENCE

13. PUBLIC COMMENTS

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

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

14. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, June 14, 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., April 12, 2016
710 Encinitas Boulevard, Encinitas, CA 92024
District Office Board Room #101

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 4:05 P.M. by JOHN BAIRD, Commission Chair.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Baird.

Members in Attendance

John Baird
Terry King
Patricia Spirit

Staff in Attendance

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

Guests

Carmen Blum
Tina Peterson

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

It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve the amended agenda for the April 12, 2016, Personnel Commission Regular Meeting.

Passed unanimously.

4. APPROVAL OF THE MINUTES FOR THE MARCH 8, 2016, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve the minutes for the March 8, 2016, Personnel Commission Regular Meeting.

Passed unanimously.

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE APPROVED

A. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT Sp Ed (Non Severe) SR-34, Open/Promotional-Dual Certification, eligibility from 3/18/16.

Passed unanimously.

B. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve an Eligibility List for THEATER TECHNICIAN, SR-41, Open/Promotional-Dual Certification, eligibility from 4/05/16.

Passed unanimously.

6. CLASSIFICATION REVIEW, Nutrition Services Supervisor-Canyon Crest Academy
 - A. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve class description revisions to Nutrition Services Supervisor.
Passed unanimously.
 - B. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve revisions to Food Services Coordinator class description, including revising the title to Nutrition Services Coordinator to match current department name.
Passed unanimously.
 - C. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve reallocation of the Nutrition Services Coordinator classification to a new range on the Supervisory Employees Salary Schedule which reflects a 15% differential between the Nutrition Services Supervisor and Nutrition Services Coordinator to recognize the broader scope of responsibility.
Passed unanimously.
 - D. It was moved by PATRICIA SPIRIT seconded by TERRY KING, to reclassify the Nutrition Services Supervisor position at Canyon Crest Academy, and incumbent Carolyn Underhill, to the Nutrition Services Coordinator based on the continuing needs of the District and the gradual accretion of duties over a minimum two year period.
Passed unanimously.

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. PROPOSED 2016-17 PERSONNEL COMMISSION BUDGET REPORT - Director Dixon submitted a draft proposal and explained changes to the budget for 2016-17.
8. STAFF COMMENTS ON PERSONNEL ACTIVITIES
The Personnel Commissioners' packets included for review and discussion:
 - A. Vacancy Report
 - B. Employment Listing Report
9. CORRESPONDENCE – None
10. PUBLIC COMMENTS
The Public Comments Section of the meeting provides the opportunity for individuals to address items that are not on the agenda. In accordance with the Brown Act, Personnel Commissioners may not engage in a discussion of non-agenda items or issues raised during public comments except to 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.
 - A. California School Employees Association - None
 - B. San Dieguito Union High School District – None
 - C. Public – Carmen Blum stated that Matt Colwell could not attend today's meeting.
11. NEXT PERSONNEL COMMISSION MEETING
The next regular meeting of the Personnel Commission is scheduled for Tuesday, May 10, 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 at 5:16 P.M.

San Dieguito Union High School District
Personnel Commission
Eligibility List
Promotional

Skilled Maintenance Worker

Effective: 4/11/2016
Expiration: 10/11/2016

Promotional

Rank	Applicant ID
1	3112771
2	2278335

S. Dixon

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

Nutrition Services Assistant I

Effective: 4/27/16
Expiration: 10/27/16

Rank	Applicant ID
1	1932174
2	2176297
3	2908048
4	2481785
5	2881690

S. Dixon

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
VACANCY REPORT 5/05/16**

Classified Personnel

4 current/pending vacancies in 3 different job classifications

SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
PTMS	AJ719	Learning Commons Technician	40	1.00	Selection interviews 6/01/16
TP Café	AA226	Nutrition Services Assistant I	12.5	0.44	Selection interviews 5/17/16
DG	AI917	Nutrition Services Assistant I	12.5	0.31	Selection interviews 5/17/16
PTMS	AK169	Administrative Secretary - MS	40	1.00	Selection interviews 5/18/16

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Bowman, Stephanie**, Instructional Assistant-SpEd(SH), SR36, 75.00% FTE, Oak Crest Middle School, effective 03/10/16.
2. **Buckley, Alexander**, Custodian Floater, SR33, 100.00% FTE, Facilities Department, effective 3/28/16.
3. **Cecil, Rita**, Instructional Assistant-SpEd(NS), SR34, 48.75% FTE, Coastal Learning Academy, effective 04/11/16.
4. **Iniguez Rodela, Eduardo**, Custodian Floater, SR33, 100.00% FTE, Facilities Department, effective 03/14/16.
5. **Librado Jr., Andres**, Custodian, SR32, 100.00% FTE, Canyon Crest Academy, effective 03/01/16.
6. **Madvig, James**, Custodian, SR32, 100.00% FTE, San Dieguito High School Academy, effective 04/13/16.
7. **Montoya, Ivan**, Accounting Technician, SR42, 100.00% FTE, District Office-Finance Department, effective 03/14/16.
8. **Otto, Scott**, Custodian, SR32, 100.00% FTE, La Costa Canyon High School, effective 04/13/16.
9. **Webber, James**, Custodian, SR32, 100.00% FTE, Carmel Valley Middle School, effective 03/23/16.

Change in Assignment

1. **Arrequin, Tania**, from Instructional Assistant-SpEd(SH), SR36, 75.00% FTE, Oak Crest Middle School to La Costa Canyon High School, effective 03/08/16.
2. **Bernard, Karen**, from Instructional Assistant-SpEd(SH), SR36, 75.00% FTE, Earl Warren Middle School-ATP to Oak Crest Middle School, effective 03/08/16.
3. **Boado, Rolando**, from Custodian, SR32, 100.00% FTE, Pacific Trails Middle School to Carmel Valley Middle School, effective 03/14/16.
4. **Clausen, Kelene**, from Campus Supervisor, SR29, 48.75% FTE, Oak Crest Middle School to 100.00% FTE, effective 03/07/16.
5. **Crozier, Barbara**, from Campus Supervisor, SR29, 48.75% FTE, Earl Warren Middle School to 100.00% FTE, effective 03/07/16.
6. **Gordon, Joelinda**, from School Bus Driver, SR38, 75.00% FTE, Transportation Department, to unpaid status and 39 month re-employment list effective 03/08/16.
7. **Paz, Adoracion**, from Custodian, SR32, 100.00% FTE, La Costa Canyon High School to unpaid status and 39 month re-employment list effective 03/25/16.
8. **Sudo, Robert**, from Custodian, SR32, 100.00% FTE, San Dieguito High School Academy to Pacific Trails Middle School, effective 03/28/16.

Resignation

1. **Dewitt, Donovan**, Nutrition Services Assistant I, SR25, 31.25% FTE, Earl Warren Middle School, resignation effective 03/14/16.

2. **Johnson, Beckett**, Theater Technician, SR41, 100.00% FTE, La Costa Canyon High School, resignation effective 03/16/16.
3. **Oberlin, Stacey**, Nutrition Services Assistant I, SR25, 43.75% FTE, Carmel Valley Middle School, resignation effective 04/01/16.
4. **Taylor, Susan**, School Bus Driver, SR38, 87.95% FTE, Transportation Department, resignation for the purpose of retirement effective 05/11/16.

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04/21/16
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Board of Trustees
 Joyce Dalessandro
 Beth Hergesheimer
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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
 Terry King, Commissioner
 Patricia "Pat" Spirit, Commissioner
 Susan Dixon, Director

Classification Review Report - Updated Salary Survey	
Classification	Maintenance Worker II
Classification Type	Classified
Salary Range	40
Submission to Classification Advisory Committee	April 26, 2016
Submission to Personnel Commission	May 10, 2016
Agenda Item	Item #7, Classification Review Update

Background Information

At the February 9, 2016 Personnel Commission (PC) meeting, the Commission approved a recommendation to revisit the salary allocation of the Maintenance Worker II classification at the May Personnel Commission meeting. The reason for this recommendation was to allow sufficient time for comparison districts to finalize cost of living adjustments (COLAs) so salary data used to determine the average rate of pay would be as up-to-date as possible. In the event salaries had changed, it was agreed that the salary comparison table would be updated to reflect the changes. The salaries displayed below are those that were in effect as of April 20, 2016, the day before the deadline to send information to the Classification Advisory Committee (CAC) to review for the May PC meeting.

Sources of Information

Designated Comparison Districts in San Diego County

Recommendations and Rationale

At this time, based on the current salaries of comparable classifications within the comparison districts, the recommendation is to retain the salary allocation of Range 40 for the classification of Maintenance Worker II.

Updated Salary Compensation Review

Maintenance Worker II					
District	Salary Range	Job Title	Minimum	Maximum	Board Approved
Carlsbad Unified		No comparison			
Escondido UHSD		No comparison			
Escondido USD	36	Maintenance Worker II	\$ 18.25	\$ 23.29	3/14/16
Grossmont UHSD	45	General Maintenance Worker	\$ 20.78	\$ 26.47	11/2/15
MiraCosta CC		No comparison			
Oceanside USD	23	Maintenance Worker	\$ 18.49	\$ 23.39	3/8/16
Poway USD	33	Maintenance Worker II	\$ 20.16	\$ 24.56	12/16/15
Ramona Unified	26	Maintenance I	\$ 16.96	\$ 21.73	1/1/16
San Marcos USD		No comparison			
Sweetwater Union HS	58	Building Maintenance Worker	\$ 23.60	\$ 29.03	11/18/15
Vista Unified	50	Maintenance Technician	\$ 19.10	\$ 25.69	4/?/16
Average			\$ 19.62	\$ 24.88	
SDUHSD	40	Maintenance Worker II	\$ 19.88	\$ 26.60	2/18/16

Vote by Committee Members:

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

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.

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.

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 carpet, tile, roofing, cabinets, drywall, plumbing, HVAC, insulation, blinds, glass, electrical, masonry components; paints surface areas, 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 for the purpose of ensuring timely completion of work orders and proper disposal of waste.
- Performs a limited scope of maintenance activities in the absence of skilled trade workers as assigned for the purpose of addressing immediate maintenance needs.
- Takes measurements for the purpose of assisting in the design and completion of projects in an efficient and cost-effective manner.

CLASSIFIED

- Responds to emergency situations for the purpose of determining and taking appropriate action to stabilize the situation and/or make necessary repairs.
- 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

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, complete required documents, and/or 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, 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.

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

CLASSIFIED

items and personnel to work sites; understanding and following oral and written directions; establishing and maintaining effective working relationships with others; 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

Seldom/Occasionally	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
Occasionally/Frequently	Fingering/fine manipulation
Frequently	Standing, handling/simple grasping, walking

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.

EDUCATION

Targeted job related education that meets organization's prerequisite requirements.

REQUIRED TESTING

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

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

CLASSIFIED

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

Classification Review Report	
Classification	Skilled Maintenance Worker
Classification Type	Classified
Salary Range	49
Submission to Classification Advisory Committee	April 28, 2016
Submission to Personnel Commission	May 10, 2016
Agenda Item	#8, Class Description Revision

Background Information

Classification descriptions are reviewed and revised for a number of reasons. In this instance, the class description was reviewed during the classification study for the Maintenance Worker II incumbents. Additionally, during the promotional recruitment, the description was reviewed once more to develop examination materials. As a result of these two reviews, revisions have been made to update the essential functions and minimum qualifications of the classification as well as provide for a clear distinction between this classification and Maintenance Worker II.

Sources of Information

Jim Mitroff, Maintenance Supervisor
 Joint Powers Authority, San Diego County Office of Education
 Comparable districts in San Diego County, San Diego County Office of Education, and Mira Costa Community College

Working Environment

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

Recommendation

It is recommended the Skilled Maintenance Worker job description be revised as proposed. Based on comparison data, there is no recommendation for salary reallocation at this time.

Salary Compensation Review

A review of salary rates of comparable classifications within the designated comparison districts is below:

Skilled Maintenance Worker				
District	Salary Range	Job Title	Minimum	Maximum
Carlsbad Unified	28	Skilled Maintenance Worker	\$22.40	\$31.53
Escondido UHSD		No comparison		
Escondido USD		No comparison (specialized classes)		
Grossmont UHSD		No comparison (specialized classes)		
MiraCosta CC	20	Building Maintenance Mechanic II	\$27.02	\$32.94
Oceanside USD		No comparison (specialized classes)		
Poway USD		No comparison		
Ramona Unified	29	Maintenance II	\$18.27	\$23.36
San Marcos USD	65	Maintenance III	\$20.32	\$25.93
Sweetwater Union HS		No comparison (specialized classes)		
Vista Unified		No comparison (specialized classes)		
Average			\$22.00	\$28.44
SDUHSD	49	Skilled Maintenance Worker	\$24.76	\$33.22

Vote by Committee Members:

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

SKILLED MAINTENANCE WORKER

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Maintenance Supervisor and Lead Maintenance Worker, the job of Skilled Maintenance Worker is to independently, or as a member of a work crew, perform a wide variety of skilled maintenance work across multiple trades ~~done~~ for the purposes of ensuring proper completion and installation of work orders and maintenance projects; altering, repairing, installing and constructing ~~items such as~~ walls, partitions, counters, doors, window frames, cabinets, carpets, curbs, sidewalks, etc.; ensuring proper operation of equipment and aesthetics of facilities; ensuring complete work records; obtaining materials and assigning tasks to ensure job completion; determining time schedule of job orders and providing proper guidance for the completion of job tasks effectively and efficiently; maintaining and upgrading job knowledge and skills and for keeping current on job-related safety concerns and issues; supporting other skilled maintenance personnel in completing of their work activities.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Skilled Maintenance Worker is responsible for performing skilled maintenance duties involving various trades including carpentry, and assisting in the plumbing, painting, electrical and other trades as assigned.

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.

ESSENTIAL FUNCTIONS

- Installs carpet, tile, roofing, cabinetry, drywall, plumbing, insulation, glass, electrical, masonry, etc. requiring journey level expertise for the purpose of ensuring proper completion and installation of work order projects.
- Repairs/maintains//inspects school district facilities, properties and systems, except those on special contract, for the purpose of ensuring proper operation of equipment and aesthetics of facilities.
- Constructs/fabricates/remodels/alters specialized equipment; and exteriors and interiors of buildings for the purpose of maintaining and upgrading District facilities.
- Records/documents a variety of work activities (e.g. job orders, preventive maintenance logs, purchases, inspections, problems encountered or issues pending, etc.) for the purpose of documenting activities, providing reference materials and complying with outside requirements.
- Communicates with administrators, teachers, and other staff for the purpose of determining the scheduling of work orders and details of requested tasks.
- Estimates labor and materials for the purpose of obtaining materials and assigning tasks to ensure job completion.
- Selects and purchases necessary materials for the purpose of completing work orders.

SKILLED MAINTENANCE WORKER

- Inspects for structural integrity, both general and earthquake, buildings, bleachers and other structures and as part of job follow up, for the purpose of ensuring that job orders are completed to meet District standards.
- Transports materials and equipment required to complete work projects for the purpose of ensuring availability of appropriate tools and materials.
- Assists other skilled maintenance personnel as may be required for the purpose of supporting them in completion of their work activities.
- Instructs/orients school personnel for the purpose of providing information on the proper operation of systems and services.
- Attends educational seminars and meetings for the purpose of maintaining and upgrading job knowledge, and skills ~~and resolutions to safety issues~~.
- Coordinates/monitors work of outside contractors for the purpose of ensuring the completion of projects in a timely manner and according to specifications.
- Oversees/directs less experienced workers and/or ~~summer help~~ limited-term and substitute employees for the purpose of ~~maintaining their technical skills~~ providing technical guidance and adhering to regulatory requirements.
- Performs a significant scope of the functions of other skilled trade classifications (i.e. Plumber, Painter, HVAC Technician, etc.) as may be required for the purpose of completing work orders requiring skilled trades during peak demands and/or emergency situations.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE, SKILLS AND ABILITIES

~~SKILLS~~ are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. ~~Specific skills required to satisfactorily perform the functions of the job include: performing skilled maintenance involving the carpentry, plumbing and electrical trades; using hand and power tools skillfully and safely; operating a variety of equipment and machinery such as various saws, planes, drill presses, sanders, jack hammers, drills, sandblasters and forklifts; operating a motor vehicles as necessary.~~

~~KNOWLEDGE~~ is required to perform algebra and/or geometry; read technical information, ~~compose a~~ complete required variety of documents, and/or facilitate participate in group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods, practices, equipment and tools used in various trades including carpentry, electrical and plumbing /irrigation; basic methods, practices, equipment and tools used in heating, ventilating, refrigeration and air conditioning (HVAC); health and safety practices, procedures, regulations, and hazards; proper methods of storing equipment, materials and supplies; 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 need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of

SKILLED MAINTENANCE WORKER

the job include: performing skilled maintenance involving the carpentry, plumbing and electrical trades; using hand and power tools skillfully and safely; operating a variety of equipment and machinery such as various saws, planes, drill presses, sanders, jack hammers, drills, sandblasters and forklifts; operating a motor vehicles as necessary; completing required documentation; communicating effectively orally and in writing; exercising tact, patience and courtesy when interacting with others.

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 independently work with others in a wide variety of circumstances; work with data utilizing defined but different 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 data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: performing 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; reading, interpreting and following rules, regulations, policies and procedures; completing work orders in a timely manner; being attentive to detail; working independently; and analyzing situations accurately and adopting an effective course of action; ~~and maintaining routine records.~~

RESPONSIBILITY

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organizations services.

WORKING ENVIRONMENT

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

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

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

CLASSIFIED

SKILLED MAINTENANCE WORKER

Never = 0%

Seldom = 1-10% (<45 minutes)

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

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

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

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

AUDITORY OR VISUAL REQUIREMENTS

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

ENVIRONMENTAL CONDITIONS

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

EXPERIENCE

Three years of job related experience performing maintenance tasks across multiple trades within specialized field is required.

EDUCATION

Targeted job related education that meets organizations prerequisite requirements.

REQUIRED TESTING

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

CERTIFICATES

Valid California Class C driver's 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

CLASSIFIED

SKILLED MAINTENANCE WORKER

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

CLEARANCES

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

San Dieguito

Union High School District

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Classified Personnel Commission
John Baird, Commissioner
Terry King, Commissioner
Patricia "Pat" Spirit, Commissioner
Susan Dixon, Director

May 5, 2016

TO: Personnel Commission
FROM: Susan Dixon
Director of Classified Personnel
SUBJECT: Agenda Item #9, Second Reading of Proposed Personnel Commission Budget for 2016-17

In accordance with Rule 2.16 of the Rules & Regulations for the Classified Service and California Education Code §45253, the proposed Personnel Commission Budget for 2016-2017 was presented for a First Reading on April 12, 2016. Discussion took place regarding the overall budget and the required public hearing was scheduled for 4:00 pm, May 10, 2016.

Two revisions have been made since the proposed budget was submitted for a First Reading.

Per the direction of the Personnel Commission at the April 12, 2016 First Reading, the budget for Classified Employee Recognition was increased from \$50 to \$150. This increase takes into consideration the actual expenses for the Personnel Commission's annual Classified Employee of the Year Recognition Ceremony.

The second change is specific to the line item for Professional Consultation Services. When the proposed budget was subsequently shared with District administration as part of the standard budget review process, it was noted by the Associate Superintendent, Business Services that Judy Lemm Consulting fees are paid from an alternate budget. There is no need for the Personnel Commission to budget for expenses related to a consultant reviewing job descriptions to determine whether a reasonable accommodation is feasible. Additionally, the Associate Superintendent, Business Services, indicated that should the commission ever undertake a study in which the volume of work exceeds the capacity of commission staff, the expense would be funded by an alternate budget.

As such, the attached budget is submitted for a Second Reading. Upon approval of the Personnel Commission, the budget will be submitted to the County Superintendent of Schools in accordance with the provisions of the California Education Code.

Row Labels	Resource Description	Resource	Goal	Func	Object	Site	Oper Unit	Object Description	2014-15 Actual	2015-16_BUD	2015-16_ENC	2015-16_EXP	2015-16_PRE	2015-16_BAL	2016-17 Budget
		PERSONNEL COMMISSION													
	0100	0000641	0000	7490	1900001	016	001	Cert bd Members Salary	-150	600	-202	-450		(52)	800
	0100	0000641	0000	7490	2300000	016	001	Class Superv & Admin Salaries	-79,871	89,566	-39,232	-69,139		(18,805)	141,528
	0100	0000641	0000	7490	2300001	016	001	Class.Bd. Members Salary	-727	1,200	-403	-5,663		(4,866)	1,600
	0100	0000641	0000	7490	2400000	016	001	Clerical And Office Salaries	-83,220	109,681	-36,513	-72,032		1,137	127,864
	0100	0000641	0000	7490	2400056	016	001	Clerical Overtime Wages	-850	1,500		-1,098		402	1,500
	0100	0000641	0000	7490	2400058	016	001	Clerical-Extra Help Benefits	-1,598	500				500	500
					3xxx										62,972
	0100	0000641	0000	7490	4300000	016	001	Materials And Supplies	-945	1,050	-500	-46		504	1,200
	0100	0000641	0000	7490	4300012	016	001	Refreshments	-633	750	-210	-297		243	750
	0100	0000641	0000	7490	4300013	016	001	Classif.Empl.Recognition		50				50	150
	0100	0000641	0000	7490	4400009	016	001	Non-Capitalized Tech Equipment						0	1,800
	0100	0000641	0000	7490	5200020	016	001	Conference,Workshop,Sem.	-2,985	4,900	-1,549	-1,549		3,351	5,500
	0100	0000641	0000	7490	5200030	016	001	Mileage	-587	500				500	500
	0100	0000641	0000	7490	5300000	016	001	Dues And Memberships	-2,676	2,700		-2,676		24	3,000
	0100	0000641	0000	7490	5600002	016	001	Rents & Leases	-970	2,225	-1,724	-485		16	2,479
	0100	0000641	0000	7490	5600008	016	001	Copy Charges	-729	1,000	-562	-423		14	868
	0100	0000641	0000	7490	5800001	016	001	Professional/Consult Svs		800				800	0
	0100	0000641	0000	7490	5800004	016	001	Legal Expense	-10,532	14,275	-11,959	-110		2,206	14,275
	0100	0000641	0000	7490	5800008	016	001	Computer Licensing		2,400				2,400	0
	0100	0000641	0000	7490	5800010	016	001	Advertising	-1,114	1,500	-155	-1,047		298	1,500
	0100	0000641	0000	7490	5900002	016	001	Communications-Postage	-46	80				80	80
	0100	0000641	0000	7700	2400056	016	001	Clerical Overtime Wages	-1,176					0	0
					3xxx										0
		PERSONNEL COMMISSION Total							-188,809	235,277	-91,459	-155,016		(11,198)	368,866
		Personnel Commission Total							-188,809	235,277	-91,459	-155,016		(11,198)	368,866