

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

Regular Meeting Agenda

4:00 P.M., April 12, 2016
710 Encinitas Boulevard., Encinitas CA 92024
District Office Board Room #101

REGULAR MEETING/OPEN SESSION

1. Call to Order Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the April 12, 2016, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the April 12, 2016 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the March 8, 2016 Personnel Commission Regular meeting.
Motion by _____, second by _____, to approve the minutes for the March 8, 2016 Personnel Commission Regular Meeting.

ACTION ITEMS (See Supplements)

5. ELIGIBILITY LISTS TO BE APPROVED
 - A. Motion by _____, second by _____, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT Sp Ed (Non Severe) SR-34, Open/Promotional – Dual Certification, eligibility from 3/18/16.
 - B. Motion by _____, second by _____, to approve an Eligibility List for THEATER TECHNICIAN, SR-41, Open/Promotional-Dual Certification, six months eligibility from 4/05/16.
6. CLASSIFICATION REVIEW, Nutrition Services Supervisor-Canyon Crest Academy
 - A. Motion by _____, second by _____, to approve revisions to Nutrition Services Supervisor class description.
 - B. Motion by _____, second by _____, to approve revisions to Food Services Coordinator class description, including revising the title to Nutrition Services Coordinator to match current department name.
 - C. Motion by _____, second by _____, to approve reallocation of the Nutrition Services Coordinator classification to a new range on the Supervisory Employees Salary Schedule which reflects a 15% differential between the Nutrition Services Supervisor and Nutrition Services Coordinator to recognize the broader scope of responsibility.
 - D. Motion by _____, second by _____, to reclassify the Nutrition Services Supervisor position at Canyon Crest Academy, and incumbent Carolyn Underhill, to the Nutrition

Services Coordinator based on the continuing needs of the District and the gradual accretion of duties over a minimum two year period.

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. PROPOSED 2016-17 PERSONNEL COMMISSION BUDGET REPORT

A draft proposal of the budget for 2016-17 is submitted for discussion.

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, May 10, 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., March 8, 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 4:04 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

Sheila Graciano

Scott Hendries

Tina Peterson

3. APPROVAL OF AGENDA FOR THE FEBRUARY 9, 2016, PERSONNEL COMMISSION REGULAR MEETING.

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

Passed unanimously.

ACTION ITEMS

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

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

Passed unanimously.

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to establish an eligibility list for SKILLED MAINTENANCE WORKER, SR-49, Promotional Only, 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 THEATER TECHNICIAN, SR-41, ASSISTANT, Open/Promotional-Dual Certification, 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 SCHOOL BUS DRIVER, SR-38, Open/Promotional-Dual Certification, eligibility from 2/05/16.
Passed unanimously.

B. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve an Eligibility List for JOB PLACEMENT ASSISTANT, SR-35, Promotional Only, eligibility from 2/19/16.
Passed unanimously.

C. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve an Eligibility List for ACCOUNTING TECHNICIAN, SR-42, Open/Promotional-Dual Certification, eligibility from 2/11/16.
Passed unanimously.

D. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve an Eligibility List for CUSTODIAN FLOATER, SR-33, Open/Promotional-Dual Certification, eligibility from 2/10/16.
Passed unanimously.

E. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve an Eligibility List for CUSTODIAN, SR-32, Open/Promotional-Dual Certification, eligibility from 2/11/16.
Passed unanimously.

7. CLASSIFICATION REVIEW, Maintenance Worker II

A. Director Dixon presented additional information comparing the difference between basic tasks and complex projects completed independently, as well as the frequency that certain tasks are completed. Salary data will be provided at the May 10, 2016 Personnel Commission meeting, to allow comparison districts time to reach negotiation settlements.

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 – None

10. PUBLIC COMMENTS

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

acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

- A. California School Employees Association – Scott Hendries commented that the vacancy report has very few positions unfilled.
- B. San Dieguito Union High School District – Tina Peterson added that Classified Personnel has been busy filling positions.
- C. Public – Director Dixon and Commissioner Baird reported there were good speakers at the CSPCA Conference they attended last month. Susan Dixon highlighted the Employee of the Year program and employee recognition events to take place in May.

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, April 12, 2016, at 4:00 P.M. in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

12. ADJOURNMENT

Personnel Commission meeting adjourned to closed session at 5:13 P.M.

13. CLOSED SESSION - Evaluation of Director of Classified Personnel

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

Effective: 3-18-16
Expiration: 9-18-16

Instructional Assistant Special Education Non Severe

	Rank	Applicant ID
Open	1	2976552
	2	2948277
	3	2913536
	3	2345678
	4	1234567
	5	1583261

S. Dixon

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

Theater Technician

**Effective: 4/5/16
Expiration: 10/5/16**

Open

Rank	Applicant ID
1	3126860
1	3067480
2	2905492
3	2870451
4	2337282
5	718246

S. Dixon

Classification Review Report	
Classification	Nutrition Services Supervisor Food Service (Nutrition Services) Coordinator
Classification Type	Supervisory
Salary Range	Range 4 and 5
Submission to Classification Advisory Committee	March 22, 2016
Submission to Personnel Commission	April 12, 2016
Agenda Item	Classification Revisions #6

Background Information

Mr. Rick Mariam, Director of Nutrition Services, submitted a request for classification review on May 18, 2015, on behalf of Ms. Carolyn Underhill, Nutrition Services Supervisor at Canyon Crest Academy.

Sources of Information

Classification Review Form
 Interview with Rick Mariam, Director of Nutrition Services
 Interview with Carolyn Underhill, Nutrition Services Supervisor, Canyon Crest Academy
 Observation of operations at Canyon Crest Academy
 Joint Powers Authority, San Diego County Office of Education
 Comparable districts in San Diego County

Recommendations and Rationale

1. Revise the job description for Nutrition Services Supervisor.
2. Revise the job description for Food Service Coordinator, including revising the title to Nutrition Services Coordinator to match the department name.
3. Reallocate the Nutrition Services Coordinator classification to a new range on the Supervisory Employees Salary Schedule which reflects a 15% differential between the Nutrition Services Supervisor and Nutrition Services Coordinator to recognize the broader scope of responsibility.
4. Reclassify the Nutrition Services Supervisor position at Canyon Crest Academy, and incumbent, Carolyn Underhill, to Nutrition Services Coordinator based on the continuing needs of the District and the gradual accretion of duties over a minimum of a two year period.

Currently, each of the nine school sites in the District is staffed with a Nutrition Services Supervisor. Incumbents in this classification perform a wide variety of duties in support of overseeing the day-to-day operations of a school kitchen. Duties include: scheduling and training assigned staff; providing input on the selection, evaluation, and supervision of assigned staff; and managing operational functions of an assigned kitchen by ordering supplies, overseeing the maintenance of facilities and equipment, and preparing reports and deposits. The Nutrition Services Supervisors report to the Director of Nutrition Services.

In addition to the supervisor, the kitchens may be staffed with individuals in the classifications of Nutrition Services Assistant I, II, or III, Nutrition Services Production Assistant (Cook), and Nutrition Services Transporter I and II. The number of staff and classification type vary among the kitchens depending upon size and kitchen function.

The Nutrition Services Department has experienced a number of changes over the years. Changes that have occurred within the last five years include: the process used to select and order food commodities; the menu development and testing of new food products; the location and method in which food is produced; the method in which food is transported throughout the District; and the method in which deposits are collected.

The Director of Nutrition Services has indicated that the department has stabilized in terms of overall program operations and, although improvements are always being considered, the program is now operating in a manner in which safety and efficiencies are being maximized. An outcome of this evolution is that one of the sites, Canyon Crest Academy, is now functioning as the sole central kitchen and, as such, the Nutrition Services Supervisor at that site is performing duties which are unique to her assignment as compared to the other Nutrition Services Supervisors.

The classification of Nutrition Services Supervisor was established in 1987; the class description was last revised in 2005. Although the overall function of the assignment remains relatively the same for the majority of the school sites, the way in which the different kitchens operate and interact with one another has changed. Revisions to the class description include an updated purpose statement reflective of the type of kitchen assigned, an updated comprehensive list of essential functions which are characteristic of the day-to-day duties of the job, a more descriptive list of knowledge, skills, and abilities required to perform the essential functions of the job, and a Working Environment section that is in line with the JPA standards for the classification.

As stated previously, the kitchens have functioned differently over the years as the District experimented with a variety of ways of producing and serving food. These different configurations included utilizing multiple central kitchens for a period of time. As the District has transitioned to the current model of a single central kitchen, changes have been put in place to align the majority of the school sites to a standard model which encompasses the efficiencies that have been tested and validated. This includes the shift to installing ovens at all schools to allow each site to prepare its own hot food items. The efficiency and safety factors inherent in enabling each school to prepare its own hot foods are such that this is a focus at individual school sites. The "production" aspect of food services staff at most school sites is focused on heating up and/or assembling food items rather than cooking. The central kitchen at Canyon Crest, along with the La Costa Canyon kitchen, each employ a Nutrition Services Production Assistant (Cook) who have the training and skill required to cook raw foods or food from scratch.

In conjunction with the changes described above, over the last four and a half years the District has assigned the preparation of most cold food items (i.e. parfaits, salads, sandwiches, humus) to the one central kitchen at Canyon Crest Academy. This, in and of itself, has resulted in a number of tasks being assigned to Ms. Underhill that are unique to her position. Ms. Underhill oversees the production and delivery of the majority of cold food items for the entire District. As such, the Canyon Crest kitchen has more Nutrition Services Assistants than other sites. Additionally, as the Canyon Crest site prepares the

bulk of cold food items for the District, Ms. Underhill oversees not just the preparation of these food items but also the safe packaging and delivery of the items to the other sites. This includes responsibility for development of a production and transportation schedule, the supervision of transportation staff, the maintenance of food service vehicles, and the regular communication with Nutrition Services Supervisors at each of the other sites to ensure those kitchens are appropriately stocked.

An additional task assigned to Ms. Underhill, as a result of working at the central kitchen, is overseeing the selection, ordering, delivery, storage, and distribution of the government food commodities for all kitchens. A subset of this responsibility is that Ms. Underhill, as the individual who is most aware of which food items will be plentiful due to discounted government rates, works with the Director of Nutrition Services to research, develop, and test new food items to make the best utilization of stock on hand as well as add variety to the menus. For example, Ms. Underhill recently added macaroni and cheese muffins as a menu item to make the best use of an abundance of cheese. Menu variations involve soliciting input from the Nutrition Services Supervisors, working with the Production Assistant (cook) to determine feasibility of production, and then producing and testing the final product.

As the supervisor of the central kitchen site, Ms. Underhill has responsibility for overseeing the collection and pickup of each site's cash deposits. Ms. Underhill oversees the secure storage of the deposit bags, communicates with a contracted vendor for regular pickup and maintains a record of deposits.

While Ms. Underhill is performing the full scope of the duties of a Nutrition Services Supervisor, she is performing a number of tasks and has responsibility for several areas that are outside of the scope of work being performed by others within the classification. Many of these tasks are inconsistent with the overall job function of her current classification. The classification of Food Service Coordinator was established in 1998. Although there is not a record of an employee having served in this capacity, the classification still exists and appears on the Supervisory Employees Salary Schedule. It appears the classification was originally established to differentiate the role between a "standard" assignment and one that had a broader role. With the recommendations for revisions presented for the Food Service (Nutrition Services) Coordinator classification, which are based on how the role is functioning in today's Nutrition Services kitchen model, Ms. Underhill's current assignment is better described by the classification of Food Service (Nutrition Services) Coordinator.

The classification of Food Service (Nutrition Services) Coordinator is currently allocated to Range 5 on the Supervisory Employees Salary Schedule. However, the classification is tied to a 246 day work calendar. Classifications on this salary schedule must be specific to an assigned calendar. Although the Personnel Commission does not have jurisdiction over work days, it is important to note that the Canyon Crest Nutrition assignment will continue to follow a 192 day work calendar; therefore, a new salary range must be added to the schedule to accommodate this assignment. Additionally, at this time, the Supervisory Employees Salary Schedule includes the \$8978 benefits flex amount as part of the base rate of pay. When the Supervisory Salary Schedule was updated in January to include the flex amount, the calculations were based on 12 month positions. The Nutrition Services Supervisors and the proposed Nutrition Services Coordinator position are not 12 month positions. This has created, and will continue to create, a number of complications related to the monthly payroll process unless a change is made. Therefore, a proposal will be made to revise the Supervisory Employees Salary Schedule such that positions with fewer than 12 months, namely 192 days, will return to a combined District Credit/Flex process. The recommendation for allocation of the 192 day Food Service (Nutrition Services) Coordinator is at a new step which will provide for a 15% differential to recognize the additional duties of the Food Service (Nutrition Services) Coordinator classification, internal alignment considerations, and market data. Upon action of the Personnel Commission to recommend allocation of the revised Coordinator position to a rate of pay representing a 15% differential, the District will proceed and produce a revised salary schedule.

Salary Compensation Review

Nutrition Services Supervisor				
District	Salary Range	Job Title	Minimum	Maximum
Carlsbad Unified	15	Nutrition Services Lead II	\$16.25	\$19.76
Escondido UHSD		No comparison		
Escondido USD	31	Nutrition Services Site Manager II	\$15.51	\$19.79
Grossmont UHSD	29	Supervisor I, Food Service	\$18.93	\$24.16
MiraCosta CC		No comparison		
Oceanside USD	23	Nutrition Services Lead II	\$17.68	\$22.36
Poway USD	S10	Food and Nutrition Supervisor I	\$21.49	\$25.28
Ramona Unified	20	Food Service Production Specialist I	\$14.62	\$18.75
San Marcos USD	16	Child Nutrition Services Secondary Site Manager	\$14.37	\$18.33
Sweetwater Union HS	1	Nutrition Services Supervisor	\$22.67	\$27.07
Vista Unified	49	Child Nutrition Lead III	\$18.64	\$23.86
Average			\$17.80	\$22.15
SDUHSD	S4*	Nutrition Services Supervisor	\$20.68	\$25.12

Food Service Coordinator (Retitled to Nutrition Services Coordinator)				
District	Salary Range	Job Title	Minimum	Maximum
Carlsbad Unified	17	Nutrition Services Lead-Central Kitchen	\$17.08	\$20.76
Escondido UHSD		No comparison		
Escondido USD	34	Nutrition Services Production Manager	\$16.70	\$21.31
Grossmont UHSD		No comparison		
MiraCosta CC		No comparison		
Oceanside USD	24	Nutrition Services Lead III	\$18.08	\$22.90
Poway USD	S20	Food and Nutrition Supervisor II	\$27.51	\$32.37
Ramona Unified	24	Food Service Production Specialist II	\$16.16	\$20.68
San Marcos USD		No comparison		
Sweetwater Union HS		No comparison		
Vista Unified		No comparison		
Average			\$19.11	\$23.60
SDUHSD	S5*	Nutrition Services Coordinator	\$25.01	\$30.32

*Hourly rate is from 7/1/15 salary schedule so as to exclude District benefits credit

Vote by Committee Members:

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

*Salary allocation was not finalized at CAC meeting, Yes votes were for job description revisions, reclassification of position and incumbent, and working with District to create a new salary range to accommodate this assignment. Final salary recommendation emailed to CAC members on April 5, 2016.

NUTRITION SERVICES SUPERVISOR

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Director of Nutrition Services, the job of Nutrition Services Supervisor is done for the purpose/s of supervising food service personnel at a ~~central school kitchen and/or a middle or high school satellite kitchen~~ to ensure duties are performed their functions in a safe and efficient manner; overseeing the operations of nutrition services at a school site to ensure ~~providing food services at the assigned site that meets~~ the mandated nutritional needs of students are met; ensuring availability of quantities of items; ~~providing~~ completing forms, preparing reports, and writing correspondence ~~written support~~ to convey information; and complying with mandated health requirements.

DISTINGUISHING CHARACTERISTICS

The job of Nutrition Services Supervisor is distinguished from Nutrition Services Coordinator in that the Nutrition Services Supervisor oversees food service at an assigned school kitchen rather than the district central kitchen. The Nutrition Services Coordinator performs duties that are in addition to those of a Nutrition Services Supervisor including: assists the Nutrition Services Director as needed; develops and tests new menu items; coordinates the commodity selection, ordering, and distribution process; oversees the transport of food items and supplies from the central kitchen to site kitchens; and oversees the collection and pickup of bank deposits.

ESSENTIAL JOB FUNCTIONS

- Coordinates site nutrition services staff schedules (e.g., special events, food fairs, meetings) for the purpose of ensuring that food is properly prepared, deliveries from outside vendors are received at the site, and that site nutrition services processes comply with department, district, State and Federal regulations.
- Serves on interview panels; provides input on selections and evaluations; and, in conjunction with the Director of Nutrition Services ~~ss~~ supervises, coaches, and documents performance issues of food nutrition services workers for the purpose of maximizing the efficeincy of the work force and meeting shift requirements.
- Provides and promotes healthy nutrition education to students, staff, parents and ~~department~~ nutrition services personnel for the purpose of promoting good eating habits and general nutrition services knowledge.
- Inspects food and/or supplies for the purpose of verifying quantity and accuracy of orders and/or complying with mandated department, district, State and Federal requirements.
- Conducts inventory and M ~~m~~ onitors food, condiment and supply stocking and inventory maintenance processes for the purpose of ensuring availability of ~~required~~ items.

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- Procures necessary utensils and supplies, by following departmental standard operating procedures, for the purpose of maintaining an adequate inventory to complete jobs efficiently within budgetary guidelines.
-
- Oversees the maintenance of site food service a school kitchen facilities and related equipment (e.g., kitchen and lunchroom areas, kitchen equipment, utensils) for the purpose of ensuring effective, clean and sanitary conditions.
- Manages site school kitchen operations for the purpose of providing safe and efficient food services at the an assigned site in compliance with department, district, State and Federal requirements.
- Supervises the preparation, cooking and serving of food and beverage items at a school kitchen for the purpose of meeting mandated nutritional requirements and projected meal requirements.
- Performs functions ~~as required~~ of other positions within the area of responsibility for the purpose of providing overall coverage of ~~food~~ nutrition services operations.
- Prepares documentation (e.g., daily cash reports, inventory reports, control reports) for the purpose of providing written support and/or conveying information.
- ~~Procures necessary utensils and supplies for the purpose of maintaining an adequate inventory to complete jobs efficiently within budgetary guidelines.~~
- Supervises the reconciliation of transactions and bank deposits for the purpose of balancing accounts and adhering to accounting practices.
- Oversees and participates in receiving and reconciling prepay and daily meal payments for the purpose of maintaining effective and accurate accounting practices.
- Receives and reviews free and reduced meal applications and answers related questions for the purpose of assuring effective and efficient processing of the free and reduced meal applications.
- ~~Supervises site nutrition services staff (e.g., selection, evaluation, discipline) for the purpose of maintaining effective and efficient site nutrition services processes.~~
- ~~Coordinates food preparation and delivery scheduling with satellite site nutrition services supervisors as needed for the purpose of providing appropriate meals to satellite sites and to assure compliance with department, district, State and Federal regulations.~~
- Collaborates with the Nutrition Services Coordinator to provide input on menu items and communicate delivery needs for the purpose of meeting nutritional mandates and service needs.

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- ~~Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.~~
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: - MINIMUM QUALIFICATIONS

~~SKILLS, KNOWLEDGE, SKILLS AND ABILITIES~~

~~KNOWLEDGE is required to perform basic math including fractions, percents, and ratios; algebra and/or geometry; read a variety of manuals and recipes, write prepare documents following prescribed formats, and present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: none specified processes, practices, laws, and regulations related to food service and safety.~~

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: administering personnel policies and practices; applying pertinent codes, policies, regulations and/or laws; communicating with persons of varied cultural and educational backgrounds; operating equipment used in self-contained kitchens; operating standard office equipment including utilizing pertinent databases, web-based applications, and software applications such as Excel and Word; performing standard bookkeeping/accounting procedures; planning and managing projects and preparing and maintaining accurate records.

~~KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: none specified.~~

ABILITY is required to schedule activities, meetings, and events; gather, collate, and classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of different types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job included: adhering to safety practices; being attentive to detail; meeting deadlines and schedules; and working under time constraints.

RESPONSIBILITY

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. Utilization

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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.

WORKING ENVIRONMENT

~~The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 65% walking, and 30% standing. The job is performed under with some temperature extremes and some hazardous conditions.~~

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)

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

<u>Seldom</u>	<u>climbing/balancing, reach above shoulder, hand controls (mixers and other kitchen equipment)</u>
<u>Seldom/Occasionally</u>	<u>power/firm grasping</u>
<u>Occasionally</u>	<u>reach at shoulder, kneeling, lifting up to 40 lbs. at waist height (cases of canned food and milk), carrying up to 40 lbs. up to 20 feet (bags of food, large pans of hot and cold food, cases of paper products, kitchen equipment), stooping/bending</u>
<u>Occasionally/Frequently</u>	<u>sitting, handling/simple grasping, twisting back</u>
<u>Frequently</u>	<u>lifting up to 10 pounds overhead/shoulder (bags of food, large pans of hot and cold food), neck flexion/rotation, standing, walking, fingering/fine manipulation, reach below shoulder</u>
<u>Frequently/Continuously</u>	<u>pushing and pulling</u>

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to respond to students, communicate with coworkers, hear alarms for safety reasons, hear buzzer/timer for cooking. Vision ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS Work near hazardous equipment/machinery, walk on uneven ground, tolerate exposure to dust, gas, or fumes, and extremes in temperature and humidity.

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EXPERIENCE

Two years of job related experience with increasing levels of responsibility is required.

EDUCATION

College-level coursework and/or vocational education in the food-related industry may be substituted for a portion of the experience requirement.

~~Community college and/or vocational school degree with study in job-related area.~~

REQUIRED TESTING

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

LICENSING, CERTIFICATIONS, TESTING REQUIREMENTS

Valid California Class C driver's license, ~~and evidence of insurability~~ and San Diego County Food Handler's Certificate. Serve/Safe Certification (or other state certification deemed equivalent by the district) must be submitted at time of application. Serve/Safe certification is to be maintained with a minimum test score of 90%. This 5 year certification requires knowledge of general cleaning and sanitation practices as well as extensive knowledge of the process of hazard analysis at critical control points (HACCP).

CONTINUING EDUCATION/TRAINING

~~Food Service Manager Training Certificate~~ Participation in ongoing job-related training as assigned.

CLEARANCES

~~Criminal Justice Fingerprint/Background Clearance and Tuberculosis 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.

FLSA STATUS

Exempt

SALARY RANGE

Supervisory, Range 4

FOOD SERVICE NUTRITION SERVICES COORDINATOR

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Director of Nutrition Services, the job of "Food Nutrition Services Coordinator" is done for the purpose of supervising food nutrition services personnel at a the central kitchen to ensure duties are performed their functions in a safe and efficient manner; overseeing the operations of nutrition services at the central kitchen that meet to ensure the mandated nutritional needs of students are met; coordinating the food services commodity selection, ordering, and distribution process for all at various sites; developing and testing new menu items; ensuring transport and availability of food nutrition service items to various sites; providing completing forms, preparing reports, and writing correspondence written support to convey information; and complying with mandated health requirements.

DISTINGUISHING CHARACTERISTICS

The Nutrition Services Coordinator classification is distinguished from a Nutrition Services Supervisor in that the Nutrition Service Coordinator oversees food service at a central kitchen rather than at a school-site kitchen and performs the following additional duties: assists the Nutrition Services Director as needed; develops and tests new menu items; coordinates the commodity selection, ordering, and distribution process; oversees the transport of food items and supplies from the central kitchen to site kitchens; and oversees the collection and pickup of bank deposits.

ESSENTIAL FUNCTIONS

- Assists the Director of Food Nutrition Services for the purpose of supporting the Director in completion of their work activities.
- ~~Coordinates activities of site operators for the purpose of providing efficient food services at school sites in compliance with mandated nutritional and health requirements.~~
- Coordinates central kitchen nutrition food services schedules and menu planning (site and catered events) for the purpose of ensuring adequate kitchen coverage providing and meeting mandated nutritional requirements and district needs.
- Serves on interview panels; provides input on selections and evaluations; and, in conjunction with the Director of Nutrition Services, supervises, coaches and documents performance issues of food nutrition services workers and other personnel as assigned for the purpose of maximizing the efficiency of the work force and meeting shift requirements.
- Researches, develops, tests, and implements new menu items for the district for the purpose of maximizing the use of food commodities, offering a greater variety of aesthetically pleasing menu items which appeal to students' tastes, and meeting mandated nutritional requirements.
- ~~Coordinates with~~ Provides and promotes healthy nutrition education to students, staff, parents and food nutrition services personnel for the purpose of promoting good eating habits, and nutrition ~~and school food services.~~
- Directs the transport and delivery of hot and cold food and other kitchen items, snacks, etc. for the purpose of ensuring availability of food service items and meeting the mandated nutritional requirements at other school kitchens.
- Communicates with Nutrition Services Supervisors to determine delivery schedules for the purpose of ensuring availability of food and other items in a safe and efficient manner.

CLASSIFIED

- Oversees the maintenance of the central kitchen facility and related equipment for the purpose of ensuring effective, clean and sanitary conditions.
 - Oversees the regular maintenance of nutrition services transportation vehicles and takes appropriate action to resolve vehicle problems for the purpose of ensuring timely delivery of items to other sites.
 - Inspects ~~one or more items~~ of food and/or supplies for the purpose of verifying quantity and specifications of orders and/or complying with mandated health requirements.
 - ~~Inventories~~ Conducts inventory and monitors food, condiments and supplies stocking and inventory maintenance processes for the purpose of ensuring availability of items.
 - Manages central kitchen operations (i.e. personnel, facilities and meal planning) for the purpose of providing meals that meet mandated nutritional requirements and are in compliance with department, district, State and Federal requirements ~~in accordance with regulatory standards.~~
 - Oversees the preparation, cooking and serving of food and beverage items at the central kitchen for the purpose of meeting mandated nutritional requirements and projected meal requirements.
 - Prepares documentation (e.g. transport records, transfer sheets, meal program records, daily cash reports, inventory reports, etc.) for the purpose of providing written support and/or conveying information.
 - Procures food commodities, equipment and supplies, by following departmental standard operating procedures, for the purpose of maintaining an adequate inventory to complete jobs efficiently within budget guidelines.
 - ~~Reconciles transactions for the purpose of balancing accounts and adhering to accounting practices.~~
 - Oversees and participates in receiving and reconciling prepay and daily meal payments for the purpose of maintaining effective and accurate accounting practices.
 - Supervises the reconciliation of transactions and bank deposits for the central kitchen for the purpose of balancing accounts.
 - Oversees the collection of deposits from each school site and the safe storage of the deposits, communicates with the contacted vendor for regular pickup of deposits for the purpose of ensuring accurate and timely deposits.
 - Receives and reviews free and reduced meal applications and answers related questions for the purpose of ensuring accurate processing of the free and reduced meal applications.
 - Responds to inquires of students, staff and the public for the purpose of providing information and/or direction regarding the type and/or cost of meals.
 - Responds to the inquiries of vendors for the purpose of communicating information ~~providing for testing new products.~~
 - Performs functions of other positions within the area of responsibility for the purpose of providing overall coverage of nutrition services operations.
 - ~~Supervises food service workers and other personnel as assigned for the purpose of maximizing the efficiency of the work force and meeting shift requirements.~~
 - ~~Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.~~
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

CLASSIFIED

KNOWLEDGE to perform basic math including fractions, percents, and ratios; to read technical information and recipes; create and/or compose documents and/or participate in panel discussions; to solve a wide variety of recurring and non-recurring practical problems and ~~deal with a variety of concrete variables~~. Specific knowledge of processes, practices, laws, and regulations related to food service and safety, menu planning and mandated nutritional requirements.

SKILLS to perform multiple specialized technical tasks. Specific skills to administer personnel policies and practices; apply pertinent codes, policies, regulations and/or laws; communicate with persons of varied cultural and educational backgrounds; operate equipment used in the Central Kitchen; operate standard office equipment including utilizing pertinent databases, web-based applications, and software applications such as Excel and Word; perform standard bookkeeping/accounting procedures; plan and manage projects; prepare and maintain accurate records.

ABILITY to ~~deal with~~ coordinate a level of complexity of tasks that require significant processing of data; controlling sequences of equipment operations; ~~coordination of other person's~~ coordinate schedules and/or activities; ~~flexibility with~~ manage equipment, facilities and people using a wide diversity of techniques equipment; ~~interaction with persons and/or agendas that frequently change~~ work in an environment with frequent change; ~~discretion,~~ work independently with minimum supervision; take action and/or make appropriate judgment decisions with regards to using data and working with people. Specific abilities to adhere to safety practices; be attentive to detail; meet deadlines and schedules; work under time constraints; understand and implement district administrative procedures.

RESPONSIBILITY

~~In relationship to people~~ Responsibility includes developing, directing and/or managing; supervising the use of funds ~~financial matters is supervising the use of funds~~. Resources required to perform job functions are of significant scope. Work is generally not reviewed in detail.

WORKING ENVIRONMENT

~~The job functions are general performed in an indoor/central kitchen environment with the requirement to have the following significant physical abilities:-~~

~~lifting/carrying/pushing/pulling;stooping/kneeling/crouching;reaching/handling/fingering/feeling; sensory speaking/hearing/visual.~~

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)

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

Seldom _____ climbing/balancing, reach above shoulder, hand controls (mixers and other kitchen equipment)

Seldom/Occasionally _____ power/firm grasping

CLASSIFIED

<u>Occasionally</u>	<u>reach at shoulder, kneeling, lifting up to 40 lbs. at waist height (cases of canned food and milk), carrying up to 40 lbs. up to 20 feet (bags of food, large pans of hot and cold food, cases of paper products, kitchen equipment), stooping/bending</u>
<u>Occasionally/Frequently</u>	<u>sitting, handling/simple grasping, twisting back</u>
<u>Frequently</u>	<u>lifting up to 10 pounds overhead/shoulder (bags of food, large pans of hot and cold food), neck flexion/rotation, standing, walking, fingering/fine manipulation, reach below shoulder</u>
<u>Frequently/Continuously</u>	<u>pushing and pulling</u>

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to respond to students, communicate with coworkers, hear alarms for safety reasons, hear buzzer/timer for cooking. Vision ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Work near hazardous equipment/machinery, walk on uneven ground, tolerate exposure to dust, gas, or fumes, and extremes in temperature and humidity.

EXPERIENCE REQUIREMENTS

‡Three years of job related experience within specialized field with increasing levels of responsibility.

EDUCATIONAL REQUIREMENTS

Community college and/or vocational degree (e.g. Food Services Manager Training Certificate). Additional qualifying experience may be substituted for the education on the basis of one year experience for 30 semester (45 quarter) units of course work.

College-level coursework and/or vocational education in the food-related industry may be substituted for a portion of the experience requirement.

REQUIRED TESTING

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

LICENSING, CERTIFICATIONS, TESTING REQUIREMENTS

Valid California Class C driver's license; record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position. San Diego County Food Handler's Certificate. Serve/Safe Certification (or other state certification deemed equivalent by the district) must be submitted at time of application. Serve/Safe certification is to be maintained with a minimum test score of 90%. This 5 year certification requires knowledge of general cleaning and sanitation practices as well as extensive knowledge of the process of hazard analysis at critical control points (HACCP).

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

CLASSIFIED

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.

FLSA STATUS

Exempt

SALARY GRADE

| Supervisory, Range TBD

San Dieguito Union High School District
Personnel Commission

Classification Review

Merit System Rule 3.12 Review of Positions

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

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

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

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

POSITION TITLE	Nutrition Service Supervisor
Employee	Carolyn Underhill
Date	5-18-15
Supervisor	Rick Mariaca
School/Department	Nutrition Services
Work Day/Work Year	ST + 10
Date of Hire	
Date in Classification	9/4/01
Education/Training/Certificates Held	Serv Saf

Recommendation to change position from Nutrition Services Supervisor 4216, 3-21.2 to Food Service Coordinator 4216, 3-21.1 at the same work day and work year.

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

- | |
|--|
| 1) Coordinates food service production for various sites daily |
| 2) monitors money deposits for all sites |
| 3) Directs the transfer and transport of hot and cold foods from the central kitchen to all school sites |
| 4) Monitors the distribution and storage of commodity goods that are delivered weekly |
| |
| |
| |
| |
| |
| |
| |

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

All production for the schools must be prepared and ready to be shipped out by 9AM daily

Part 1:

Typical Duties Task List (from description):

Relevant (R)/ No Longer Performing (No)	Frequency: Hourly/Daily/Monthly/Yearly	Task
		see attached job breakdown data

Part 2: Policies/Procedures
 Knowledge of (from description):

Importance Rating 0=Not related 1=Helpful 2=important 3=Essential	Correlating Task	List all statements from description
3		coordinates site nutrition services staff scheduler
3		monitors food inventory
3		oversees maintenance of facilities
3		manages operation ... supervises prep, cooking and serving
3		prepares documentation

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

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

Tools

Tools (i.e. Technology, Office Equipment, etc.)	Example(s) of Task(s) Performed

Part 3: Ability to (from description)

Importance Rating 0=Not related 1=Helpful 2=important 3=Essential	Correlating Task	List all statements from description

Part 4: Contacts

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

CONTACT	FREQUENCY (Minimal, Occasional, Frequently)	EXAMPLE OF INTERACTION
Supervisor	Daily	
Staff	Daily	
Vendors	Daily	
Community Members / Students	Daily	
Other		

Part 5: Decision Making/Complexity/Guidance Received

Check the statement that best applies to this position.

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

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

Check the statement that best applies to this position.

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

Part 7: Organization – Supervisory Responsibilities

Check the statement that best applies to this position.

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

Employees Directly Supervised:

Name	Classification Title	Regular (R) or Limited Term (LT)
8 / NS J / NS III		
1 / Transporter		
1 / Production Cook		

Supervision:

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

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

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

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

Part 9: Physical Requirements/Work Environment

(INSERT TEXT FROM Working Environment in CURRENT DESCRIPTION HERE)

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

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

Other Factors: _____

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

Ability to Push/Pull/Lift:

	Weight in pounds
Push	
Pull	
Lift	

Job Breakdown Sheet

Description of the task: Supervise, Prep, serve, clean
 Job: NS Supervisor Carolyn Underhill (range 4 192 work days
 18,82-22,97)
 Shift: 6-2:30
 School Location: CCA Central Kitchen

List Common Key Points:
 Pass codes:keys.....sign out.....favorite
 websites.....principal contact

Training Aid: (put hand sketches, diagrams, parts, or layouts here. Insert a digital picture if available.)

Time	Important Steps	AS NEEDED	Things in important steps that will:	Reasons	Variations	List the key points
6:00-6:30	What? - A logical segment of the operation that advances the work. (15-60 min increments)		1. make or break the job 2. injure the worker 3. make the work easier			
6:30-7:00	Turn on computer. Check phone messages & emails....respond.	AS NEEDED	MONTHLY	<ul style="list-style-type: none"> SUBMIT TRANSFERS PHYSICAL INVENTORY OF ALL GOODS PAYROLL PROCESSING. 	<ul style="list-style-type: none"> ○ CATERING ○ MARKETING-/PROMOS ○ ATTENDING MEETINGS ○ STAFF EVALUATIONS ○ PLACEMENT OF STOCK ○ REVIEW LUNCH APPLICATIONS ○ MAINTAIN HACCP LOG ○ ORGANIZE STORAGE AREAS ○ HIRING PROCESS OF NEW EMPLOYEES ○ LODGIS MONEY PICK UP ○ RECEIVE, DISTRIBUTE GOVT COMMODITIES ○ OVERSEE NEST EATERY-WEEKLY VISIT ○ COORDINATE TRANSPORT VEHICLE MAINTENANCE ○ UPDATE COMMODITY ORDER GUIDE 	
7:00-8:00	Check on deliveries, production, office work		DAILY	<ul style="list-style-type: none"> EMPLOYEE TIME SHEET INVOICES—RECEIVE, MONITOR, SIGN, SUBMIT EWA 		BREAD-S&S, A&R STAPLES, SUNRISE PRODUCE HOLLANDIA-MILK, PICK UP STIX (standing order)
8:00-9:10	Assist in production (M-parfaits, T-wraps, W-parfaits, Th-burritos)		WEEKLY	PREPARE/UPDATE SIGNAGE		
9:10-9:25	Check in with transporter/site deliveries		MON	NEXT WEEKS ORDER ON ORDER GUIDE		
9:25-9:40	15 min break		TUES			
9:40-9:45	Student a.m. nutrition break					
9:45-11:10	See daily, monthly, weekly tasks --->		WED	PRINT & POST NEXT WEEKS' PRODUCTION		
11:10-11:45	Supervise/cashier during lunch time as needed- oversee 3 student workers	△		UPDATE COMMODITY ORDERING SCHEDULE		
11:45-12:45	Break down/count \$ drawers/check email and phone messages/site \$		THURS	MENU MEETING MENU WITH PROD ASST		SUNRISE PRODUCE, BREAD-S&S
12:45-1:15	Lunch break			ORDER A&R WITH PROD ASST		P&R-once or twice a month
1:15-2:30	Review production records and set up production sheet for next day-Print out next day's production & post at 4 work stations, lock up		FRIDAY	VIEW & PRINT NEXT WEEK'S SITE ORDERS- PLACE INTO TRANSPORT BOOK		

SUPERVISORY EMPLOYEES SALARY SCHEDULE
 Effective July 1, 2015 – December 31, 2015 (+\$8,978, +7%)¹

Title	1	2	3	4	5	Annual Work Days
	Annual	Annual	Annual	Annual	Annual	
	Monthly	Monthly	Monthly	Monthly	Monthly	
	Hourly	Hourly	Hourly	Hourly	Hourly	
RANGE 4 Nutrition Services Supervisor	\$43,021	\$45,271	\$47,388	\$49,844	\$52,250	192
	\$3,585	\$3,773	\$3,949	\$4,154	\$4,354	
	\$20.68	\$21.76	\$22.78	\$23.96	\$25.12	
RANGE 5 Food Service Coordinator Custodial Supervisor I	\$52,013	\$54,712	\$57,363	\$59,867	\$63,061	246
	\$4,334	\$4,559	\$4,780	\$4,989	\$5,255	
	\$25.01	\$26.30	\$27.58	\$28.78	\$30.32	
RANGE 6 Nutrition Specialist Supv. Transportation Supv.	\$66,000	\$69,187	\$72,665	\$76,289	\$80,110	246
	\$5,500	\$5,766	\$6,055	\$6,357	\$6,676	
	\$31.73	\$33.26	\$34.94	\$36.68	\$38.51	
RANGE 7 Grounds and Custodial Supervisor	\$71,190	\$74,631	\$78,388	\$82,302	\$86,429	246
	\$5,932	\$6,219	\$6,532	\$6,858	\$7,202	
	\$34.23	\$35.88	\$37.69	\$39.57	\$41.55	
RANGE 8 <i>No classifications currently are allocated at this range.</i>	\$71,489	\$74,936	\$78,711	\$82,643	\$86,789	246
	\$5,957	\$6,245	\$6,559	\$6,887	\$7,232	
	\$34.37	\$36.03	\$37.84	\$39.73	\$41.73	
RANGE 9 Maintenance Supervisor Technology Supervisor	\$76,891	\$80,677	\$84,655	\$88,915	\$93,377	246
	\$6,408	\$6,723	\$7,055	\$7,410	\$7,781	
	\$36.97	\$38.79	\$40.70	\$42.75	\$44.89	

All employees on the Supervisory Schedule are governed by the Personnel Commission’s Rules and Regulations for the Classified Service (merit system).

Longevity Benefits

An increment of 2.5% salary for a 12-month, eight hours per-day, full-time employee at the end of 10, 15, 20, 25 and 30 years respectively, of satisfactory service shall be added to the employee’s annual salary. The longevity increment for those employees employed less than 12 months or less than eight hours per day will be prorated in accordance with the number of months and hours of regular employment.

¹This salary schedule implements the following increases, which recognize the transition from the Flexible Spending Account to the District Credit effective January 1, 2016:

- Flex increased to \$10,978 per year; amount of the increased Flex, less \$2,000 District Credit will be added to the salary schedule net of the amounts paid through December 31, 2015
- Salary Schedule increase of 7% to include above

SUPERVISORY EMPLOYEES SALARY SCHEDULE
 Effective January 1, 2016 – June 30, 2016 (+\$8,978, +7%)²

Title	1	2	3	4	5	Annual Work Days
	Annual	Annual	Annual	Annual	Annual	
	Monthly	Monthly	Monthly	Monthly	Monthly	
	Hourly	Hourly	Hourly	Hourly	Hourly	
RANGE 4 Nutrition Services Supervisor	\$51,493	\$53,743	\$55,860	\$58,316	\$60,722	192
	\$4,291	\$4,479	\$4,655	\$4,860	\$5,060	
	\$24.76	\$25.84	\$26.86	\$28.04	\$29.19	
RANGE 5 Food Service Coordinator Custodial Supervisor I	\$60,485	\$63,184	\$65,835	\$68,339	\$71,533	246
	\$5,040	\$5,265	\$5,486	\$5,695	\$5,961	
	\$29.08	\$30.38	\$31.65	\$32.86	\$34.39	
RANGE 6 Nutrition Specialist Supv. Transportation Supv.	\$74,472	\$77,659	\$81,137	\$84,761	\$88,582	246
	\$6,206	\$6,472	\$6,761	\$7,063	\$7,382	
	\$35.80	\$37.34	\$39.01	\$40.75	\$42.59	
RANGE 7 Grounds and Custodial Supervisor	\$79,662	\$83,103	\$86,860	\$90,774	\$94,901	246
	\$6,638	\$6,925	\$7,238	\$7,564	\$7,908	
	\$38.30	\$39.95	\$41.76	\$43.64	\$45.63	
RANGE 8 <i>No classifications currently are allocated at this range.</i>	\$79,961	\$83,408	\$87,183	\$91,115	\$95,261	246
	\$6,663	\$6,951	\$7,265	\$7,593	\$7,938	
	\$38.44	\$40.10	\$41.91	\$43.81	\$45.80	
RANGE 9 Maintenance Supervisor Technology Supervisor	\$85,363	\$89,149	\$93,127	\$97,387	\$101,849	246
	\$7,114	\$7,429	\$7,761	\$8,116	\$8,487	
	\$41.04	\$42.86	\$44.77	\$46.82	\$48.97	

All employees on the Supervisory Schedule are governed by the Personnel Commission’s Rules and Regulations for the Classified Service (merit system).

Longevity Benefits

An increment of 2.5% salary for a 12-month, eight hours per-day, full-time employee at the end of 10, 15, 20, 25 and 30 years respectively, of satisfactory service shall be added to the employee’s annual salary. The longevity increment for those employees employed less than 12 months or less than eight hours per day will be prorated in accordance with the number of months and hours of regular employment.

²This salary schedule implements the following increases, which recognize the transition from the Flexible Spending Account to the District Credit effective January 1, 2016:

- Flex increased to \$10,978 per year; amount of the increased Flex, less \$2,000 District Credit will be added to the salary
- Salary Schedule increase of 7% to include above

SUPERVISORY EMPLOYEES SALARY SCHEDULE
Effective July 1, 2016 (+5.5%)

Title	1	2	3	4	5	Annual Work Days
	Annual	Annual	Annual	Annual	Annual	
	Monthly	Monthly	Monthly	Monthly	Monthly	
	Hourly	Hourly	Hourly	Hourly	Hourly	
RANGE 4 Nutrition Services Supervisor	\$54,325	\$56,699	\$58,932	\$61,524	\$64,061	192
	\$4,527	\$4,725	\$4,911	\$5,127	\$5,338	
	\$26.12	\$27.26	\$28.33	\$29.58	\$30.80	
RANGE 5 Food Service Coordinator Custodial Supervisor I	\$63,812	\$66,659	\$69,456	\$72,098	\$75,467	246
	\$5,318	\$5,555	\$5,788	\$6,008	\$6,289	
	\$30.68	\$32.05	\$33.39	\$34.66	\$36.28	
RANGE 6 Nutrition Specialist Supv. Transportation Supv.	\$78,568	\$81,930	\$85,600	\$89,423	\$93,454	246
	\$6,547	\$6,827	\$7,133	\$7,452	\$7,788	
	\$37.77	\$39.39	\$41.15	\$42.99	\$44.93	
RANGE 7 Grounds and Custodial Supervisor	\$84,043	\$87,673	\$91,637	\$95,766	\$100,120	246
	\$7,004	\$7,306	\$7,636	\$7,981	\$8,343	
	\$40.41	\$42.15	\$44.06	\$46.04	\$48.13	
RANGE 8 <i>No classifications currently are allocated at this range.</i>	\$84,359	\$87,995	\$91,978	\$96,126	\$100,501	246
	\$7,030	\$7,333	\$7,665	\$8,011	\$8,375	
	\$40.56	\$42.31	\$44.22	\$46.21	\$48.32	
RANGE 9 Maintenance Supervisor Technology Supervisor	\$90,058	\$94,053	\$98,249	\$102,744	\$107,451	246
	\$7,505	\$7,838	\$8,187	\$8,562	\$8,954	
	\$43.30	\$45.22	\$47.23	\$49.40	\$51.66	

All employees on the Supervisory Schedule are governed by the Personnel Commission’s Rules and Regulations for the Classified Service (merit system).

Longevity Benefits

An increment of 2.5% salary for a 12-month, eight hours per-day, full-time employee at the end of 10, 15, 20, 25 and 30 years respectively, of satisfactory service shall be added to the employee’s annual salary. The longevity increment for those employees employed less than 12 months or less than eight hours per day will be prorated in accordance with the number of months and hours of regular employment.

PERSONNEL COMMISSION BUDGET 2016-2017

FIRST READING

The proposed budget for the 2016-2017 fiscal year is being submitted for your consideration as a First Reading.

In accordance with California Education Code, Section 45253, a public hearing on the proposed budget shall be held by the Personnel Commission no later than May 30 of each year.

The public hearing for adoption of the Personnel Commission budget for the 2016-17 fiscal year will be at 4:00 p.m. on May 10, 2016.



Board of Trustees
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Union High School District

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

April 6, 2016

TO: Personnel Commission
FROM: Susan Dixon
Director of Classified Personnel
SUBJECT: Agenda Item #7, Proposed Personnel Commission Budget for 2016-17

The proposed Personnel Commission budget for next year includes a few changes. These changes are explained below.

Object 1900001 is the line for Commissioner King’s meeting stipend. The amount of the monthly stipend was increased from \$25 to \$50 last year. Additionally, the proposed budget, based on history, allows for four special meetings in addition to the 12 regularly scheduled meetings.

Object 2300000 is the line for the Director’s salary. This year’s proposed amount accounts for a step increase as well as last year’s COLA and the additional COLA effective July 1, 2016. In addition, the Management Salary Schedule now includes the District Credit for benefits.

Object 2300001 is the line for Commissioners Baird’s and Spirit’s meeting stipend. The amount of the monthly stipend was increased from \$25 to \$50 last year. Additionally, the proposed budget, based on history, allows for four special meetings in addition to the 12 regularly scheduled meetings.

Object 2400000 is the line for the Human Resources Analyst’s and Technician’s salary. This year’s proposed amount accounts for step increases, last year’s COLA, and the additional COLA which will be effective July 1, 2016.

The Object Line for Benefits does not contain a \$ amount for previous years; however, the proposed budget for 2016-17 includes the projected cost for benefits. Therefore, the Personnel Commission Total displayed at the bottom right side of the spreadsheet is impacted as compared to previous years.

Object 4300000 is for Materials and Supplies. Our records indicate the budget has been \$1,200 in previous years. It is displayed on the spreadsheet as \$1,050 for last year due to the need to transfer \$150 to the Refreshment account last month.

Object 4400009 is for Non-Capitalized Tech Equipment. The \$1800 is to purchase ipads, keyboards, and equipment warranties for the Qualifications Appraisal Interviews. This purchase is still pending approval from the Director of Technology.

Object 5200020 is for Conference, Workshops, and Seminars. The additional proposed amount takes into account additional expenses for the annual California Schools Personnel Commissioners Association (CSPCA) annual conference as the venue will be in Northern California. The budget also allows for a staff member to attend the Merit Academy.

Object 5300000 is for Dues and Memberships. The increased amount takes into account a \$100 increase for CODESP membership as well as an increase in CSPCA membership.

Object 5600002 is for Rents & Leases. The increase is due to the lease of a new copier; the Personnel Commission contributes 1/3 the cost of the machine used by the entire Human Resources Department.

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
VACANCY REPORT 4/06/16**

Classified Personnel

3 current/pending vacancies in 3 different job classifications

SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
LCC	AA479	Theater Technician	40	1.00	Selection interviews 4/14/16
TP Café	AA261	Nutrition Services Assistant	12.5	0.31	Continuous recruitment
Facilities	AK131	Skilled Maintenance Worker	40	1.00	Selection interviews 4/14/16

PERSONNEL LIST**CLASSIFIED PERSONNEL****Employment**

1. **Ayres, Christine**, Instructional Assistant-SpEd(NS), SR34, 48.75% FTE, La Costa Canyon High School, effective 02/29/16.
2. **Murphy, Mallory**, Administrative Secretary-Middle School, SR38, 100.00% FTE, Diegueno Middle School, effective 2/22/16.
3. **Rotzinger, Marie**, School Bus Driver, SR38, 50.00% FTE, Transportation Department, effective 02/24/16.
4. **Vieira, Hailey**, Instructional Assistant-SpEd(NS), SR34, 48.75% FTE, Carmel Valley Middle School, effective 02/23/16.

Change in Assignment

1. **Courtney, Mary**, from Instructional Assistant-SpEd(NS), SR34, 75.00% FTE, La Costa Canyon High School to Job Placement Assistant, SR35, 100.00% FTE, District Office-Special Education, effective 02/29/16.
2. **Martinez, Alex**, from Custodian Floater, SR33, 100.00% FTE, Facilities to Custodian, SR32, 100.00% FTE, Diegueno Middle School, effective 02/16/16.
3. **Sherman, Adriana**, from Instructional Assistant-SpEd(SH), SR36, 48.75% FTE, Canyon Crest Academy-Coastal Learning Academy to Secretary, SR36, 100.00% FTE, Torrey Pines High School, effective 02/23/16.
4. **Zeller, Shaylee**, from Instructional Assistant-SpEd(SH), SR36, 75.00% FTE, La Costa Canyon High School to Custodian Floater, SR33, 100.00% FTE, Facilities, effective 02/29/16.

Resignation

1. **Ibarra, Ubaldo**, Custodian, SR32, 100.00% FTE, Carmel Valley Middle School, resignation for the purpose of retirement, effective 02/26/16.