

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

Regular Meeting Agenda

4:00 P.M., October 25, 2016
710 Encinitas Boulevard, Encinitas CA 92024
District Office Board Room #101

REGULAR MEETING/OPEN SESSION

1. Call to OrderCommission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the October 25, 2016, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the October 25, 2016 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the September 13, 2016 Personnel Commission Regular meeting.
Motion by _____, second by _____, to approve the minutes for the September 13, 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 SERVICES ASSISTANT-TRANSPORTER I, SR-27, Open/Promotional, six months eligibility.
 - B. Motion by _____, second by _____, to establish an Eligibility List for CUSTODIAL SUPERVISOR I, Supervisory Range 5, Open/Promotional-Dual Certification, six months eligibility.
6. ELIGIBILITY LISTS TO BE APPROVED
 - A. Motion by _____, second by _____, to approve an Eligibility List for RECEPTIONIST, SR-32, Open/Promotional-Dual Certification, eligibility from 9/8/16.
 - B. Motion by _____, second by _____, to approve an Eligibility List for CONTRACTS ANALYST, SR-62, Open/Promotional, eligibility from 9/19/16.
 - C. Motion by _____, second by _____, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Behavior Intervention), SR-36, Open/Promotional-Dual Certification, eligibility from 9/30/16.
 - D. Motion by _____, second by _____, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Non-Severe), SR-34, Open/Promotional-Dual Certification, eligibility from 10/3/16.
 - E. Motion by _____, second by _____, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Severe), SR-36, Open/Promotional, eligibility from 10/3/16.
 - F. Motion by _____, second by _____, to approve an Eligibility List for CUSTODIAN, SR-32, Open/Promotional-Dual Certification, eligibility from 9/21/16.
 - G. Motion by _____, second by _____, to approve an Eligibility List for CUSTODIAN FLOATER, SR-33, Open/Promotional-Dual Certification, eligibility from 9/21/16.

- H. Motion by _____, second by _____, to approve an Eligibility List for CUSTODIAN CREW LEADER, SR-38, Open/Promotional, eligibility from 9/13/16.
- I. Motion by _____, second by _____, to approve an Eligibility List for PLUMBER, SR-49, Open/Promotional-Dual Certification, eligibility from 10/6/16.

7. CLASSIFICATION REVIEW REPORTS

- A. Motion by _____, second by _____, to retitle the classification from Computer Support Technician to Information Technology (IT) Support Technician as shown in the attached supplements.
- B. Motion by _____, second by _____, to approve class description revisions for Computer Support Technician as shown in the attached supplements.
- C. Motion by _____, second by _____, to approve class description revisions for Custodian Crew Leader as shown in the attached supplements.

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report
- B. Personnel List Report

9. CORRESPONDENCE

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
- B. San Dieguito Union High School District
- C. Public

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, November 15, 2016, at 4:00 P.M. in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

12. ADJOURNMENT

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

Regular Meeting Minutes

4:00 P.M., September 13, 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 4:00 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

Debbie Johnson

3. APPROVAL OF AGENDA FOR THE SEPTEMBER 13, 2016, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve the agenda for the September 13, 2016, Personnel Commission Regular Meeting.

Passed unanimously.

4. APPROVAL OF THE MINUTES FOR THE AUGUST 9, 2016, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve the minutes for the August 9, 2016, Personnel Commission Regular Meeting.

Passed unanimously.

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to establish an Eligibility List for CONTRACTS ANALYST, SR-62, Open/Promotional, six months eligibility.

Passed unanimously.

B. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Behavior Intervention), SR-36, Open/Promotional-Dual Certification, six months eligibility.

Passed unanimously.

C. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Severe), SR-36, Open/Promotional, six months eligibility.

Passed unanimously.

- D. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to establish an Eligibility List for CUSTODIAN, SR-32, Open/Promotional-Dual Certification, six months eligibility.
Passed unanimously
- E. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to establish an Eligibility List for CUSTODIAN FLOATER, SR-33, Open/Promotional-Dual Certification, six months eligibility.
Passed unanimously
- F. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to establish an Eligibility List for PLUMBER, SR-49, Open/Promotional-Dual Certification, six months eligibility.
Passed unanimously
- G. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to establish an Eligibility List for GROUNDS/MAINTENANCE WORKER II, SR-39, 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 NUTRITION PROGRAM SUPERVISOR/REGISTERED DIETITIAN, Supervisory Salary Range 6, Open/Promotional-Dual Certification, from 8/11/16.
Passed unanimously.

7. CLASSIFICATION REVIEW REPORTS

- A. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve retitling the classification of Computer Support Technician to Information Technology (IT) Support Technician as shown in the attached supplements.
Discussion followed.
- B. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to retract, then to table both retitling the classification of Computer Support Technician to Information Technology (IT) Support Technician and approving the class description revisions as shown in the attached supplements.
Passed unanimously.

8. SECOND READ: RULE 4.12

- A. Motion by PATRICIA SPIRIT, seconded by TERRY KING, to approve as a Second Reading, the rule revision to Rule 4.12 of the Rules and Regulations for the Classified Service.
Passed unanimously.

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. LEGISLATIVE UPDATE

The Director of Classified Personnel provided information on pending legislation that may be applicable to the work of the Personnel Commission and staff.

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

The Personnel Commissioners' packets included for review and discussion:

- A. Vacancy Report
- B. Personnel List Report

11. CORRESPONDENCE

None

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 – Carmen Blum stated that President, Matt Colwell, is very busy helping with candidates for the Board process. Carmen suggested the quarterly newsletter be sent to Board members to acquaint them with the Classified Service.

B. San Dieguito Union High School District – None

C. Public – None

13. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, October 25, 2016, at 4:00 p.m. in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

14. ADJOURNMENT

The Personnel Commission meeting adjourned at 5:02 p.m.

San Dieguito Union High School District
Personnel Commission

Eligibility List

Open/Promotional - Dual Certification

Effective: 9/8/16

Expiration: 3/8/17

Receptionist

	Rank	Applicant ID
Promotional	1	1378240

Open	Rank	Applicant ID
	1	2044896
	1	2050452
	2	2263548
	2	742247
	3	3094027
	3	2295741
	4	3110758
	4	3198056
	5	1856123
	5	2710055
	5	2834092
	6	2228888
	6	3195052
	6	3050976
	7	1651825
	8	2679047

S. Dixon

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

**Effective: 9/19/16
Expiration: 3/19/17**

Contracts Analyst

Promotional

Rank	Applicant ID
1	1762385

Open

Rank	Applicant ID
1	3298565
2	2247493
3	3304002

S. Dixon

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

**Effective: 9/30/16
Expiration: 3/30/17**

IA Spec Ed Behavior Intervention

Rank	Applicant ID
1	2131188
2	3001716
3	3157327
4	2817754

S Dixon

**San Dieguito Union High School District
Personnel Commission
Eligibility List
Dual Certification**

Instructional Assistant Special Education Non-Severe

**Effective: 10-3-2016
Expiration: 4-3-2017**

Rank	Applicant ID
1	3155216
2	3001716
3	3308210
3	2557611
4	2817754
5	2986621
5	3025629

S. Dixon

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

**Effective: 10-3-2016
Expiration: 04-3-2017**

Instructional Assistant Special Education Severe

	Rank	Applicant ID
Promotional	1	3149978

Open	1	3001716
Open	2	3155216
Open	3	2817754

S. Dixon

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

Effective: 9-21-16
Expiration: 3-21-17

Custodian

Applicant ID	Rank
2946104	1
3302285	2
2745362	3
2501217	4
3249921	5
3022593	6
3029593	6
2822487	6
3292685	7
2077466	8
2113755	9

S. Dixon

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

**Effective: 9-21-16
Expiration: 3-21-17**

Custodian - Floater

Applicant ID	Rank
2946104	1
3249921	2
3022593	3
2822487	3
3264270	4

S. Dixon

San Dieguito Union High School District

Personnel Commission

Eligibility List

Open/Promotional

Effective: 09/13/16

Expiration: 03/13/17

Custodian Crew Leader

Promotional

Rank	Applicant ID
1	2636812

Open

Rank	Applicant ID
1	2230426
2	1564342
3	3256849

S. Dixon

**San Dieguito Union High School District
Personnel Commission
Eligibility List
Dual Certification**

Effective: 10/6/2016

Expiration: 4/6/2017

Plumber

Open-Promotional/Dual Certification

Rank	Applicant ID
1	3323227
2	3319829
3	2921207

S. Dixon

Classification Review Report	
Classification	Computer Support Technician
Classification Type	Classified
Salary Range	51
Prepared By	Barbara Bass, Human Resources Analyst Susan Dixon, Director Classified Personnel
Submission to Classification Advisory Committee	August 30, 2016
Submission to Personnel Commission	October 25, 2016
Agenda Item	Classification Review Report #7

Background Information

This report was originally presented to the Personnel Commission at its September 13, 2016 meeting. At the request of the Commission, it was tabled so that additional information could be gathered. The information below is copied from the original report. Based upon the information gathered, the recommendation has not been modified.

In preparation for an upcoming recruitment in the classification of Computer Support Technician, Personnel Commission staff has reviewed the existing job description to ensure that it accurately describes the essential functions and minimum qualifications of the assignment. The job description was last updated in July of 2003. Staff met with Joel Van Hooser, Director of Information Technology to discuss the classification and also gathered and reviewed information from comparison districts.

The classification supports computer hardware and software, systems and network-connected multimedia and peripherals. The proposed revisions to the job description include: updates to IT terminology, the broader description of IT devices, and a more comprehensive description of knowledge and abilities required for this assignment. While computing devices continue to evolve, the level of technical support this position provides has remained constant. An additional revision to the description is the Working Environment section has been updated to align with standards recommended by the JPA of San Diego County Office of Education. Furthermore, it is recommended that the title of Computer Support Technician be revised to Information Technology (IT) Support Technician to reflect the current terminology used in the marketplace for this job role.

Sources of Information

Joel Van Hooser, Director of Technology Services
 Joint Powers Authority, San Diego County Office of Education
 Comparable districts in San Diego County, San Diego County Office of Education, and Mira Costa College
 Marketplace job title research through Indeed, the top job search site worldwide

Salary Compensation Review

Based on the information below, there is no recommendation for salary reallocation.

District	Salary Range	Job Title	Minimum	Maximum
Carlsbad USD	28	Computer Technician	\$47,258	\$56,638
Escondido UHSD	41	Network Support Technician	\$46,696	\$62,587
Grossmont UHSD	58	Microcomputer Technician	\$60,614	\$77,204
Sweetwater UHSD	66	Information Technology Support Technician	\$59,628	\$73,368
Vista USD	59	Systems Support Technician	\$49,619	\$66,732
Average			\$52,763	\$67,306

SDUHSD	51	IT Support Technician (previously Computer Support Technician)	\$56,971	\$76,565
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Recommendations

Retitle the classification from Computer Support Technician to Information Technology (IT) Support Technician. Revise the class description as proposed.

Vote by Committee Members:

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

COMPUTER INFORMATION TECHNOLOGY (IT) SUPPORT TECHNICIAN**OVERALL JOB PURPOSE STATEMENT**

~~Under the direction of the Director of Technology Services, the job of Computer Support Technician is done for the purposes of ensuring the availability and proper operations of computer services and systems; providing required information for future reference and/or requirements of outside agencies; providing assistance on the proper operation of systems and services; ensuring the completion of projects in a timely manner and according to application requirements; and orienting and training non-technical users of the system; and providing assistance and advise on applying their computer resources efficiently to their work assignments.~~

Under the direction of the Director of Information Technology, the Information Technology (IT) Support Technician performs a variety of technical duties involved in the installation, configuration, maintenance, troubleshooting, diagnosis and repair of computer hardware, software, systems and network-connected and multimedia peripherals.

DISTINGUISHING CHARACTERISTICS

~~This job is distinguished from similar jobs by the following characteristics: The Computer Information Technology (IT) Support Technician is responsible for the installation, basic configuration, maintenance, troubleshooting, diagnosis and repair of computer hardware, software, systems and network-connected multimedia and peripherals. s for both Intel-based and Macintosh-based installed technology. This includes knowledge of operating tools and advanced electronic hardware and software analysis equipment for diagnosing, repairing and resolving hardware and software problems on individual workstations and peripheral equipment as well as network systems. The Network Technician plans, designs, configures and maintains security of networks and serves as a technical resource for the Computer Information Technology (IT) Support Technician. The Network Analyst plans, designs, installs and maintains the District's wide area network and Internet access; serves as a resource for all technicians; and may provide leadership and oversight of technicians' assignments related to network connectivity.~~

ESSENTIAL FUNCTIONS

- Provides technical support ~~for the purpose of assisting to~~ users with computer hardware and software problems and in the proper operations of services and systems.
- ~~Diagnoses/ and repairs the most efficient and cost-effective modes for repair and maintenance of computers hardware and software.~~ for the purpose of ensuring the availability and proper operation of hardware, software and network services and systems.
- ~~Sets up/configures/maintains hard disks, directory structures, Receives, unpacks, inventories, and physically installs and connects various plugs and wires for network-connected and multimedia peripherals. systems, back-up systems for the purpose of ensuring continued systems functioning and maintaining data integrity and retrieval.~~

- ~~Instructs/Trains/ and orients school staff personnel with a wide range of related knowledge and expertise for the purpose of providing information on in the proper operation of systems and services. use of technology resources.~~
- ~~Provides ongoing updates to staff on the progress of their work orders and projects.~~
- ~~Provides support to and works collaboratively with the Network Technicians.~~
- ~~Researches computer and network systems and equipment for the purpose of ensuring the availability and proper operation of services and systems as well as recommending improvements.~~
- ~~Maintains repair and service records for the purpose of documenting Documents hardware, software and network systems installations and changes.~~
- ~~Composes technical and non-technical materials (e.g. reports, memos, procedures, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.~~
- ~~Trains teachers, staff, administrators and/or student aides for the purpose of ensuring proper and efficient usage of district hardware and/or software resources.~~
- ~~Attends educational seminars and meetings and conducts research for the purpose of maintaining to keep current knowledge of on advances and changes in hardware and software technology and makes recommendations to improve District systems and operations.~~
- ~~Performs other directly-related job duties as assigned for the purpose of accomplishing organizational goals.~~
- ~~Provides technical support for the purpose of assisting users with computer hardware and software problems and proper operations of services and systems.~~
- ~~Diagnoses/repairs the most efficient and cost-effective modes for repair and maintenance of computers for the purpose of ensuring the availability and proper operation of hardware, software and network services and systems.~~
- ~~Sets up/configures/maintains hard disks, directory structures, network systems, back up systems for the purpose of ensuring continued systems functioning and maintaining data integrity and retrieval.~~
- ~~Instructs/orients school personnel with a wide range of related knowledge and expertise for the purpose of providing information on the proper operation of systems and services.~~
- ~~Researches computer and network systems and equipment for the purpose of ensuring the availability and proper operation of services and systems as well as recommending improvements.~~
- ~~Maintains repair and service records for the purpose of documenting hardware, software and network systems installations and changes.~~

- Composes technical and non-technical materials (e.g. reports, memos, procedures, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Trains teachers, staff, administrators and/or student aides for the purpose of ensuring proper and efficient usage of district hardware and/or software resources.
- Attends educational seminars and meetings for the purpose of maintaining current knowledge of advances and changes in hardware and software to improve District systems and operations.
- Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE AND ABILITIES

SKILLS are required to perform multiple, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operate tools and advanced hardware and software diagnostic equipment. (see ability)

KNOWLEDGE OF:

- Current practices in the operation and support of computers, local area networks, operating systems and other network-connected or multimedia peripherals.
- Basic math, including calculations using fractions, percents and/or ratios.

is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: DOS/Windows and Macintosh microcomputer applications, operations and peripheral equipment; local area network theory and operations (such as Novell NetWare); basic electronic and electrical theory and power requirements of microcomputer equipment; methods, tools and procedures used in the installation, repair and maintenance of microcomputers, local area networks, peripheral equipment and related applications and systems software and knowledge of changes in computer equipment and software.

ABILITY TO: is required to schedule activities and/or meetings; routinely gather, collate, and/or classify 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 specific, defined processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize a wide variety of types of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: providing orientation and training to users of microcomputers and networks; performing diagnostics on microcomputers, networks, peripheral equipment and related applications and systems software; installing, repairing and servicing microcomputers, networks, peripheral equipment and related applications and systems

~~software; working cooperatively with users and other personnel; establishing effective working relationships with others; communicating effectively both orally and in writing; establishing and maintaining records; estimating time and material costs.~~

- ~~• Install, configure, maintain, diagnose, troubleshoot and repair of computer hardware, software, systems, network-connected and multimedia peripherals.~~
- ~~• Communicate effectively both orally and in writing.~~
- ~~• Convey technical information to others.~~
- ~~• Read and understand technical manuals and procedural documentation.~~
- ~~• Train and orient users in person and remotely.~~
- ~~• Keep current with emerging technologies.~~
- ~~• Work under limited supervision.~~
- ~~• Document procedures and completed assignments.~~
- ~~• Schedule, coordinate, and communicate information regarding meetings and activities with other staff.~~
- ~~• Adapt to changing work priorities.~~
- ~~• Maintain confidentiality of sensitive and privileged information.~~
- ~~• Determine appropriate actions to take within clearly defined guidelines.~~
- ~~• Establish and maintain cooperative working relationships with others.~~
- ~~• Plan, prioritize and organize work orders, meeting schedules and timelines.~~
- ~~• Work with a diversity of individuals.~~

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 may be required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.~~

~~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 a clean atmosphere.~~

EXPERIENCE

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

EDUCATION

~~Community College and/or Vocational School degree with study in job related area.~~

EDUCATION AND EXPERIENCE

~~Job-related education and experience which demonstrates the knowledge and ability necessary to perform the essential job duties. Typical qualifying education and experience would include graduation from high school or equivalent supplemented by technical courses and a minimum of one year of technical support work experience.~~

REQUIRED TESTING

Pre-employment Proficiency Test

CERTIFICATES

Possession of a valid Class C or higher California Driver's License, and a California DMV H-6 Driving Report dated within 30 days of application.

CONTINUING EDUCATION/TRAINING

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

CLEARANCES

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

WORKING ENVIRONMENT

This assignment requires the ability to travel to and from District work sites to perform assigned duties on a regular basis. In addition, the usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

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

Never = 0%

Seldom = 1-10% (<45 minutes)

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

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

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

Seldom climbing/balancing, twisting back, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet

Occasionally stooping/bending, squatting/crouching, pushing and pulling, reach above shoulder, reach at shoulder, kneeling, walking, standing, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet

Occasionally/Frequently handling/simple grasping, sitting, neck flexation/rotation, fingering/fine manipulation, reach below shoulder

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to communicate with students, staff, parents, phones; respond to safety bells and emergencies. Vision ability to see near, distant, and peripherally.

ENVIRONMENTAL CONDITIONS

Exposure to dust.

Classification Review Report	
Classification	Custodian Crew Leader
Classification Type	Classified
Salary Range	38
Prepared By	Barbara Bass, Human Resources Analyst Susan Dixon, Director, Classified Personnel
Submission to Classification Advisory Committee	August 30, 2016 September 27, 2016
Submission to Personnel Commission	October 25, 2016
Agenda Item	Classification Review Report #7

Background Information

The Personnel Commission staff recently recruited for a Custodian Crew Leader. As is our standard practice when conducting a recruitment, staff reviewed the existing job description to determine whether any revisions are necessary. This review included meeting with Javier Lopez, Grounds and Custodial Supervisor, and Alberto Valdez, Custodial Supervisor I, to discuss the duties of the position and the associated minimum qualifications as well as a review of job descriptions of our comparison districts.

The Crew Leader performs a full-range of custodial tasks as well as provides work direction and guidance to custodians on the evening shift at a high school campus. The Custodian Crew Leader reports to and regularly communicates with the Custodian Supervisor I, who is responsible for supervising all school custodial staff.

The role of this classification has not changed; however, recommendations for revisions are presented as a means to more clearly define the duties of this lead role and the corresponding experience, knowledge and abilities required for this assignment.

In an effort to ensure that all affected parties could agree as to which types of duties fall within the term "lead" and what constitutes "providing work direction and guidance", the CAC carried over this item from its August meeting so that language on the job description could be reviewed in more detail. Employees currently working in the job classification, as well as the Grounds and Custodial Supervisor, attended the September CAC meeting to participate in a collaborative discussion regarding the duties of this assignment. At the conclusion of the meeting,

there was consensus that the proposed description revisions are consistent with the role of a Custodian Crew Leader.

Sources of Information

Javier Lopez, Grounds and Custodial Supervisor
 Alberto Valdez, Custodial Supervisor I
 Jesus Santa Cruz, Steven Miller, and Tracy Harvey, Custodian Crew Leader Incumbents
 Comparable districts in San Diego County

Salary Compensation Review

As part of the review of this classification, Personnel Commission staff conducted a salary compensation review for the job classification. Based on the information below, there is no recommendation for salary reallocation.

District	Salary Range	Job Title	Minimum	Maximum
Carlsbad USD	22	Lead Custodian III (high school, large crew)	\$40,747	\$49,525
Escondido UHSD	22	Lead Custodian II	\$32,053	\$42,952
Oceanside USD	24	Night Lead Custodian III (high school)	\$39,335	\$50,400
Poway USD	29	Senior Crew Chief (high school)	\$37,980	\$46,284
San Marcos USD	44	Custodian III/Night Lead Person (HS)	\$38,400	\$48,972
Sweetwater USD	50	Lead Custodian	\$40,368	\$48,564
Vista USD	52	Plant Lead II (night crew high school)	\$41,742	\$56,139

Average			\$38,661	\$48,977
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SDUHSD	38	Custodian Crew Leader	\$41,579	\$55,744
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Recommendation

Revise the class description for Custodian Crew Leader as proposed.

Vote by Committee Members:

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

CUSTODIAN CREW LEADER

OVERALL JOB PURPOSE STATEMENT

Under the direction of a School Plant Supervisor-High School and Custodial Supervisor I, ~~the job of the Custodian Crew Leader is maintaining an assigned school plant, group of buildings or office space in a clean, orderly and secure manner and for providing~~ performs custodial tasks and provides work direction and guidance in a lead capacity to an assigned staff of custodians.

DISTINGUISHING CHARACTERISTICS

~~This job is distinguished from similar jobs by the following characteristics:~~ The Custodian Crew Leader is a lead worker class responsible for providing work direction and guidance to custodians on the evening shift at a high school campus and performs the full range of cleaning functions and a variety of routine, simple maintenance duties for an assigned area during an evening shift. The class Custodian Crew Leader differs from the School Plant Supervisor, ~~in that the School Plant Supervisor generally works~~ ing a day shift, ~~which is a class and is~~ responsible for organizing, coordinating and supervising the work of all custodians and related positions at an assigned school plant.

ESSENTIAL FUNCTIONS

- ~~Assigns and coordinates crew tasks and workload with crew teams~~ for the purpose of maximizing ensuring that the crew works efficiently and completes tasks on time. ~~efficiency of the crew, meeting shift requirements and completing tasks on time.~~
- Oversees and inspects the work of an assigned staff of custodians and provides direction and guidance.
- Cleans building interiors and exteriors and campus grounds ~~(e.g., including the following tasks:~~ sweep, scrub, strip, wax, polish floors; vacuum and shampoo carpets and rugs; dust and polish furniture, woodwork, metal work; clean ~~chalkboards, erasers, windows, mirrors, waste receptacles; scrub and disinfect surfaces and fixtures in rest rooms, showers and related areas; empty trash containers; and pick up trash and debris, etc.)~~ for the purpose of providing a clean, safe and healthy school plant.
- Secures alarms, windows, doors, gates and specified campus areas for the purpose of providing campus security after school hours.
- Sets up and takes down equipment and furnishings (e.g., bleachers, stages, etc.) for the purpose of providing to provide adequate arrangements for meetings, classroom activities and events.
- Replenishes classroom and rest room supplies (e.g., paper towels, soap, etc.) for the purpose of maintaining adequate quantities for daily use.
- Unloads and distributes warehouse materials and other delivered items (e.g., books, equipment, supplies, etc.) and places items in designated locations for the purpose of storing, routing and placing needed items and supplies in designated locations.
- Keeps supervisor informed of daily activities and rReports incidents of vandalism, damages, accidents, unsafe conditions, and items needing repair and other issues. ~~for the purpose of preventing accidents, keeping the campus safe and in a properly functioning condition.~~
- Performs minor maintenance and repairs on school equipment and furniture (e.g., change vacuum cleaner belts, bags, lights, etc.) for the purpose of ensuring proper functioning and usability of items.
- Assists in the performance of other related duties as assigned. ~~Performs other directly-related job duties as assigned.~~

CUSTODIAN CREW LEADER

EDUCATION AND EXPERIENCE

A minimum of one year of custodial work experience is required. Lead experience in the custodial or a related trade is preferred. Education or training in areas related to proper custodial methods and practices or leadership techniques is also preferred.

~~JOB REQUIREMENTS: MINIMUM QUALIFICATIONS~~

KNOWLEDGE, SKILLS AND ABILITIES

~~**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: proper cleaning methods, materials, tools and equipment used in custodial and routine maintenance work, including basic methods of cleaning and preserving floors, black boards, carpets, furniture, walls and fixtures; cleaning materials, disinfectants and equipment used in custodial work; safety practices and work methods; record keeping techniques; and methods of organizing, scheduling and prioritizing work loads.~~

KNOWLEDGE OF:

- Effective methods used to oversee, lead and guide others.
- Basic math, including calculations using fractions, percents, and/or ratios.
- Proper cleaning methods, materials, cleaning solutions, tools and equipment used in custodial and routine maintenance work including cleaning and preserving floors, boards, carpets, furniture, walls and fixtures.
- Proper safety practices.

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

~~**ABILITY** is required to schedule activities, meetings, and/or events; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with specific, job-related data; and utilize job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: evaluating the effectiveness of various supplies and equipment; utilizing cleaning materials, equipment and methods according to predetermined standards and in a safe and efficient manner; understanding and following oral and written directions, including Material Safety Data Sheets (MSDS) and procedures to protect against blood-borne pathogens; establishing and maintaining effective working relationships with others; meeting schedules and time lines; planning and organizing work; working independently with little~~

CUSTODIAN CREW LEADER

~~direction; communicating effectively with others; and training and providing work direction to assigned staff.~~

ABILITY TO:

- ~~• Train and provide work direction to an assigned crew.~~
- ~~• Coordinate crew tasks and workload.~~
- ~~• Observe the work of an assigned crew and make recommendations for improvements to assist in achieving the maximum quality and efficiency of a work crew.~~
- ~~• Report on-going or significant work deficiencies to supervisor.~~
- ~~• Address incidents and/or report incidents to supervisor.~~
- ~~• Use e-mail to communicate with others.~~
- ~~• Perform basic math calculations.~~
- ~~• Analyze situations to define issues, draw conclusions and solve problems.~~
- ~~• Use proper safety procedures when using hazardous materials and in performing work, including procedures to protect against blood borne pathogens.~~
- ~~• Correctly operate equipment used in industrial cleaning.~~
- ~~• Read and explain Material Safety Data Sheets (MSDS) and custodial-related manuals or directions.~~
- ~~• Prepare and maintain accurate records.~~
- ~~• Establish and maintain effective working relationships with others.~~
- ~~• Communicate effectively with others.~~
- ~~• Work with a diversity of individuals and groups.~~
- ~~• Work with others in a wide variety of circumstances.~~
- ~~• Meet schedules and timelines.~~
- ~~• Plan, prioritize and organize work.~~
- ~~• Work independently with little direction.~~
- ~~• Understand and follow oral and written instructions.~~

RESPONSIBILITY

~~Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.~~

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the ~~following~~ physical demands: outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

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)

CUSTODIAN CREW LEADER

Seldom/Occasionally	Lifting at waist height or carrying up to 50 pounds up to 10 feet (e.g., trash can, water bucket, moving chairs, moving stack of chairs and tables), squatting/crouching, climbing/balancing, kneeling, reach above shoulder stooping/bending, twisting back, neck flexation/rotation, pushing/pulling, power/firm grasping, reach at shoulder, reach below shoulder
Occasionally	Lifting at waist height or carrying up to 10 pounds, stooping/bending, twisting back, neck flexation/rotation, pushing/pulling, power/firm grasping, reach at shoulder, reach below shoulder
Occasionally/Frequently	Fingering/fine manipulation
Frequently	Standing, handling/simple grasping
Continuously	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 California 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

~~At least one year of custodial experience in a school or related environment is required.~~

EDUCATION

~~High School diploma or equivalent.~~

REQUIRED TESTING

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

CERTIFICATES

Valid California Class C driver's license.

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.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT VACANCY REPORT 10/18/16

Classified Personnel

4 current/pending vacancies in 4 different job classifications

SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
Facilities	AJ158	Custodian Supervisor I	40	1.00	Selection interview 11/9/16
Facilities	AA165	Custodian Floater	40	1.00	Selection interview 10/18/16
SDA Café	AI750	Nutrition Services Assistant-Transporter I	10	0.25	Selection interview 11/8/16
CV Café	AH121	Nutrition Services Assistant I	15	0.38	Selection interviews 10/26/16

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Classified A.V.I.D. Tutors**, employment for the 2016-17 school year, effective July 1, 2016 through June 30, 2017, per attached supplement.
2. **Classified Substitutes**, employment for the 2016-17 school year, effective July 1, 2016 through June 30, 2017, per attached supplement.
3. **Amoroso, John**, Nutrition Services Assistant I, SR25, 37.50% FTE, Carmel Valley Middle School, effective 08/29/16.
4. **Artinian, Michael**, Campus Supervisor, SR32, 48.75% FTE, La Costa Canyon High School, effective 8/29/16.
5. **Nelms, Marley**, Nutrition Program Supervisor/Registered Dietitian, Supervisory SR6,1, 100.00% FTE, Nutrition Services Department, effective 08/26/16.
6. **Perry, Samantha**, Nutrition Services Assistant I, SR25, 25.00% FTE, Pacific Trails Middle School, effective 08/29/16.
7. **Rabasco, Danna**, Instructional Assistant-SpEd (BI), SR36, 75.00% FTE, Oak Crest Middle School, effective 08/29/16.

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Classified A.V.I.D. Tutors**, employment for the 2016-17 school year, effective July 1, 2016 through June 30, 2017, per attached supplement.
2. **Classified Substitutes**, employment for the 2016-17 school year, effective July 1, 2016 through June 30, 2017, per attached supplement.
3. **Bostic, Bryan**, Custodian, SR32, 100.00% FTE, Pacific Trails Middle School, effective 09/28/16.
4. **Greene, Heather**, Secretary, SR36, 100.00% FTE, Pacific Trails Middle School, effective 09/29/16.
5. **Jenkins, Kristin**, Receptionist, SR32, 100.00% FTE, La Costa Canyon High School, effective 09/14/16.
6. **Lemken, Joseph**, Custodian Floater, SR33, 100.00% FTE, Facilities, effective 09/29/16.

Change in Assignment

1. **Balderas, Rolando**, from Nutrition Services Assistant I, SR25, 48.75% FTE, La Costa Canyon High School to 43.75% FTE, effective 08/30/16.
2. **Miller, Steven**, from Custodian, SR32, 100.00% FTE, Pacific Trails Middle School to Custodian Crew Leader, SR38, 100.00% FTE, San Dieguito High School Academy, effective 09/20/16.
3. **Zeller, Shaylee**, from Custodian Floater, SR33, 100.00% FTE, Facilities to Custodian, SR32, 100.00% FTE, Carmel Valley Middle School, effective 09/29/16.

Resignation

1. **Amoroso, John**, Nutrition Services Assistant I, SR25, 37.50% FTE, Carmel Valley Middle School, resignation effective 09/16/16
2. **Becker, Deana**, Instructional Assistant-SpEd (BI), SR36, 75.00% FTE, Diegueno Middle School, resignation effective 09/28/16.
3. **Cobb, Cecilia**, Instructional Assistant-SpEd (SH), SR36, 68.75% FTE, Earl Warren-ATP, resignation effective 09/07/16.
4. **Rahon, Kelsea**, Instructional Assistant-SpEd (NS), SR34, 75.00% FTE, La Costa Canyon High School, resignation effective 09/23/16.