

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

Regular Meeting Agenda

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

REGULAR MEETING/OPEN SESSION

1. Call to Order Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the August 9, 2016, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the August 9, 2016 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the July 12, 2016 Personnel Commission Regular meeting.
Motion by _____, second by _____, to approve the minutes for the July 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 NUTRITION PROGRAM SUPERVISOR/REGISTERED DIETITIAN, Supervisory Salary Range 6, Open/Promotional-Dual Certification, six months eligibility.
 - B. Motion by _____, second by _____, to establish an Eligibility List for RECEPTIONIST, SR-32, Open/Promotional, six months eligibility.
 - C. Motion by _____, second by _____, to establish an Eligibility List for CUSTODIAN CREW LEADER, SR-38, Open/Promotional, six months eligibility.
6. ELIGIBILITY LISTS TO BE APPROVED
 - A. Motion by _____, second by _____, to approve an Eligibility List for CAMPUS SUPERVISOR, SR-32, Open/Promotional, eligibility from 7/26/16.
 - B. Motion by _____, second by _____, to approve an Eligibility List for SCHOOL BUS DRIVER SR-38, Open/Promotional-Dual Certification, six months eligibility from 7/26/16.
 - C. Motion by _____, second by _____, to approve an Eligibility List for NUTRITION SERVICES ASSISTANT I SR-25, Open/Promotional-Dual Certification, six months eligibility from 8/01/16.
7. CLASSIFICATION REVIEW REPORTS
 - A. Motion by _____, second by _____, to approve class description revisions for Contracts Analyst as shown in the attached supplements.
 - B. Motion by _____, second by _____, to approve a new classification of Irrigation Specialist, allocated to Salary Range 41 on the classified salary schedule, and shown in the attached supplements.
 - C. Motion by _____, second by _____, to approve class description revisions for the Plumber/Irrigation Specialist classification as shown in the attached supplements.

8. FIRST READ: RULE 4.12

Motion by _____, second by _____, to approve as a First Reading the rule revision to Rule 4.12 of the Personnel Commission Rules and Regulations.

9. APPROVAL OF THE 2015-16 ANNUAL REPORT

Motion by _____, second by _____, to approve the 2015-16 Annual Report of the Personnel Commission for submission to the Board of Trustees.

DISCUSSION/INFORMATION ITEMS (See Supplements)

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

A. Vacancy Report

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

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, September 13, 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., July 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 4:08 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

Scott Hendries
Tina Peterson

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

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

Passed unanimously.

4. APPROVAL OF THE MINUTES FOR THE JUNE 14, 2016, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve the minutes for the June 14, 2016, Personnel Commission Regular Meeting.

Passed unanimously.

ACTION ITEMS

5. ELIGIBILITY LIST TO BE ESTABLISHED

A. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to establish an Eligibility List for CAMPUS SUPERVISOR, SR-32, Open/Promotional, six months eligibility.

Passed unanimously.

6. ELIGIBILITY LISTS TO BE APPROVED

A. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve an Eligibility List for DIRECTOR OF PURCHASING AND RISK MANAGEMENT, Management Salary-Group 5, Range 4, Open/ Promotional–Dual Certification, six months eligibility from 6/20/16.

Passed unanimously.

- B. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Severe) SR-36, Open/Promotional, six months eligibility from 6/28/16.

Passed unanimously.

- C. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve an Eligibility List for SECRETARY, SR-36, Open/ Promotional, six months eligibility from 6/30/16.

Passed unanimously.

7. CLASSIFICATION REVISIONS

- A. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to retitle the classification of Nutrition Specialist Supervisor to Nutrition Program Supervisor/Registered Dietitian.

Passed unanimously.

- B. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve class description revisions, with modifications for the Nutrition Program Supervisor/Registered Dietitian classification as shown in the attached supplements.

Passed unanimously with additional noted modifications by John Baird and Susan Dixon.

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

The Personnel Commissioners' packets included for review and discussion:

- A. Vacancy Report
- B. Employment Listing Report

9. CORRESPONDENCE

- A. Susan Dixon shared a flyer on the CSPCA 2017 conference, which will take place in San Francisco.
- B. Director Dixon shared an email from Corrie Amador, SDCSPCA committee, regarding CSPCA 2018 conference in San Diego. Members of the committee, Commissioner Baird and Director Dixon are conducting the search for a union-run hotel.

11. 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 – None

12. NEXT PERSONNEL COMMISSION MEETING

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

13. ADJOURNMENT

Personnel Commission meeting adjourned at 4:49 p.m.

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

Effective: 7-26-16
Expiration: 1-26-16

Campus Supervisor

Applicant ID	Rank
2166680	1
1415950	2
406604	3
3243172	3
1665751	4
2103817	5
2610556	5
568048	6
3241877	7
2589700	8
3231551	9

S. Dixon

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

School Bus Driver

Effective: 7/26/16
Expiration: 1/26/16

Rank	Applicant ID
1	3023868
2	2841831
3	2951408

S. Dixon

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

Nutrition Services Assistant I

Effective: 8/01/16
Expiration: 2/01/17

Rank	Applicant ID
1	3237485
2	2908048
3	3097513
4	3033936
5	3240740
6	3238456

S. Dixon

Classification Review Report	
Classification	Contracts Analyst
Classification Type	Classified
Salary Range	62
Prepared By	Barbara Bass, Human Resources Analyst Susan Dixon, Director, Classified Personnel
Submission to Classification Advisory Committee	July 28, 2016
Submission to Personnel Commission	August 9, 2016
Agenda Item	Classification Review Report #7

Background Information

Due to a promotion, the Personnel Commission staff will be recruiting for a Contracts Analyst. As is our standard practice, the class description was reviewed with the hiring manager, the Director of Purchasing and Risk Management, to ensure that the job description is accurate prior to filling the position. The classification was established in July of 2001 and the job description was last revised in February of 2004.

Upon reviewing the job description, it was determined that several revisions were needed. The revisions include:

- standard formatting and grammar changes
- the expansion of the "Working Environment" section to include the level of detail previously approved by the Personnel Commission for all job description updates
- clarification of the Education and Experience requirement

The proposed revised class description is attached.

Salary Compensation Review

As part of the review of this classification, Personnel Commission staff conducted a salary compensation study to research job classifications from our designated external market in an effort to identify comparable positions in terms of essential job functions, level and scope of responsibility, and required knowledge, skills, and abilities. No comparable positions were found so an average salary of district comparisons cannot be calculated. The Director of Purchasing and Risk Management has verified that changes in the job since the classification was established are minimal. As such, at this time there is not a basis to recommend reallocating the classification from its original salary range allocation.

Sources of Information

Joint Powers Authority, San Diego County Office of Education
External market job descriptions for San Diego County schools
Doug Gilbert, Director of Purchasing and Risk Management

Recommendation

It is recommended the Contracts Analyst job description be revised as proposed.

Vote by Committee Members:

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

CONTRACTS ANALYST

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Director of Purchasing/~~Warehouse Services and Risk Management~~, the Contracts Analyst ~~is done for the purpose of determining~~ determines procurement methods, formulation, preparation and finalization of bids, contracts, license agreements, service agreements, maintenance agreements, and equipment leases; ~~and resolving complaints and improving customer service.~~

DISTINGUISHING CHARACTERISTICS

The Contract Analyst performs highly complex and technical analysis of contracts for services and volume procurements of goods and services. ~~The Contracts Analyst~~, develops and negotiates legally compliant contract terms and conditions favorable to the District and monitors to ensure that contracts are implemented and executed in accordance with agreed terms. ~~The Contracts Analyst, including resolving complaints and providing appropriate customer service response to problems encountered, appropriately addresses and resolves customer issues.~~ This class differs from the class of Senior Buyer which is responsible for the complex business procedures involved in purchasing and warehouse inventory replenishment and for the efficient, timely and economical accomplishment of purchasing ~~and bidding~~ activities for assigned product and service lines. ~~This class differs from the Director of Purchasing/Warehouse Services which is responsible for planning, organizing and directing the District purchasing and warehousing functions, ensuring that departmental work goals are met, and services are provided in an efficient and effective manner.~~

ESSENTIAL FUNCTIONS

- Develop ~~f~~, analyze ~~f~~, and evaluate complex bid specifications s to ensure, prior to Board agreement and approval, that specifications meet all of District's needs and conform to California statutes and District policies and procedures on procurement and contracting.
- Analyze agreements, ~~and enabling~~ terms and conditions ~~for the purpose of to providing provide~~ direction, making recommendations and/or implementing modifications to contracts.
- Develop ~~f~~ and implement contract evaluation criteria and analytical tools (e.g., spreadsheets and databases) ~~for the purpose of to assessing the completed bids and providing provide~~ a sound basis for recommending contract awards.
- Research new products, contractors, suppliers, equipment and regulations ~~for the purpose of to~~ identifying those which will enhance efficiency, effectiveness and/or safety of various operations inside and outside the classrooms, and ~~for to ensuring ensure~~ conformance of contracts to regulations and budgetary guidelines.
- Answer inquiries associated with contracts, service agreements, maintenance agreements and equipment leases ~~for the purpose of to ensuring ensure~~ that accurate, consistent, and timely responses are provided.
- Prepare a wide variety of written materials (e.g., bid packages, contract documents, stop notices, Board agenda items, change orders, recommendation for action, etc.) ~~for the purpose of to providing provide~~ documentation for reference to others, for followup, for initiating the bid process, to providing provide historical records of projects for future reference, and/or to addressing regulatory requirements.
- Coordinate the presentation of specialized programs (e.g., Disabled Veteran Business Enterprise (DVBE), ~~labor compliance OCIP~~) that affect participation requirements ~~of the purpose of to~~

CONTRACTS ANALYST

assisting vendors/ and suppliers in the proper completion of required documents and program compliance.

- Negotiate contract terms and conditions with consultants/ and suppliers ~~for the purpose of to~~ develop~~ing~~, coordinat~~ing~~ and finaliz~~ing~~ agreements and contracts for submittal for Board action.
- Evaluate requisitions ~~for the purpose of to determining~~ determine the appropriate type of procurement method and ~~initiating~~ initiate the bidding process.
- Monitor customer satisfaction of goods and services received for the purpose of resolving complaints and improving the quality of services and products purchases.
- Assist Director of Purchasing/ Warehousing and Risk Management, as assigned, to orient and train ~~district~~ District managers and staff on contract format, technical correctness and proper procedures ~~for the purpose of to ensuring~~ ensure accurate and complete contracts.
- Review/ research, and analyze laws, regulations, proposed legislation and policies ~~for the purpose of to~~ assessing their potential impact on assigned purchasing program areas, ~~for to~~ recommend~~ing~~ appropriate revisions to District policies and procedures, and ~~for to~~ assist~~ing~~ other staff in coordinating the updating and maintenance of appropriate Board policies and regulations.

OTHER JOB FUNCTIONS:

- Assist the Director of Purchasing/ Warehousing and Risk Management, as assigned, for the purpose of selecting and training staff and for researching alternatives for organizing and designing purchasing services and programs.
- Perform other job-related duties as assigned.

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge, and/or Abilities Required

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices used in public contracting and purchasing, accounting, and contracting with independent consultants
- State codes and regulations and district policies related to school contracting and purchasing, contracting with independent consultants
- Methods and terminology used in contracting and purchasing, real estate transactions, insurance and accounting
- Accounting and reporting on service contracts and purchase agreements
- Establishing procedures and guidelines for gathering data to complete complex reports
- Office organization systems
- District organization, operations, policies and objectives
- ~~Interpersonal skills using tact, patience and courtesy~~
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Modern office practices, procedures and equipment
- Operation of computer terminal

CONTRACTS ANALYST

Ability to:

- Prepare ~~and~~ monitor service and purchase contracts and agreements
- Solicit and evaluate bids and recommend award of contracts in accordance with established guidelines, regulations and state laws
- Prepare specifications, procedure manuals, vendor lists, bid schedules, correspondence and other written material
- Confer with vendors, school and district administrators, contractors, government agencies and others
- Prepare, organize and conduct research and compile data to complete complex reports
- Analyze laws and regulations and recommend revisions to District policies
- Plan, organize and manage contracting and purchasing office systems
- Understand and use complex software programs
- Read, interpret, apply and explain rules, regulations, policies, procedures, agreements, contracts, and insurance policies
- Analyze situations accurately and adopt an effective course of action
- Work independently with little directions
- ~~Plan and organize work and the work of a small clerical staff~~
- Meet schedules and time lines
- Establish and maintain cooperative and effective working relationships with others
- Communicate with others using tact, patience and courtesy
- Maintain records and prepare reports
- Operate a computer terminal

EXPERIENCE

~~A minimum of two years of professional experience, preferably in a California public school district, in purchasing and contracting for goods and services. Experience must include the application of State laws and District policies and procedures relating to public purchasing and contracting for services, and analysis, research, review, and reporting on bids, requisitions, vendors, contractors, and conformance to contract requirements, or equivalent non-public sector experience.~~

EDUCATION

~~A Bachelor's degree in business, accounting, finance, public administration, or related field. Additional qualifying experience may be substituted for the education on the basis of 30 semester or 45 quarter units of education for each additional year of experience.~~

EDUCATION AND EXPERIENCE

A combination of education and experience which clearly demonstrates possession of the knowledge, skills, and abilities required of this classification. Typical qualifying education and experience may include one of the following:

- A Bachelor's degree in business, accounting, finance, public administration, or a related field and a minimum of two years of professional experience purchasing and contracting for goods and services in a public agency.

CONTRACTS ANALYST

- An Associate’s degree with substantial coursework in business, accounting, finance, or a related field, a minimum of two years of professional experience purchasing and contracting for goods and services in a public agency, and two years of additional related experience.
- A minimum of two years of professional experience purchasing and contracting for goods and services in a public agency and four years of additional related experience.

Public agency experience must include the application of laws, policies and procedures related to purchasing and contracting services as well as analysis, research, review, and reporting on bids, requisitions, vendors, contractors, and adherence to contract requirements. California public school district experience is preferred.

GENERAL WORKING CONDITIONS

Typical office environment.

WORKING ENVIRONMENT

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

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

Never = 0%

Seldom = 1-10% (<45 minutes)

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

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

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

WORKING ENVIRONMENT

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

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

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

Seldom lifting up to 5 lbs. overhead/at shoulder/waist height; walking, standing, stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back, carrying up to 5 lbs. up to 25 ft. , pushing/pulling, reach below, at, or above shoulder

Occasionally/Frequently handling/simple grasping

CONTRACTS ANALYST

Frequently fingering/fine manipulation
Frequently/Continuously sitting

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to respond to safety buzzers and emergencies; communicate with others in person and on the telephone; vision ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Possible exposure to heat, dust, and outdoor weather conditions when occasionally accompanying contractors to work sites.

REQUIRED TESTING

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

CERTIFICATES

None

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

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

Classification Review Report	
Classification	Plumber/Irrigation Specialist Irrigation Specialist (Proposed)
Classification Type	Classified
Salary Range	49 41 (Proposed)
Prepared By	Barbara Bass, Human Resources Analyst Susan Dixon, Classified Personnel Director
Submission to Classification Advisory Committee	June 28, 2016 July 28, 2016
Submission to Personnel Commission	August 9, 2016
Agenda Item	Classification Review Report #7

Background Information

The District currently has the classification of Plumber/Irrigation Specialist. Incumbents in this classification perform a variety of plumbing tasks related to plumbing systems and equipment. In addition, incumbents in this classification maintain irrigation and water conveyance (potable or reclaimed) systems.

With the addition of Pacific Trails Middle School, the construction occurring at Earl Warren Middle School, and the establishment of the La Costa Valley Sports Complex, the Maintenance Department has identified a need for additional support in the irrigation field and, as such, is in the process of adding a position to its staff. The current and anticipated future needs of the District are such that there is sufficient work in the irrigation role to justify the establishment of a new classification which will have responsibility for strictly irrigation tasks. A review of the tasks this new position will be assigned as well as a review of the efficiencies the Maintenance Department has identified as a result of establishing an irrigation classification, has resulted in the recommendation to establish the classification of Irrigation Specialist.

The job description for Irrigation Specialist was developed in collaboration with Jim Mitroff, Maintenance Supervisor. Personnel Commission staff met with Mr. Mitroff to discuss the rationale for the new classification as well as the types of duties incumbents will perform. Although the Director of Maintenance and Operations has since decided that this position will be housed in the Grounds Unit and supervised by the Grounds and Custodial Supervisor, Mr. Mitroff has been overseeing the work of irrigation-related tasks and has familiarity of this assignment as well as the knowledge, skills, and abilities required. The resulting job description contains language related to the irrigation role from the existing classification of Plumber/Irrigation Specialist as well as

language provided by Mr. Mitroff and language obtained after reviewing classifications specific to irrigation from comparison districts.

In addition to developing the new classification, Personnel Commission staff reviewed the job description for the existing classification of Plumber/Irrigation Specialist with Mr. Mitroff. The description has been updated to ensure typical tasks incumbents perform are clearly described and minimum qualifications required for the classification are consistent with the tasks performed. At this time, leadership in the Maintenance Department has determined that this classification will still have the dual role of plumbing and irrigation to afford flexibility to the department when assigning work. Although it is anticipated that incumbents in this classification will work primarily in the plumbing capacity to ensure that tasks identified as priority tasks (toilet malfunctions, Williams' settlement provisions) are completed in a timely matter, there could be sufficient work in the irrigation capacity to necessitate assigning those tasks as well.

Sources of Information

Jim Mitroff, Maintenance Supervisor, SDUHSD
 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

Salary Compensation Review

Plumber				
District	Salary Range	Job Title	Minimum	Maximum
Carlsbad USD	28	Skilled Maintenance Worker-Plumbing	\$46,598	\$56,640
Escondido USD	43	Plumber	\$45,116	\$57,581
Grossmont UHSD	52	Plumber	\$51,361	\$65,376
Oceanside USD	32	Plumber	\$47,447	\$60,093
Poway USD	39	Plumber	\$48,624	\$59,244
Sweetwater USD	62	Plumber	\$52,920	\$65,088
Vista USD	57	Plumber	\$47,227	\$63,516
		Average	\$48,783	\$61,077
SDUHSD	49	Plumber/Irrigation Specialist	\$51,501	\$69,098

Irrigation Specialist				
District	Salary Range	Job Title	Minimum	Maximum
Carlsbad USD	20	Grounds Maintenance Irrigation Specialist	\$38,251	\$46,488
Escondido USD	35	Irrigation Specialist	\$37,029	\$47,261
Grossmont UHSD	51	Irrigation Technician	\$50,111	\$63,741
Mira Costa CC	17	Irrigation Specialist	\$51,542	\$62,855
Poway USD	35	Irrigation Technician	\$44,052	\$53,676
Vista USD	48	Irrigation Technician	\$37,816	\$50,859
		Average	\$43,133	\$54,147
SDUHSD-Recommended	41	Irrigation Specialist	\$44,512	\$56,701

The recommendation for salary allocation to Range 41 is based on an overall evaluation of three separate factors.

- The average salary of the comparison districts most closely represents Range 40 on the classified schedule with a \$55,328 maximum salary.
- The average differential between Plumber and Irrigation Specialist among our comparison districts is approximately 16.5%. With approximately 2.5% between each range on our District salary schedule, an allocation of Range 42 would be the range which most closely matches this differential.
- This position will be housed in the Grounds Unit. After reviewing other classifications within the Grounds Unit with the Director of Maintenance, Operations and Transportation (Grounds Maintenance Worker II, Range 39; Ground Maintenance Worker/Applicator, Range 40; Grounds/Maintenance Equipment Operator, Range 41; and Lead Grounds Worker, Range 44) it was determined that Range 41 is the allocation which most closely supports an appropriate internal alignment.

Recommendations

Establish a new classification of Irrigation Specialist allocated to Range 41 on the Classified Salary Schedule.
 Revise the job description for Plumber/Irrigation Specialist as presented.

Vote by Committee Members:

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

IRRIGATION SPECIALIST

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Grounds and Custodial Supervisor, the Irrigation Specialist maintains irrigation and water conveyance (potable or reclaimed) systems; determines optimal irrigation schedules; maintains required information for future reference and for requirements of outside agencies; ensures the completion of projects in a timely manner and according to specifications; troubleshoots and performs preventative maintenance; assembles, installs and repairs water irrigation systems; prepares designs and blueprints for irrigation systems; and operates a variety of tools and power equipment.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Irrigation Specialist is a journey-level trades class responsible for performing skilled irrigation duties in the maintenance and repair of water and drainage systems and the construction, installation, repair and modification of sprinkler systems.

ESSENTIAL FUNCTIONS

- Installs, maintains, diagnoses, and repairs irrigation systems and equipment.
- Records and documents a variety of activities including preventive maintenance, purchases, and inspections.
- Instructs and orients school personnel on the proper operation of systems and services.
- Researches, engineers and designs irrigation systems and equipment.
- Coordinates and monitors the work of outside contractors to ensure the completion of projects in a timely manner and according to specifications.
- Oversees and directs the performance of assigned workers to ensure the completion of projects in a timely and accurate manner.
- Operates a variety of equipment (e.g., ditchwitch, trencher, solder torch, lathe, pipe cutters, etc.)
- Operates and maintains well systems (e.g. water pressure, computer board, smart flow controller, transducer, gauges).
- Maintains supplies, equipment and tools.
- Inspects water systems and identifies repairs and/or replacement needs.
- Estimates time and material costs for specific jobs.
- Diagnoses problems and/or failures in irrigation and water conservation systems.
- Determines irrigation schedules (e.g., controllers, clocks, GPM/S) to ensure adequate irrigation, appropriate water conservation measures, and adherence to watering regulations.
- Repairs irrigation and water conveying systems (e.g., controllers/clocks, sprinkler heads, impact heads, rotors, etc.)
- Responds to emergency situations such as broken pipes, sprinklers, and drainage problems, and takes necessary action to resolve the situation.
- Assists in the performance of other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

IRRIGATION SPECIALIST

KNOWLEDGE is required to perform mathematical computations; read technical information, complete required documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: specialized tools and methods used in the installation and repair of irrigation systems, back flow prevention, use and application of electric controllers, prevention of storm water issues, reclaimed water testing, calculating and applying hydraulic mathematical formulas, various types of pipe and their proper repair and maintenance, watering requirements for lawns, trees and plants and various types of soil; State of California certification requirements for a public school to receive water from a local water district, record-keeping techniques, and health and safety regulations.

SKILLS are required to perform multiple, highly complex, 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: adhering to safety practices; operating tools and equipment used in the installation and repair of irrigation and water systems; and preparing and maintaining accurate records.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and consider a wide variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and 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 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: understanding and following oral and written directions; communicating effectively with others; working cooperatively with others; analyzing situations accurately and adopting an effective course of action; meeting schedules and time lines; maintaining routine records; working independently with little direction; and reading, interpreting and following rules, regulations, policies and procedures.

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. Use 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 functions require the following physical demands:

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

Never = 0%

Seldom = 1-10% (<45 minutes)

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

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

CLASSIFIED

IRRIGATION SPECIALIST

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

Seldom	with assistance: lifting up to 100 lbs. at waist height and carrying up to 100 lbs. up to 20 feet (toilets, urinals, water heaters, drain cleaning machines)
Occasionally	lifting up to 75 lbs. at waist height, carrying up to 75 lbs. up to 30 feet, twisting back
Occasionally/Frequently	sitting, walking, squatting/crouching, climbing/balancing, kneeling, pushing/pulling, fingering/fine manipulation, handling/simple grasping, power/firm grasping, reach above, at, and below shoulder, hand and foot controls
Frequently	standing, stooping/bending, neck flexion/rotation, lifting up to 25 lbs. at shoulder height, carrying up to 50 lbs. up to 500 feet
Frequently/Continuously	pushing and pulling
Continuously	lifting up to 10 lbs. overhead/shoulder

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to respond to safety buzzers, communicate with coworkers and staff, operate vehicles safely, and react to emergency situations. 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, drive cars, trucks, forklifts or other moving equipment, 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. Hazards include exposure to raw sewage.

EXPERIENCE

Three years of job-related experience performing irrigation tasks.

EDUCATION

Targeted job-related education or training 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 driver's license and a record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position. Certification in reclaimed water is required. Training in electronic controllers, irrigation clock controller, water conservation and/or materials and practices of water systems is highly desirable.

CLASSIFIED

IRRIGATION SPECIALIST

CONTINUING EDUCATION/TRAINING

Targeted job-related education and training as needed and maintenance of certifications obtained.

CLEARANCES

Criminal Justice Fingerprint/Background Clearance; TB Clearance

PLUMBER / IRRIGATION SPECIALIST

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Maintenance Supervisor, the ~~job of~~ Plumber/~~Irrigation Specialist is done for the purposes of~~ ensuringes for the availability and proper operation of services and systems; ~~providing~~providing required information for future reference and for requirements of outside agencies; ensuringes the completion of projects in a timely manner and according to specifications; troubleshootings and performings preventative maintenance; assemblinges, installings and repairings pipes, fittings, and fixtures; preparinges designs and blueprints for irrigation systems; and operatinges a variety of tools and power equipment.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Plumber/~~Irrigation Specialist~~ is a journey-level trades class responsible for performing skilled plumbing duties in the maintenance and repair of heating, water, natural gas and drainage systems and the construction, installation, repair and modification of sprinkler systems.

ESSENTIAL FUNCTIONS

- Installs/~~and~~ maintains irrigation and/or plumbing systems, and equipment ~~for the purpose of ensuring the availability and proper operations of services and systems.~~
- Diagnoses/~~and~~ repairs plumbing and/or irrigation systems, and equipment ~~for the purpose of ensuring for the availability and proper operation of services and systems.~~
- Records/~~and~~ documents a variety of activities including preventive maintenance, purchases, ~~and inspections, for the purpose of providing required information for future reference and for requirements of outside agencies.~~
- Instructs/~~and~~ orients school personnel ~~for the purpose of providing information~~ on the proper operation of systems and services.
- Researches, engineers and designs irrigation and/or plumbing systems and equipment ~~for the purpose of ensuring for the availability and proper operation of services and systems.~~
- Coordinates/~~and~~ monitors ~~the~~ work of outside contractors ~~for the purpose of ensuring to ensure~~ the completion of projects in a timely manner and according to specifications.
- Oversees/~~and~~ directs ~~the~~ performance of assigned workers ~~for the purpose of ensuring to the ensure the~~ completion of projects in a timely ~~and accurate~~ manner ~~and according to applications.~~
- ~~Attends educational seminars and meetings for the purpose of enhancing knowledge of safety concerns and resolving related issues.~~
- ~~Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.~~

PLUMBER / IRRIGATION SPECIALIST

- -Operates a variety of equipment (e.g., trencher, solder torch, lathe, pipe cutters, etc.)
- Operates and maintains well systems (e.g. water pressure, computer board, smart flow controller, transducer, gauges).
- Maintains supplies, equipment and tools.
- Inspects water systems and identifies repairs and/or replacement needs.
- Estimates time and material costs for specific jobs.
- Diagnoses problems and/or failures in irrigation and water conservation systems.
- Determines irrigation schedules (e.g., controllers, clocks, GPM/S) to ensure adequate irrigation and appropriate water conservation measures.
- Repairs irrigation and water conveying systems (e.g., controllers/clocks, sprinkler heads, impact heads, rotors, etc.)
- Reponds to emergency situations such as broken pipe, sprinkler, drainage problems, etc. and takes necessary action to resolve the situation.
- Assists in the performance of other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE, SKILLS AND ABILITIES

~~SKILLS are required to perform multiple, highly complex, 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: adhering to safety practices; operating equipment used in plumbing trade; and preparing and maintaining accurate records.~~

~~KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a complete required variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: specialized tools and methods used in plumbing repair and installation and repair of sewage, irrigation, water and natural gas systems; back flow prevention; use and application of electric controllers, prevention of storm water issues, reclaimed water testing; calculating and applying hydraulic mathematical formulas; various types of pipe and their proper repair and maintenance; watering requirements for lawns, trees and plants and various types of soil; building and plumbing~~

PLUMBER / IRRIGATION SPECIALIST

codes; State of California certification requirements for a public school to receive water from a local water district; record-keeping techniques; and health and safety regulations.

SKILLS are required to perform multiple, highly complex, 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: adhering to safety practices; operating equipment used in plumbing trade; and in the installation and repair of irrigation and water systems; and preparing and maintaining accurate records.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and consider a wide variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and 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 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: understanding and following oral and written directions; communicating effectively with others; working cooperatively with others; analyzing situations accurately and adopting an effective course of action; meeting schedules and time lines; maintaining routine records; working independently with little direction; and reading, interpreting and following rules, regulations, policies and procedures.

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 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; significant climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 20% walking and 40% standing. The job is performed under some temperature extremes, some hazardous conditions, and in varying atmospheric conditions.~~

WORKING ENVIRONMENT

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

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

Never = 0%

PLUMBER / IRRIGATION SPECIALIST

- 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>with assistance: lifting up to 100 lbs. at waist height and carrying up to 100 lbs. up to 20 feet (toilets, urinals, water heaters, drain cleaning machines)</u>
<u>Occasionally</u>	<u>lifting up to 75 lbs. at waist height, carrying up to 75 lbs. up to 30 feet, twisting back</u>
<u>Occasionally/Frequently</u>	<u>sitting, walking, squatting/crouching, climbing/balancing, kneeling, pushing/pulling, fingering/fine manipulation, handling/simple grasping, power/firm grasping; reach above, at, and below shoulder, hand and foot controls</u>
<u>Frequently</u>	<u>standing, stooping/bending, neck flexion/rotation, lifting up to 25 lbs. at shoulder height, carrying up to 50 lbs. up to 500 feet</u>
<u>Frequently/Continuously</u>	<u>pushing and pulling</u>
<u>Continuously</u>	<u>lifting up to 10 lbs. overhead/shoulder</u>

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to respond to safety buzzers, communicate with coworkers and staff, operate vehicles safely, and react to emergency situations. 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, drive cars, trucks, forklifts or other moving equipment, 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. Hazards include use of acids for drain cleaners; exposure to raw sewage.

EXPERIENCE

Job-related experience within specialized field is required. Three years of job-related experience performing plumbing and irrigation tasks.

EDUCATION

Community College and/or Vocational School degree with study in job-related area. Targeted job-related education that meets organization's prerequisite requirements.

CLASSIFIED

PLUMBER / IRRIGATION SPECIALIST

REQUIRED TESTING

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

CERTIFICATES

Valid California Class C driver's license and a record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position.; ~~Backflow Certification~~ Training in backflow, reclaimed water, electronic controllers, irrigation clock controller, water conservation and/or materials and practices of water systems is highly desirable.

CONTINUING EDUCATION/TRAINING

~~Maintain Certification~~ Targeted job-related education and training as needed and maintenance of certifications obtained.

CLEARANCES

Criminal Justice Fingerprint/Background Clearance; TB Clearance

San Dieguito Union High School District Personnel Commission

710 ENCINITAS BOULEVARD, ENCINITAS, CA 92024
WWW.SDUHSD.NET

ANNUAL REPORT 2015-2016

The Annual Report for the 2015-16 year has been prepared by Personnel Commission staff in compliance with Education Code Section 45266, and Personnel Commission Rule 2.17. The Annual Report describes Commission activities for the preceding fiscal year.

The District has operated under the Merit System since its adoption in 1972. The San Dieguito Union High School District is comprised of five middle schools, four comprehensive high schools and one alternative high school and is located in coastal North San Diego County. The employees in the classified service proudly serve the students and the community in support of high education standards.

The Commission staff thanks each employee of the classified service for their dedication to the students of the San Dieguito Union High School District. Additional appreciation goes to the many individuals who have served as subject matter experts in the development and administration of examinations to ensure the employment of highly qualified individuals and to those employees who provided input for classification description updates.



**Recruitment, Selection,
Classification, Training,
and Retention**

Personnel Commissioners

Established:

December 1, 1972

John Baird

CSEA Appointee
Commissioner Chair
Serving Since 2013

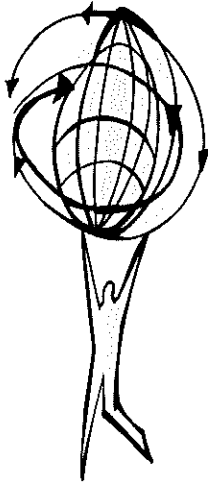
Patricia "Pat" Spirit

Commission Joint Appointee
Commissioner
Serving Since 2016

Terry King

Board of Trustees Appointee
Commissioner
Serving Since 2014

Personnel Commission Staff



Susan Dixon, Director of Classified Personnel

Responsible for the management of the District's personnel services within the Merit System for classified employees. Critical goals of the director include: enhancing and maintaining a sound recruitment process to identify highly qualified new employees as well as promote existing employees; review job descriptions and assignments and make appropriate recommendations for revisions; and recognize the outstanding contributions of classified staff.

Barbara Bass, Human Resources Analyst

Responsible for journey-level work in recruitment, test development and administration, classification and other analytical procedures in support of the Merit System.

Kathy Potter, Human Resources Technician

Responsible for a wide variety of complex clerical functions related to the recruitment, on-boarding and employment processes for the classified service. Additionally, responsible for administrative support to the Personnel Commission.

San Dieguito Union High School District Administration

Board of Trustees:

Beth Hergesheimer, President

Joyce Dalessandro, Vice-President

Amy Herman, Clerk

Maureen "Mo" Muir, Trustee

John Salazar, Trustee

District Administration:

Interim Superintendent

Eric Dill

Associate Superintendent, Human Resources

Torrie Norton

Associate Superintendent, Business Services

Eric Dill

Associate Superintendent, Educational Services

Mike Grove

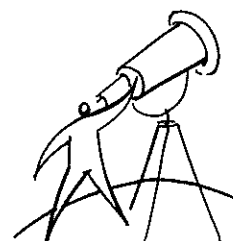
Classified Service

Classified Employees — 399

Confidential Employees — 4

Classified Supervisors — 13

Classified Management — 11



**Excellence is
our Standard**

The Merit System

The fundamental purpose of merit employment for classified employees under California Education Code is to ensure selection, promotion, and retention are without favoritism or prejudice and on the basis of merit and fairness. An independent Personnel Commission administers the Merit System. It is composed of three Commissioners, each appointed for a three-year term. The District appoints one Personnel Commissioner. The classified employees, through their bargaining unit, appoint the second Commissioner. Those two Commissioners then appoint the third member of the Commission.

The Commission has a threefold responsibility:

- To cooperate with the Board of Trustees and District administrators in the quest for high quality employees and sound human resources administration.
- To represent the interests of the general public by providing a personnel system dedicated to hiring and keeping competent employees to perform the classified work in the service of the jurisdiction.
- To ensure that classified employees receive fair and equitable treatment.

The three-way division of responsibilities sometimes places Commissioners in the position of being mediators between conflicting interests of employees, management and the general public. Commissioners must make decisions that are fair and contribute to the overall goal of a personnel program based on merit.

Goals of the Commission

Commissioners have the responsibility to oversee that classified employment is built on, and remains consistent with, core merit principles. The most important of these merit employment principles are best summarized as follows:

- Hiring and promoting employees on the basis of ability, with open competition for initial employment.
- Retaining employees on the basis of performance and separating from the service those whose inadequate performance cannot be corrected.
- Ensuring that employees doing like work are classified the same and receive like pay.
- Providing for fair and impartial rules and consistency of administration of the rules.
- Assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to race, color, religion, sex or sexual preference/orientation, age, political affiliation, national origin, or a disability which may be reasonably accommodated, and with proper regard for their privacy and constitutional rights.

**MERIT:
DESERVE OR BE
WORTHY OF**

Personnel Commission Meetings

RULE 2.6 REGULAR MEETINGS

Regularly scheduled meetings of the Personnel Commission are held on the second Tuesday of the month at 4:00 p.m., in the District Office Board Room, 101.

The Personnel Commission held 13 meetings over the 2015-2016 fiscal year. Commissioners received a stipend of \$50.00 per meeting attended. Commissioners do not receive District-paid health and/or dental benefits.



SUMMARY OF PERSONNEL COMMISSION ACTIVITIES

Recruitment

	2014-15	2015-16
Promotional Only Exams	5	5
Open/Promotional Exams	17	12
Open/Promotional Dual Certification	16	24
Applications Received	475	631
Candidates Tested	344	311
Candidates Eligible	236	206

Employment

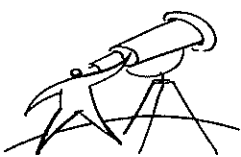
	2014-15	2015-16
Transfers	35	51
Promotions	25	18
New Hires	40	52
Re-employments	0	1
Limited Term Appointments	33	7
Leave of Absence	2	7
Voluntary Demotions	6	3
Placed in Unpaid Status	0	3

Terminations

	2014-15	2015-16
Resignations	31	20
Retirements	12	14
Layoffs/Reductions	2	2
Employees Affected	2	2
Appeals from Discipline	0	0

Classification Activities

	2014-15	2015-16
New Classifications Established	1	2
Classification Descriptions Revised	16	15
Positions/Incumbents Reclassified	4	9
Classifications Reallocated Upward	1	0
Classifications Reallocated Downward	0	0
Reclassification Requests Denied	2	4



A year in review

Presented to the Personnel Commission: 8/9/16; Presented to the Board of Trustees: 8/18/16

FIRST READING – RULE REVISION

4.12 Veterans' Preferences

- A. Veterans' and disabled veterans' preference points ~~as defined in the Education Code~~ shall be added to passing scores in open examinations in the amount prescribed by the Education Code. (Veterans = 5 points; Disabled Veterans = 10 points.) A veteran, for the purpose of this rule and in accordance with Education Code, is any person who has served a minimum of 30 days of active service in the United States armed forces in time of war, or national emergency declared by the President of the United States of America, and who has been discharged or released under conditions other than dishonorable. At least 30 days of active service in the Armed forces includes the Army, Navy, Marines, Air Force, Coast Guard or Merchant Marine, or service as a nurse on active duty with the Red Cross, ~~between the dates listed below, are required:~~

~~World War II Dec. 7, 1941—Dec. 31, 1946~~

~~Korea Jun. 27, 1950—Jan. 31, 1955~~

~~Vietnam Desert Shield/Storm from Aug. 8, 1990 with not less than 90 days service~~

- B. In order to obtain credit, the applicant shall furnish satisfactory proof of qualifying military service (usually the DDForm214) at the time of the examination prior to establishment of the eligibility list. No adjustment of rank on the list shall be made when such proof is presented thereafter.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT VACANCY REPORT 8/04/16

Classified Personnel

11 current/pending vacancies in 8 different job classifications

SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
LCC	AA095	Secretary	40	1.00	Selection interviews 8/11/16
TRANS	AB957	School Bus Driver	20	0.50	Selection interview 8/3/16
TRANS	AF521	School Bus Driver	20	0.50	Selection interview 8/3/16
TRANS	AJ471	School Bus Driver	20	0.50	Selection interview 8/3/16
LCC	AA083	Receptionist	40	1.00	Selection interviews September 2016
SDA	AA162	Custodian Crew Leader	40	1.00	Selection interviews September 2016
ATP	AI365	Instructional Assistant SpEd (BI)	27.5	0.69	Selection interview 8/9/16
LCC	AK187	Campus Supervisor	19.5	0.49	Selection interviews August 2016
LCC	AK186	Campus Supervisor	19.5	0.49	Selection interviews August 2016
FAC CON	AA287	Contracts Analyst	40	1.00	Selection interviews September 2016
OC	AA286	Nutrition Program Supervisor/Registered Dietitian	40	1.00	Selection interview 8/15/16