

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

Regular Meeting Agenda

3:30 P.M., March 14, 2017
675 Balour Drive, Encinitas CA 92024
Oak Crest Middle School-Learning Commons

REGULAR MEETING/OPEN SESSION

1. Call to Order Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the March 14, 2017, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the March 14, 2017 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the February 14, 2017 Personnel Commission Regular meeting.
Motion by _____, second by _____, to approve the minutes for the February 14, 2017 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 ADMINISTRATIVE SECRETARY, SR-40, Open/Promotional, six months eligibility.
 - B. Motion by _____, second by _____, to establish an Eligibility List for ACCOUNTING SPECIALIST, SR-52, Open/Promotional-Dual Certification, six months eligibility.
 - C. Motion by _____, second by _____, to establish an Eligibility List for FACILITIES PLANNING ANALYST, SR-62, Open/Promotional-Dual Certification, six months eligibility.
 - D. Motion by _____, second by _____, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Behavior Intervention), SR-36, Open/Promotional –Dual Certification, six months eligibility.
 - E. Motion by _____, second by _____, to establish an Eligibility List for ADMINISTRATIVE ASSISTANT-HS, SR-44, Open/Promotional, six months eligibility.
 - F. Motion by _____, second by _____, to establish an Eligibility List for ADMINISTRATIVE ASSISTANT, SR-42, Open/Promotional, six months eligibility.
 - G. Motion by _____, second by _____, to establish an Eligibility List for CAMPUS SUPERVISOR, SR-32, Open/Promotional, six months eligibility.
 - H. Motion by _____, second by _____, to establish an Eligibility List for LEARNING COMMONS TECHNICIAN SR-40, Open/Promotional-Dual Certification, six months eligibility.
6. JOB DESCRIPTION UPDATES
 - A. Nutrition Services Assistants
Motion by _____, second by _____, to approve class description revisions for Nutrition Services Assistant I.

Motion by _____, second by _____, to approve class description revisions for Nutrition Services Assistant II.

Motion by _____, second by _____, to approve class description revisions for Nutrition Services Assistant III.

B. Human Resources Information Systems Support Analyst

Motion by _____, second by _____, to approve class description revisions for Human Resources Information Systems Support Analyst.

7. CLASSIFICATION REVIEWS

A. Health Technician

Motion by _____, second by _____, to approve class description revisions for Health Technician and retain Range 35 of the Classified Salary Schedule as the salary allocation for the classification of Health Technician.

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

A. Vacancy 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, April 11, 2017, at 3:30 P.M. in the San Dieguito UHSD Board Room, 710 Encinitas Blvd., Encinitas, CA 92024.

12. ADJOURNMENT

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

Regular Meeting Minutes

3:30 P.M., February 14, 2017
710 Encinitas Boulevard, Encinitas, CA 92024
San Dieguito Union High School District Office

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:30 p.m. by TERRY KING, Commission Chair.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner King.

Members in Attendance

John Baird

Terry King

Patricia Spirit

Staff in Attendance

Susan Dixon, Director

Kathy Potter, Human Resources Technician

Guests

Carmen Blum

Eric Dill

Tina Peterson

3. APPROVAL OF AGENDA FOR THE FEBRUARY 14, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve the agenda for the February 14, 2017, Personnel Commission Regular Meeting.

Passed unanimously

4. APPROVAL OF THE MINUTES FOR THE JANUARY 10, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve the minutes for the January 10, 2017, Personnel Commission Regular Meeting.

Passed unanimously

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to establish an Eligibility List for SECRETARY, SR-36, Open/Promotional, six months eligibility.

Passed unanimously

B. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD PATRICIA SPIRIT, to establish an Eligibility List for HUMAN RESOURCES INFORMATION SYSTEMS SUPPORT ANALYST, SR-52, Open/Promotional-Dual Certification, six months eligibility.

Passed unanimously

C. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to establish an Eligibility List for FACILITIES CONSTRUCTION PLANNER, SR-52, Open/Promotional-Dual Certification, six months eligibility.

Passed unanimously

- D. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to establish an Eligibility List for NUTRITION SERVICES ASSISTANT II, SR-27, Promotional Only, six months eligibility.

Passed unanimously

- E. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to establish an Unranked Eligibility List for ASSOCIATE SUPERINTENDENT-BUSINESS SERVICES, Salary per Contract, six months eligibility. Some discussion followed regarding unranked list.

Passed unanimously

6. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve an Eligibility List for MAINTENANCE WORKER II, SR-40, Open/Promotional-Dual Certification, eligibility from 1/12/17.

Passed unanimously

- B. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve an Eligibility List for LEARNING COMMONS TECHNICIAN, SR-40, Open/Promotional-Dual Certification, eligibility from 2/1/17. Commissioner Baird questioned only two ranks on the list. Director Dixon explained that in this instance, a job offer would be made without the need to supplement the list.

Passed unanimously

- C. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve an Eligibility List for CONSTRUCTION PROJECTS MANAGER II, Management Salary, Group 5-Range 3, Open/Promotional-Dual Certification, eligibility from 1/23/17.

Passed unanimously

- D. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve an Eligibility List for SECRETARY, SR-36, Open/Promotional, eligibility from 2/7/17.

Passed unanimously

7. CLASSIFICATION REVISIONS

- A. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve class description revisions for Instructional Assistant Special Education (Non-Severe).

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve class description revisions for Instructional Assistant Special Education (Severe).

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve class description revisions for Instructional Assistant Special Education (Behavior Intervention).

All passed unanimously with the suggestion that the word “handicapped” be replaced with a more up-to-date term.

- B. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve class description revisions for Learning Commons Technician.

Passed unanimously

- C. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve class description revisions for Associate Superintendent-Business Services. Commissioner King stated that the candidate should have a Bachelor’s degree. Superintendent Dill stressed that it is most important that the candidate has a school business background.

Passed unanimously

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

The Personnel Commissioners’ packets included for review and discussion:

- A. Vacancy Report
- B. Personnel List Report

9. CORRESPONDENCE

None

10. PUBLIC COMMENTS

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

A. California School Employees Association – None from President Matt Colwell. Carmen Blum commented on Employee of the Year program that is currently in progress. The May 9, 2017 Personnel Commission meeting will honor Employees of the Year.

B. San Dieguito Union High School District – Superintendent, Eric Dill, thanked Director Dixon for the recruitment work now and in the next four months.

C. Public – None

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, March 14, 2017, at 3:30 p.m. in the Oak Crest Middle School Learning Commons, 675 Balour Drive, Encinitas, CA 92024.

12. ADJOURNMENT

The Personnel Commission meeting adjourned at 4:42 p.m.



Union High School District

Board of Trustees
Joyce Dalessandro
Beth Hergesheimer
Amy Herman
Maureen "Mo" Muir
John Salazar

Superintendent
Eric R. Dill

710 Encinitas Boulevard, Encinitas, CA 92024
Telephone (760) 753-6491
Fax (760) 943-3522
www.sduhsd.net

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

Classification Review Report	
Classification	Nutrition Services Assistant I, II, III
Classification Type	Classified
Salary Range	25, 27, 29
Prepared By	Barbara Bass, Human Resources Analyst Susan Dixon, Director, Classified Personnel
Submission to Classification Advisory Committee	February 28, 2017
Submission to Personnel Commission	March 14, 2017
Agenda Item	6 A. Job Description Update

Background Information

The Personnel Commission staff met with Nutrition Services management to update the class descriptions for the Nutrition Services Assistant series as the descriptions had not been updated recently. In addition to formatting changes to adhere to our standard job description template, revisions were made to provide some consistency among shared duties. Additionally, due to the current process used to prepare food, the term "reheating" was added to the series.

Sources of Information

Rick Mariam, Director of Nutrition Services
Marley Nelms, Nutrition Program Supervisor/Registered Dietitian

Salary Compensation Review

As part of the job description updates, Personnel Commission staff conducted a salary compensation review for the job classifications. Although the comparison districts have comparable positions for the Nutrition Services Assistant I, it was difficult to find comparisons for the II and III level assignments due to the uniqueness of those roles. Based on the information obtained, there is no recommendation for salary reallocation.

District	Salary Range	Job Title	Minimum	Maximum
Carlsbad USD	7	Nutrition Services Assistant	\$13.53	\$16.45
Escondido UHSD	13	Student Nutrition Assistant	\$12.90	\$16.46
Escondido USD	19	Nutrition Services Assistant I	\$11.99	\$15.31
Grossmont UHSD	27	Food Services Assistant I	\$13.71	\$17.43
Oceanside USD	10	Nutrition Services Assistant	\$12.15	\$21.37
Poway USD	15	Food and Nutrition Assistant I	\$12.99	\$15.83
Ramona USD	11	Food Service I	\$11.70	\$15.00
San Marcos USD	2	Child Nutrition Services Assistant/Cashier	\$13.15	\$16.75
Sweetwater UHSD	38	Nutrition Services Assistant I	\$15.02	\$18.47
Vista USD	36	Child Nutrition Services Assistant II*	\$13.78	\$17.63
Average			\$13.09	\$17.07

San Dieguito	25	Nutrition Services Assistant I	\$14.50	\$19.46
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Recommendation

Revise the class descriptions for Nutrition Services Assistant I, II, and III as presented.

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

NUTRITION SERVICES ASSISTANT I

OVERALL JOB PURPOSE STATEMENT

Under the supervision of an assigned supervisor, the ~~job of~~ Nutrition Services Assistant I ~~is done for the purposes of performing~~ performs routine tasks in the assembly, preparation, reheating, serving, and sale of food in a high school or middle school kitchen or food service area.

DISTINGUISHING CHARACTERISTICS

Positions in the nutritional services series prepare, assemble, reheat, transport and serve food in compliance with current health standards for meeting mandated nutritional standards and meeting projected meal requirements with a minimum of waste. They verify quantities and specifications of orders, prepare documentation of items prepared and sold and provide information and direction to customers about the type and cost of meals.

The Nutrition~~a~~ Services Assistant I class performs routine duties such as setup, serving, cleaning and basic food assembly and operating a point of sale terminal. This class differs from the Nutrition~~a~~ Services Assistant II which is a more experienced level in the series, performing responsible and complex food service duties such as coordinating and overseeing assigned areas, assisting in record-keeping and occasionally assisting or substituting for a supervisor as necessary at a satellite facility.

ESSENTIAL FUNCTIONS

- Cleans utensils, equipment and the storage, food preparation and serving areas ~~for the purpose of and maintaining~~ maintains sanitary conditions in compliance with current health standards.
- Estimates food preparation amounts in accordance with lists and schedules prepared by the Nutrition Services Supervisor ~~for the purpose of meeting to meet~~ projected meal requirements and ~~minimizing to~~ minimize waste.
- Sets up work and food serving areas for the purpose of meeting in accordance with standards for efficient and effective food assembly, reheating and serving of food items, ~~and ensuring~~ ensures adequate quantity and quality of items ~~to be~~ served at scheduled meal times.
- ~~Responds to inquiries of students, staff and the public for the purpose of providing~~ Provides information and/or direction to students, staff and the public regarding the type and/or cost of meals, ~~marketing and markets~~ items to increase sales and to present a pleasant atmosphere for eating.
- Inspects one or more items of food and/or supplies ~~for the purpose of~~ to verify ~~ing~~ quantity and specifications of orders and/or to comply ~~ing~~ with mandated health requirements.
- Operates a point of sale terminal in accordance with established procedures (e.g. setup, maintenance, accounting of monies, making change, etc.) ~~for the purpose of selling food items and accounting for monies received from, and change made for, customers.~~
- Assembles, prepares, reheats and serves food and beverage items, ~~for the purpose of meeting mandated nutritional requirements and projected meal requirements and/or requests of students and school personnel.~~
- Stores unused food items in accordance with health and sanitation standards ~~for the purpose of maintaining items for future use.~~
- ~~Maintains equipment in the storage, food preparation and serving areas (e.g. cleans, stores, organizes, etc.) for the purpose of maintaining sanitary conditions in compliance with current health standards.~~

NUTRITION SERVICES ASSISTANT I

- Stocks food, condiments, beverages and supplies ~~for the purpose of maintaining adequate quantities and security of items.~~
- Assists other personnel as may be required ~~for the purpose of supporting them~~ in the completion of their work activities.
- ~~Attends~~ work-related meetings and trainings (e.g., in-service training, etc.) ~~for the purpose of receiving and/or conveying information.~~
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

~~SKILLS, KNOWLEDGE AND ABILITIES~~

~~SKILLS~~

~~Perform multiple, non-technical tasks. Adhere to safety practices. Operate equipment used in quantity food production. Prepare and maintaining accurate records.~~

~~KNOWLEDGE OF:~~

~~Knowledge is required to perform~~

- ~~b~~Basic math; ~~u~~nderstand written procedures; ~~w~~rite routine documents; ~~s~~peak clearly; ~~u~~ and ~~t~~o understand complex, multi-step written and oral instructions
- ~~h~~Health standards and hazards related to cooking and storing food;
- ~~q~~Quantity cooking and
- ~~s~~Safety practices and procedures;
- ~~s~~Standard kitchen equipment, utensils and measurements.

~~ABILITIES TO:~~

- Perform routine food service tasks
- Schedule activities; ~~u~~ ~~collate data~~;
- ~~w~~Work with a diversity of individuals and/or groups; ~~u~~ ~~work with specific, job-related data~~; ~~utilize~~
- Use a variety of job-related equipment;
- ~~a~~Assemble, prepare, reheat, serve and sell a variety of food items in large quantities in a sanitary kitchen and/or food service area;
- ~~o~~Operate a point of sale terminal and compute daily cash totals;
- Operate equipment used in quantity food production
- Prepare and maintain accurate records
- ~~m~~Make change and arithmetic calculations quickly and accurately;
- ~~e~~Communicate effectively both orally and in writing ~~and~~
- Utilize electronic communication to send and receive information
- ~~p~~Post simple records;
- ~~w~~Work effectively under time restrictions;
- ~~u~~Understand~~ing~~ and follow complex, multi-step oral and written directions;

NUTRITION SERVICES ASSISTANT I

- ~~i~~ Interpret and apply rules, regulations, policies and procedures;
- ~~e~~ Establish and maintain cooperative and effective working relationships with others in a variety of circumstances;
- ~~m~~ Meet deadlines and schedules
- Adhere to health and safety procedures related to the job.

PROBLEM SOLVING

~~Following prescribed guidelines when working with data and with equipment. In working with others, some problem solving may be required to identify issues and select action plans.~~

FLEXIBILITY

~~Work with others in a variety of circumstances. Work with data utilizing specific, defined processes. Operate equipment using standardized methods.~~

RESPONSIBILITY

~~Responsibilities include: working under direct supervision using standardized routines and operating within a defined budget. There is a continual opportunity to have some impact on the Organization's services.~~

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires the ~~following~~ physical demands listed below. All positions in the Nutrition Services classifications involve considerable physical abilities due to the nature of the assignments; however, the percentage of time referenced below will vary from assignment to assignment depending upon shift worked, number of staff at assigned school site, location and configuration of the kitchen and other possible factors. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.: ~~significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 20% walking and 70% standing. This job requires the ability to lift objects weighing up to 50 lbs. The job is performed under some temperature extremes and some hazardous conditions.~~

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>Squatting/crouching, climbing/balancing, kneeling, twisting back, reaching above shoulder, using hand controls (oven/drawer knobs, steam table controls)</u>
<u>Seldom/Occasionally</u>	<u>Power/firm grasping (trash, food carts, loading/unloading trays)</u>
<u>Occasionally</u>	<u>Stooping/bending, neck flexation/rotation, pushing/pulling, reaching at shoulder</u>

NUTRITION SERVICES ASSISTANT I

Occasionally/Frequently Handling/simple grasping; lifting up to 40 lbs. (most items weigh less than 40 lbs.) at waist height and carrying up to 40 lbs. a distance of up to 10 feet (pots of food, stocking food supplies, unloading cases of water bottles, etc.)

Frequently Walking, standing, fingering/fine manipulation, reaching below shoulder

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to respond to safety buzzers, communicate with coworkers, students and staff. Vision ability to see near, distant, and color.

ENVIRONMENTAL CONDITIONS

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

EXPERIENCE

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

EDUCATION

~~High School diploma or equivalent.~~ None required.

REQUIRED TESTING

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

CONTINUING EDUCATION/TRAINING

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

CERTIFICATES

State of California Food Handler's Certificate

CLEARANCES

~~California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances. Criminal Justice Fingerprint/Background Clearance; TB Clearance every 4 years; pre-employment physical exam including drug screen.~~

CLASSIFIED

NUTRITION SERVICES ASSISTANT II

OVERALL JOB PURPOSE STATEMENT

Under the direction of an assigned supervisor, the ~~job of~~ Nutrition Services Assistant II ~~is done for the purposes of performing~~ performs a full range of tasks in the assembly, preparation, reheating, serving, ordering, receiving, and sale of food in a high school or middle school kitchen or food service area; assisting or substituting as assigned at a satellite facility or remotely located, specialized eatery; or filling in during the absence of the supervisor.

DISTINGUISHING CHARACTERISTICS

Positions in the nutritional services series prepare, assemble, reheat, transport and serve food in compliance with current health standards for meeting mandated nutritional standards and meeting projected meal requirements with a minimum of waste. They verify quantities and specifications of orders, prepare documentation of items prepared and sold and provide information and direction to customers about the type and cost of meals.

The ~~Nutritional~~ Services Assistant II class is a more experienced and independently functioning level in the series, performing responsible and complex food service duties such as coordinating and overseeing assigned areas, assisting in record-keeping and daily cash reconciliation and bank deposit preparation, coordinating the operation of a satellite serving area, ~~such as at La Costa Canyon High School, or a specialized eatery or student café such as at Torrey Pines Media Center,~~ including ensuring an ambiance of high customer service that encourages greater student utilization, and occasionally assisting or substituting for a supervisor as necessary in the site's main kitchen. This class differs from the Nutritional Services Assistant I which performs routine, recurring duties such as setup, serving, cleaning, ~~and~~ basic food ~~assembly and operation of a point of sale terminal in a kitchen serving line or at a cart and when a supervisor or lead worker is present or readily available.~~

ESSENTIAL FUNCTIONS

- Assists assigned supervisor for the purpose of overseeing volunteer and student workers, requisitioning, ordering and receiving food items, counting money and preparing cash deposits, recording and totaling data details for cash reports and substituting in the supervisor's absence as needed.
- Coordinates the operation of a satellite serving area, ~~such as at La Costa Canyon High School, or a specialized eatery or student café such as at Torrey Pines Media Center,~~ including ensuring an ambiance of high customer service that encourages and facilitates greater student utilization.
- Cleans utensils, equipment and the storage, food preparation and serving areas, for the purpose of and maintaining maintains sanitary conditions in compliance with current health standards.
- Estimates food preparation amounts in accordance with lists and schedules prepared by the Nutrition Services Supervisor ~~for the purpose of meeting to meet~~ projected meal requirements and minimizing to minimize waste.
- Sets up work and food serving areas ~~for the purpose of meeting in accordance with~~ standards for efficient and effective food assembly, reheating and serving of food items, ~~and ensuring ensures~~ adequate quantity and quality of items to be are served at scheduled meal times.
- ~~Responds to inquiries of students, staff and the public for the purpose of providing~~ Provides information and/or direction to students, staff and the public regarding the type and/or cost of

CLASSIFIED

NUTRITION SERVICES ASSISTANT II

meals, ~~and marketing markets~~ items to increase sales and to present a pleasant atmosphere for eating.

- Inspects one or more items of food and/or supplies ~~for the purpose of to~~ verifying quantity and specifications of orders and/or ~~to~~ complying with mandated health requirements.
- Operates a point of sale terminal in accordance with established procedures (e.g. setup, maintenance, ~~accounting of monies, making change, etc.~~) ~~for the purpose of selling food items and accounting for monies received from, and change made for, customers.~~
- Assembles, ~~prepares, reheats~~ and serves food and beverage items ~~for the purpose of meeting mandated nutritional requirements and projected meal requirements and/or requests of students and school personnel.~~
- Stores unused food items in accordance with health and sanitation standards ~~for the purpose of maintaining items for future use.~~
- Maintains equipment in the storage, food preparation and serving areas (e.g. cleans, stores, organizes, etc.), ~~and for the purpose of maintaining~~ maintains sanitary conditions in compliance with current health standards.
- Stocks food, condiments, beverages and supplies ~~for the purpose of maintaining adequate quantities and security of items.~~
- Assists other personnel as may be required ~~for the purpose of supporting them~~ in the completion of their work activities.
- ~~Attends~~ work-related meetings ~~and trainings~~ (e.g. in-service training, etc.) ~~for the purpose of receiving and/or conveying information~~
- Performs other job-related duties as assigned.

JOB REQUIREMENTS--: MINIMUM QUALIFICATIONS

~~SKILLS, KNOWLEDGE AND ABILITIES~~

~~SKILLS~~

~~Perform multiple, non-technical tasks. Adhere to safety practices. Operate equipment used in quantity food production. Prepare and maintain accurate records.~~

~~KNOWLEDGE OF:~~

Knowledge is required to perform

- ~~b~~Basic math; ~~read a variety of manuals; understand written procedures; write routine documents; speak clearly; understand complex, multi-step written and oral instructions~~
- ~~h~~Hhealth standards and hazards related to cooking and storing food,
- ~~q~~Quantity cooking ~~and~~
- ~~s~~Safety practices and procedures;
- ~~s~~Standard kitchen equipment, utensils and measurements-

~~ABILITIES TO:~~

- Perform routine food service tasks
- Schedule activities ~~s. Gather and/or collate data.~~
- Consider a number of factors when using equipment
- Work with a diversity of individuals and/or groups-
- ~~w~~Work with specific, job-related data-
- Utilize Operate a variety of job-related equipment-
- Prepare and maintain accurate records

CLASSIFIED

NUTRITION SERVICES ASSISTANT II

- ~~Assemble~~ Assemble, prepare, reheat, serve and sell a variety of food items in large quantities in a sanitary kitchen and/or food service area.
- Operate a point of sale terminal and compute daily cash totals.
- Make change and arithmetic calculations quickly and accurately.
- Communicate effectively both orally and in writing
- Utilize electronic communication to send and receive information
- Post simple records
- Input data into a food service software system
- Work effectively under time restrictions
- Understand and follow complex, multi-step oral and written directions.
- Interpret and apply rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others in a variety of circumstances.
- Meet deadlines and schedules
- Adhere to health and safety procedures related to the job.
- Fill Fill in during the absence of the supervisor.

PROBLEM SOLVING

~~In working with others, some problem solving may be required to identify issues and select action plans. Problem-solving with data may require independent interpretation. Problem-solving with equipment is limited.~~

FLEXIBILITY

~~Work with others in a variety of circumstances. Work with data utilizing specific, defined processes. Operate equipment using standardized methods.~~

RESPONSIBILITY

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

WORKING ENVIRONMENT

~~The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 20% walking and 70% standing. This job requires the ability to lift objects weighing up to 50 lbs. The job is performed under some temperature extremes and some hazardous conditions and may be performed indoors and outdoors at a cart point of sale.~~

EXPERIENCE

~~Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.~~

EDUCATION

CLASSIFIED

NUTRITION SERVICES ASSISTANT II

~~High School diploma or equivalent.~~

REQUIRED TESTING

~~Pre-employment Proficiency Test~~

CONTINUING EDUCATION/TRAINING

~~None specified~~

CERTIFICATES

~~State of California Food Handler's Certificate within first 3 months of employment.~~

CLEARANCES

~~Criminal Justice Fingerprint/Background Clearance; TB Clearance every 4 years; pre-employment physical exam including drug screen.~~

WORKING ENVIRONMENT

~~The usual and customary methods of performing the job's functions requires the following physical demands listed below. All positions in the Nutrition Services classifications involve considerable physical abilities due to the nature of the assignments; however, the percentage of time referenced below will vary from assignment to assignment depending upon shift worked, number of staff at assigned school site, location and configuration of the kitchen and other possible factors. 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 Squatting/crouching, climbing/balancing, kneeling, twisting back, reaching above shoulder, using hand controls (oven/drawer knobs, steam table controls)~~

~~Seldom/Occasionally Power/firm grasping (trash, food carts, loading/unloading trays)~~

~~Occasionally Stooping/bending, neck flexation/rotation, pushing/pulling, reaching at shoulder~~

~~Occasionally/Frequently Handling/simple grasping; lifting up to 40 lbs. (most items weigh less than 40 lbs.) at waist height and carrying up to 40 lbs. a distance of up to 10 feet (pots of food, stocking food supplies, unloading cases of water bottles, etc.)~~

~~Frequently Walking, standing, fingering/fine manipulation, reaching below shoulder~~

AUDITORY OR VISUAL REQUIREMENTS

~~Auditory ability to respond to safety buzzers, communicate with coworkers, students and staff. Vision ability to see near, distant, and color.~~

ENVIRONMENTAL CONDITIONS

CLASSIFIED

NUTRITION SERVICES ASSISTANT II

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

EXPERIENCE

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

EDUCATION

None required.

REQUIRED TESTING

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

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CERTIFICATES

State of California Food Handler's Certificate

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.

CLASSIFIED

NUTRITION SERVICES ASSISTANT III

OVERALL JOB PURPOSE STATEMENT

Under the direction of an assigned supervisor, the ~~job of~~ Nutrition Services Assistant III ~~is done for the purposes of operating~~ operates a specialty, non-traditional "eatery" that also provides a learning lab for students enrolled in related classes (e.g. business, culinary arts, etc.~~);~~ ~~providing~~ provides promotional materials and displays to support the specialty operation; ~~performing~~ performs tasks ~~relating to~~ in the preparation, assembly, reheating, serving and sale of food at a school site location and/or specialty operation; ~~ensuring~~ ensures that adequate levels of product are ordered and stocked to meet customer preferences; ~~providing~~ provides occasional guidance and work coordination suggestions to students in classes whose course curriculum includes gaining practical experience in food service operations ~~and~~; filling-fills in as assigned during the absence of the supervisor.

DISTINGUISHING CHARACTERISTICS

Positions in the nutritional services series prepare, assemble, reheat, transport and serve food in compliance with current health standards for meeting mandated nutritional standards and meeting projected meal requirements with a minimum of waste. They verify quantities and specifications of orders, prepare documentation of items prepared and sold and provide information and direction to customers about the type and cost of meals.

The Nutritional Services Assistant III class is a more experienced and independently functioning level in the series, performing responsible and complex food service duties such as organizing and preparing items for a site eatery; ~~transporting~~ transporting items from the site's kitchen to the eatery; ~~reporting~~ reporting necessary reorder requests for food and supply items to meet customer preferences and needs; ~~interacting~~ interacting frequently with, and coordinating activities of, students working in the eatery as part of students' learning and academic curriculum; ~~and~~ as assigned, may fill in during the supervisor's absence. This class differs from the Nutrition Services Assistant I class which performs routine, recurring duties such as setup, serving, cleaning, basic food assembly and operation of a point of sale terminal in a kitchen serving line or at a cart and when a supervisor or lead worker is present or readily available. ~~a full range of responsible and complex tasks in the assembly, preparation, serving and sale of food.~~ The Nutrition Services III is the primary support staff for a specialty operation that includes a student education component.

ESSENTIAL FUNCTIONS

- Assists assigned supervisor for the purpose of overseeing volunteer and student workers, requisitioning, ordering and receiving food items, counting money and preparing cash deposits, recording and totaling data details for cash reports and substituting in the supervisor's absence as needed.
- Coordinates the operation of a satellite serving area, including ensuring an ambiance of high customer service that encourages and facilitates greater student utilization.
- Sets up, opens, maintains, closes and helps generate usage of ~~through customer service attitude, behaviors and appearance,~~ a specialty operation at a site such as a "student café." by demonstrating excellent customer service.
- Coordinates students as needed and directed in support of the specialty operation that functions as an experiential lab in the site's curriculum.
- Cleans utensils, equipment and food storage, preparation, and serving areas ~~for the purpose of~~ and maintaining ~~maintains~~ sanitary conditions in compliance with current health standards.

NUTRITION SERVICES ASSISTANT III

- Estimates food preparation amounts in accordance with lists and schedules prepared by the Nutrition Services Supervisor ~~for the purpose of meeting to meet~~ projected meal requirements and minimizing waste.
- Sets up work and food serving areas ~~for the purpose of meeting in accordance with~~ standards for efficient and effective food assembly, ~~reheating~~ and serving of food items, ~~and ensuring ensures~~ adequate quantity and quality of items ~~to beare~~ served at scheduled meal times.
- ~~Responds to inquiries of students, staff and the public for the purpose of p~~roviding information and/or direction ~~to students, staff, and the public~~ regarding the type and/or cost of meals, ~~and marketing markets~~ items to increase sales and to present a pleasant atmosphere for eating.
- Inspects one or more items of food and/or supplies ~~for the purpose of to~~ verifying quantity and specifications of orders and/or ~~to complying~~ with mandated health requirements.
- Operates a point of sale terminal in accordance with established procedures (e.g. setup, maintenance, ~~accounting monies, making change~~ etc.) ~~for the purpose of selling food items and accounting for monies received from, and change made for, customers.~~
- Assembles, ~~prepares- prepares, reheats~~ and serves food and beverage items ~~for the purpose of meeting mandated nutritional requirements and projected meal requirements and/or requests of students and school personnel.~~
- Stores unused food items in accordance with health and sanitation standards ~~for the purpose of maintaining items for future use.~~
- ~~Maintains equipment in the storage, food preparation and serving areas (e.g. cleans, stores, organizes, etc.) for the purpose of assuring maintaining sanitary conditions in compliance with current health standards.~~
- ~~Stocks food, condiments, beverages and supplies for the purpose of maintaining adequate quantities and security of items.~~
- ~~Assists other personnel as may be required in the completion of their work activities.~~
- ~~Attends work-related meetings and trainings (e.g., in-service training, etc.).~~
- Performs other ~~job~~-related duties as assigned.
- ~~Attends meetings (e.g. in-service training, etc.) for the purpose of receiving and/or conveying information.~~

JOB REQUIREMENTS—: MINIMUM QUALIFICATIONS

~~SKILLS, KNOWLEDGE AND ABILITIES~~

~~SKILLS~~

~~Skills to perform multiple, non-technical tasks; adhere to safety practices; operate equipment used in quantity food production; prepare and maintain accurate records; present a high level of customer service and positive interaction with students and staff who elect to purchase products from the specialty operation; adapt to variations in routine and complete multiple different tasks quickly and accurately under limited time availability; to communicate effectively with students, teachers and staff.~~

~~KNOWLEDGE OF:~~

~~Knowledge of~~

- ~~Basic math;~~
- ~~Health standards and hazards related to cooking and storing food~~
- ~~Quantity cooking~~
- ~~Safety practices and procedures~~

NUTRITION SERVICES ASSISTANT III

- ~~Standard kitchen equipment, utensils and measurements of quantity food preparation, safety practices and procedures and of standard kitchen equipment, utensils and measurements to read and understand a variety of manuals; of routine documents used in nutrition operations; to speak clearly and appropriately; to understand and follow complex, multi-step written and oral procedures and instructions; to adhere to and ensure implementation of Health standards and hazards related to preparing, assembling, transporting, serving and storing food.~~

ABILITIES TO:

Ability to

- Perform routine food service tasks
- Present a high level of customer service and positive interaction with students and staff
- Consult with Nutrition Services Director and classroom teachers to adapt products, processes and services to fit the specialty operation
- Work and make standard operational judgments and decisions without immediate presence of direct supervision by using and applying standardized procedures
- Operate within a defined budget
- ~~s~~ Schedule activities; ~~to gather and/or collate data; to~~
- ~~e~~ Consider a number of factors when using equipment; ~~to~~
- Adhere to and ensure implementation of health standards and hazards related to preparing, reheating, assembling, transporting, serving and storing food
- ~~w~~ Work with a diversity of individuals and/or groups; ~~to~~
- ~~w~~ Work with specific, job-related data; ~~to~~
- utilize Operate a variety of job-related equipment; ~~to~~
- Prepare and maintain accurate records
- Input data into a food service software system
- ~~a~~ Assemble, prepare, reheat, serve and sell a variety of food items in large quantities in a sanitary kitchen and/or food service area; ~~to~~
- ~~o~~ Operate a point of sale terminal and ~~to~~ compute daily cash totals; ~~to~~
- ~~m~~ Make change and arithmetic calculations quickly and accurately; ~~to~~
- Communicate effectively both orally and in writing
- Utilize electronic communication to send and receive information
- ~~m~~ Monitor and provide for the security of all monies and food items assigned; ~~to~~
- ~~u~~ Understand and follow complex, multi-step oral and written directions; ~~to~~
- ~~i~~ Interpret and apply rules, regulations, policies and procedures; ~~to~~
- ~~e~~ Establish and maintain cooperative and effective working relationships with others in a variety of circumstances; ~~to~~
- ~~m~~ Meet multiple and varied daily deadlines and schedules with little room for error or delay; ~~to~~
- Adapt to variations in routine ~~to~~
- ~~f~~ Fill in during the absence of the supervisor.

PROBLEM SOLVING

~~In working with others, some problem solving may be required to identify issues and select action. Problem solving with data may require independent interpretation. Problem solving with equipment is limited to moderate.~~

NUTRITION SERVICES ASSISTANT III

FLEXIBILITY

Work with others in a variety of circumstances. Work with data utilizing specific, defined processes. Operate equipment using standardized methods. In consultation with Nutrition Services Director and classroom teachers, adapt products, processes and services to fit the specialty operation including changes to student curriculum and instructional goals presented by teachers...

RESPONSIBILITY

Responsibilities include: working and making standard operational judgments and decisions without immediate presence of direct supervision by using and applying standardized procedures; providing information and/or advising others; and operating within a defined budget; monitoring and maintaining security of all monies and food items assigned; filling in as supervisor when assigned during the supervisor's absence. Utilization of some resources from other work units may be required to perform the job's functions within time constraints. There is a continual opportunity to impact the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling (requires up to 50 pounds in each activity); some climbing and balancing; some 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 some temperature extremes (including periods of time in stand up freezer/refrigerator and handling frozen items) and some hazardous conditions. Pace of work is rapid with need to provide fast level of service within limited time available for student lunch period. Attire should be appropriate for working safely and in compliance with food handling standards and for facilitating the café atmosphere of the specialty operation to enhance participation.

EXPERIENCE

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above, for example at least one year of experience in retail or school kitchen preparing, assembling, and selling food items.

EDUCATION

High School diploma or equivalent.

REQUIRED TESTING

Pre-employment Proficiency Test

CONTINUING EDUCATION/TRAINING

None specified

CERTIFICATES

State of California Food Handler's Certificate; Serve/Safe Certification within 6 months of employment.

CLEARANCES

Criminal Justice Fingerprint/Background Clearance; TB Clearance every 4 years; pre-employment physical exam including drug screen.

CLASSIFIED

NUTRITION SERVICES ASSISTANT III

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires the following physical demands listed below. All positions in the Nutrition Services classifications involve considerable physical abilities due to the nature of the assignments; however, the percentage of time referenced below will vary from assignment to assignment depending upon shift worked, number of staff at assigned school site, location and configuration of the kitchen and other possible factors. 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)

<u>Seldom</u>	<u>Squatting/crouching, climbing/balancing, kneeling, twisting back, reaching above shoulder, using hand controls (oven/drawer knobs, steam table controls)</u>
<u>Seldom/Occasionally</u>	<u>Power/firm grasping (trash, food carts, loading/unloading trays)</u>
<u>Occasionally</u>	<u>Stooping/bending, neck flexation/rotation, pushing/pulling, reaching at shoulder</u>
<u>Occasionally/Frequently</u>	<u>Handling/simple grasping; lifting up to 40 lbs. (most items weigh less than 40 lbs.) at waist height and carrying up to 40 lbs. a distance of up to 10 feet (pots of food, stocking food supplies, unloading cases of water bottles, etc.)</u>
<u>Frequently</u>	<u>Walking, standing, fingering/fine manipulation, reaching below shoulder</u>

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to respond to safety buzzers, communicate with coworkers, students and staff. Vision ability to see near, distant, and color.

ENVIRONMENTAL CONDITIONS

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

EXPERIENCE

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above. An example of typical qualifying experience would be one year of experience in retail or a school kitchen preparing, assembling and selling food items.

EDUCATION

None required.

REQUIRED TESTING

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

CLASSIFIED

NUTRITION SERVICES ASSISTANT III

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CERTIFICATES

State of California Food Handler's Certificate

CLEARANCES

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

Classification Review Report	
Classification	HR Information Systems Support Analyst
Classification Type	Classified
Salary Range	52
Prepared By	Susan Dixon, Director, Classified Personnel Barbara Bass, Human Resources Analyst
Submission to Classification Advisory Committee	February 28, 2017
Submission to Personnel Commission	March 14, 2017
Agenda Item	6 B. Job Description Update

Background Information

The Personnel Commission staff recently conducted a recruitment for HR Information Systems Support Analyst. When screening the pool of applicants and working with the Director of Human Resources on the exam content, it became apparent that the job description for the assignment does not accurately describe the work performed by the current incumbent and is not representative of the duties intended to be assigned to the new hire.

When the classification of HR Information Systems Support Analyst was established in 2013, the District was in the midst of moving towards the implementation of PeopleSoft. The anticipated need for the assignment was to perform duties primarily related to systems support. Also, at about this time, the workers' compensation function was moved from Risk Management to the Human Resources office and the duties associated with workers' compensation were assigned to the HR Information Systems Support Analyst since the time spent supporting systems was not as great as originally anticipated. Although Risk Management informed Human Resources management that the number of claims was fairly small, the reality is that duties associated with workers' compensation quickly became the main focus of this assignment and the incumbent currently spends more time on this role than with benefits and HRIS responsibilities. In addition, as a result of recent audits, the department has identified a need to have an individual within Human Resources work with staff on maintaining mandated notifications and following up with employees to ensure that required documentation has been received. This type of work best falls on this classification in that it involves tracking and reporting. As such, the description has been modified considerably.

Sources of Information

Tina Peterson, Director, Human Resources
 Torrie Norton, Associate Superintendent, Human Resources
 Comparable districts in San Diego County

Salary Compensation Review

As part of the review of this classification, Personnel Commission staff conducted a salary compensation analysis for the classification. This assignment is somewhat unique in that it covers four functional areas not always grouped together, especially in larger districts. As such, it was difficult to identify positions which are true comparisons. The classifications and salary data listed below are intended to provide a representative view of compensation for various responsibilities contained within the SDUHSD assignment. Most districts do not have valid comparison positions due to their singular specialization. These classifications are paid at a rate lower than our classification. Several districts do have classifications that have responsibility for multiple functions. These salaries tend to be higher than those with a single responsibility. Several tables of salary comparisons are provided in an effort to substantiate the recommendation to retain allocation at Range 52. The incumbent will regularly apply independent judgment when acting as the primary person responsible for these multiple functions. In addition, the level of knowledge required to perform the essential functions is consistent with Range 52 assignments. The level of specialization requires knowledge of federal and state regulations, benefits costs and plan details, workers’ compensation practices and the interactive process. The duties performed in this specialized assignment will ensure that workers’ compensation, benefits, and a variety of HR reports from various systems are administered according to legal requirements. In addition, the knowledge required specific to Human Resources Information Systems (HRIS) is significant as the incumbent will remain the point of contact for the department in addressing systems issues.

The table below shows only the comparisons that have both benefits and workers compensation:

District	Salary Range	Job Title	Minimum	Maximum
Carlsbad	35 C	Employee Risk and Benefits Administrator.	\$58,362	\$70,939
Mira Costa Community College	25	Benefits Coordinator/HR Specialist (also has PeopleSoft component)	\$65,911	\$80,383
San Diego County Office of Education	52 C	Employee Benefits Technician (WC included)	\$53,033	\$67,691
Average			\$59,102	\$73,004
San Dieguito	52	Workers’ Compensation, Benefits & HRIS Specialist	\$58,427	\$78,478

The table below contains the classifications which were used to allocate the HR Information Systems Support Analyst classification when it was established in 2013. Although the SDUHSD assignment is no longer dedicated primarily to this function, many of these responsibilities are still maintained in the classification.

District	Salary Range	Job Title	Minimum	Maximum
Grossmont UHSD	59	Information Analyst	\$62,129	\$79,134
Mira Costa Community College	30	Information Technology Analyst	\$76,135	\$92,873

Poway USD	48	Sr. Information Systems Support Analyst	\$61,056	\$74,388
Ramona USD	32	Information Systems Support Specialist	\$41,748	\$53,496
San Diego County Office of Education	58	Payroll/Personnel Systems Analyst	\$60,601	\$77,346
Sweetwater UHSD	62	Personnel Systems Specialist	\$56,136	\$69,048
Vista USD	60	Information Systems Support Specialist	\$51,825	\$66,341
		Average	\$58,519	\$73,232
San Dieguito	52	HR Information Systems Analyst	\$58,427	\$78,478

The table below contains classifications at our comparison districts that have workers' compensation and benefits as two separate classifications. These assignments are not valid comparisons due to their singular responsibility.

District	Salary Range	Job Title	Minimum	Maximum
Escondido UHSD	35	Benefits Technician	\$41,469	\$55,572
	35	Workers Comp/Risk Management Specialist	\$41,469	\$55,572
Escondido Union	38 C	Benefits Technician II	\$40,281	\$51,411
	40	Risk Management Technician	\$41,894	\$53,467
Grossmont UHSD	60 C	Benefits Specialist Risk Management Specialist (not a comp, higher duties in addition to WC)	\$51,513	\$65,746
Oceanside USD	30	Benefits Technician	\$45,245	\$57,384
	30	Workers' Compensation Technician	\$45,245	\$57,384
Poway USD	33	Insurance Benefits Technician	\$42,168	\$51,372
	27	Workers' Compensation Technician	\$36,366	\$44,304
Ramona USD		No comparison for Benefits or Workers Comp		
San Marcos USD		No comparison		
Sweetwater UHSD	61	Senior Benefits Technician Risk Management Specialist (not a comp, higher duties in addition to WC)	\$54,804	\$67,392
Vista USD	58 58	Employee Benefits Technician Risk Management Technician (no job description on website)	\$50,281	\$63,191

Recommendation

Retitle the classification of HR Information Systems Support Analyst to Workers' Compensation, Benefits & HRIS Specialist. Revise the class description 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

CLASSIFIED PERSONNEL

~~HR INFORMATION SYSTEMS SUPPORT~~ **WORKERS' COMPENSATION, BENEFITS & HRIS SPECIALIST ANALYST**

OVERALL JOB PURPOSE STATEMENT

~~Under the direction of the Associate Superintendent/Human Resources and the Director of Human Resources, the job of HR Information Systems Support Analyst~~ the Workers' Compensation, Benefits & HRIS Specialist performs a broad range of duties in support of multiple human resources functions. Duties are concentrated in the areas of: workers' compensation filings and subsequent processes including reasonable accommodation considerations and return to work programs; benefits administration for employees and retirees; HRIS support; and coordination and ongoing maintenance of a wide variety of notifications, records and reports to ensure the District is in compliance with regulations and mandates. ~~includes technical and resource services for the HR information system (HRIS) and other district resource application systems supporting the District's HR functions; providing technical coordination and training to District and site personnel who use these systems; troubleshooting system problems; resolving reports and data issues of the systems; planning, developing and maintaining systems software and reporting capability; perform professional personnel duties in support of the department.~~

DISTINGUISHING CHARACTERISTICS

Positions in the human resources program are responsible for activities district-wide to support the acquisition and retention of a quality workforce to carry out the instructional mission and administrative support functions of the District. The ~~HR Information Systems Support Analyst~~ Workers' Compensation, Benefits & HRIS Specialist is responsible for the integrity, utility, and availability of the data maintained in the District's human resource system, including technical HR support in the areas of coordinating and overseeing workers' compensation, long-term leaves, benefits, unemployment, HRIS support and for providing necessary reporting, customer service, and training to users of the information.

ESSENTIAL JOB FUNCTIONS:

- Performs a variety of complex technical work in the area of workers' compensation and long-term leave benefits; calculates, processes and posts workers' compensation, medical and other leaves; maintains knowledge of and assures compliance with applicable laws, codes, rules, regulations and contract provisions.
- Receives, reviews and responds to subpoenaed documents to comply with workers' compensation requirements.
- Analyzes workers' compensation voucher reports for accurate wage reporting to provide tax abatement information.
- Monitors, coordinates and communicates workers' compensation claims with injured employees, management, and claims administrators; serves as a District representative during Interactive Process meetings; analyzes circumstances of claims; assures prompt delivery of medical services and informs employees of benefit entitlements; coordinates return-to-work and transition to full duty within doctor restrictions.
- Coordinates and administers the benefits insurance program for District employees and retirees;

CLASSIFIED PERSONNEL

~~HR INFORMATION SYSTEMS SUPPORT~~ **WORKERS' COMPENSATION, BENEFITS & HRIS SPECIALIST ANALYST**

coordinates the annual open enrollment period including dissemination of plan information; answers questions or refers individuals to appropriate resource to assist with determining plan selection; enrolls new hires as needed.

- Reviews and analyzes monthly legislative regulations regarding health care reform, COBRA, etc.
- Assists with the benefit plan design and the development of updates to assure all new legislation is applied properly to various benefits plans.
- Determines employee eligibility and entitlements for various long-term benefits such as industrial accident leave, sick leave, donated/catastrophic leave, Family Medical Leave Act, California Family Rights Act, Pregnancy Disability Leave, long-term disability, etc.; tracks long-term leaves and makes adjustments to leave accounts.
- Provides accurate benefit information for annual budget projections and actual costs.
- In conjunction with human resources managers, coordinates and oversees a wide variety of notifications, records and reports (e.g. mandated reporter, sexual harassment, annual notifications) to ensure compliance with regulations and mandates; emails annual notifications to District employees, monitors receipt of acknowledgement and follows up with employees who are out of compliance.
- Prepares and disseminates various HR reports to ensure accurate financial and audit information pertaining to staffing, benefit plans, and actual compared to projected costs.
- ~~Oversees the development and implementation of the District's comprehensive human resources system for the purpose of ensuring accurate human resources data for position control budgeting process.~~
- ~~Trains as needed current and new human resources staff on the functions and system requirements all aspects of the new Human Capital Management (HCM) applicable human resources systems.~~
- ~~Monitors and leads the District's Position Control Committee through FTE data and open position reports.~~
- ~~Ensures the budget process correlates with current and future staff projections developed by human resources.~~
- ~~Develops and tests data procedures to validate and analyze system output to meet information needs.~~
- ~~Researches system problems, recommends alternative solutions.~~
- ~~Prepares and disseminates various HR reports to ensure accurate financial and audit information pertaining to staffing, benefit plans, and actual compared to projected costs.~~
- ~~Provides accurate benefit information for annual budget projections and actual costs.~~
- ~~Reviews and analyzes monthly legislative regulations regarding health care reform, COBRA, etc. Assists with the benefit plan design and the development of updates to assure all new legislation is applied properly to various benefits plans.~~

CLASSIFIED PERSONNEL

~~HR INFORMATION SYSTEMS SUPPORT~~ WORKERS' COMPENSATION, BENEFITS & HRIS SPECIALIST ANALYST

- Analyzes EDD unemployment disability submissions for dispute.
- Extracts, compiles and submits monthly and quarterly EDD employee payroll data and multiple wage reports.
- Chief operator of Assists in the ongoing maintenance of the substitute employee management system for the purpose of to ensure its efficiency and effectiveness ~~designing and maintaining revision of assignment classifications, report configurations and administrator rights and privileges.~~
- Coordinates activities to support site personnel for the purpose of ensuring proper use of and procedures to maintain HR systems.
- Designs various reports and report formats and data applications for the purpose of providing information to meet specific reporting needs.
- Analyzes HR information using applications software for the purpose of providing information needed to make various HR program decisions.
- As assigned, ~~d~~Designs and prepares various presentations for print and computer reproduction for the purpose of to communicating data information to District departments, to other agencies, and to the general public.
- Assists in the support of systems and projects as directed for the purpose of maintaining integrity of the HR system and meeting the information needs of system users.
- Consults with system vendors to ~~E~~nsures proper linkage among components of the HR system and the District's payroll, budgeting and financial reporting systems for the purpose of maintaining system integrity and accuracy.
- ~~Performs a variety of complex technical work in the area of workers' compensation and long-term leave benefits; maintains knowledge of and assures compliance with applicable laws, codes, rules, regulations and contract provisions.~~
- ~~Monitors, coordinates and communicates workers' compensation claims with injured employees, management, and claims administrators; analyzes circumstances of claims; assures prompt delivery of medical services and informs employees of benefit entitlements; coordinates return to work and transition to full duty within doctor restrictions.~~
- ~~Determines employee eligibility and entitlements for various long-term benefits such as industrial accident leave, sick leave, donated/catastrophic leave, Family Medical Leave Act, California Rights Act, Pregnancy Disability Leave, long term disability, etc.; tracks long term leaves and makes adjustments to leave accounts.~~

OTHER JOB FUNCTIONS:

- Performs other job-related duties as assigned.

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS

Knowledge, Skills and Abilities

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Adopted: August 22, 2013

Revised: December 16, 2014

Revised: March 14, 2017

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CLASSIFIED PERSONNEL

~~HR INFORMATION SYSTEMS SUPPORT~~ **WORKERS' COMPENSATION, BENEFITS & HRIS SPECIALIST ANALYST**

~~SKILLS~~ are required to perform multiple, technical tasks with occasional need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: speed and accuracy of data entry and extraction for recording, modifying and reporting information, including use of spreadsheets, word processing, and databases; to apply personnel policies, practices, and pertinent codes, policies, regulations and/or laws; communicate with persons of varied cultural and educational backgrounds; operate standard office equipment including utilizing pertinent software applications; plan and manage projects; prepare and maintain accurate records.

KNOWLEDGE OF:

- ~~Workers' compensation program requirements~~
- ~~Human resource data systems and records requirements;~~
- ~~Procedures to maintain complex database and reporting system;~~
- ~~Industry standards and procedures of relating to database application and maintenance for organization human resource/human capital information needs;~~
- ~~Modern office practices, procedures and equipment;~~
- ~~Design and format of reports extracted from human resource database systems;~~
- ~~Troubleshooting and diagnostic techniques for identifying and resolving database and reporting errors;~~
- ~~Time and attendance accounting procedures and leave policies and legislation (e.g. FMLA, CFRA);~~
- ~~workers' compensation program requirements;~~
- ~~Benefit and retirement insurance programs, policies, procedures, and legislation (e.g. COBRA, ACA);~~
- ~~Basic principles of training;~~
- ~~Software applications used by the District;~~
- ~~Oral and written communication skills;~~
- ~~Telephone techniques and etiquette;~~
- ~~Correct English usage, grammar, spelling, punctuation and vocabulary;~~
- ~~Interpersonal skills using tact, patience and courtesy;~~
- ~~Principles of providing work direction and guidance.~~

ABILITY TO:

- ~~Communicate and work effectively with others;~~
- ~~Understand written and oral instructions;~~
- ~~Organize and plan an effective work schedule with users;~~
- ~~Maintain complex human resource database systems and applications;~~
- ~~Troubleshoot and debug database applications and software problems;~~
- ~~Train and assist others in the use and functions of assigned software;~~
- ~~Provide and maintain documentation of installed systems;~~
- ~~Work without close supervision on complex data problems and related software;~~
- ~~Communicate with vendors and other technical experts to diagnose and eliminate data and software problems;~~

CLASSIFIED PERSONNEL

~~HR INFORMATION SYSTEMS SUPPORT~~ **WORKERS' COMPENSATION, BENEFITS & HRIS SPECIALIST ANALYST**

- ~~d~~Demonstrate effective project management skills;
- ~~w~~Work with accuracy and precise attention to details and provide similar guidance to system end-users;
- ~~p~~Provide work direction and guidance to others;
- ~~r~~Read, interpret and apply technical manuals and documentation;
- ~~a~~Apply personnel policies, practices, and pertinent codes, policies, regulations and/or laws
- Enter data with speed and accuracy for recording, modifying and reporting information, including use of **complex** spreadsheets, word processing, and databases
- Operate standard office equipment
- ~~d~~Detect errors in data output;
- Prepare and maintain accurate records
- ~~a~~Analyze situations accurately and adopt an effective course of action;
- ~~m~~Meet schedules and timelines;

~~observe legal and defensive driving practices;~~

~~travel between district sites and to other work-related locations such as the San Diego County Office of Education.~~

Responsibility

~~Responsibilities include: working under limited supervision using standardized practices and methods focusing primarily on results. Utilization and/or coordination of resources from other work units is occasionally required to perform the job's functions. There is a continual opportunity to positively affect the organization's services.~~

Working Environment

The usual and customary methods of performing the job's functions requires working in an office.

The job functions require the following physical demands **listed 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:

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 or Occasionally	Pushing and pulling, reach above shoulder, reach at shoulder, stooping/bending, climbing/balancing, pushing/pulling, crawling
Occasionally	Walking, standing, squatting/crouching, lifting and carrying up to 25 pounds at waist or overhead/shoulder height up to <u>a distance of</u> 25 feet
Occasionally or Frequently	Handling, simple grasping
Frequently	Neck flexation/rotation, reach below shoulder, fingering/fine manipulation to operate a keyboard and special equipment
Frequently or Continuously	Sitting up to one hour in intervals

AUDITORY OR VISUAL REQUIREMENTS

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Adopted: August 22, 2013

Revised: December 16, 2014

Revised: March 14, 2017

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CLASSIFIED PERSONNEL

~~HR INFORMATION SYSTEMS SUPPORT~~ **WORKERS' COMPENSATION, BENEFITS & HRIS SPECIALIST ANALYST**

Auditory ability to hear others in order to communicate and make presentations, vision ability to see near, distant, color, depth and peripherally

ENVIRONMENTAL CONDITIONS

There is the potential for contact with dissatisfied or abusive individuals. Some travel may be required to attend business meetings, conferences or workshops. Must be able to operate a vehicle requiring a California Class C driver's license.

EDUCATION

~~A Bachelor's degree in human resources, business, accounting, finance, or closely related field. Additional qualifying experience may be substituted for the education requirement on the basis of 24 semester/45 quarter units for each year of full-time experience in Human Resources performing job related duties.~~ College-level coursework in human resources, business, accounting, finance or closely related field is preferred.

EXPERIENCE

~~Three~~ Five years of increasingly responsible Human Resources experience including, a minimum of three years of experience working directly with the processing of Workers' Compensation claims and employee benefits administration and one year of experience using a large information system and database to include complex queries and data extraction. ~~preferably~~ Experience in a school district or public administration environment is preferred. ~~with one year of experience in the use of large information systems and databases.~~

REQUIRED TESTING

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

LICENSES AND CERTIFICATES

Possession of a valid State of California Class C or higher driver's license and evidence of insurability.

CONTINUING EDUCATION/TRAINING

None specified.

CLEARANCES

Fingerprint Clearances issued by the California Department of Justice and the Federal Bureau of Investigation (FBI); TB Clearance; Pre-employment negative drug screen.

Classification Review Report	
Classification	Health Technician
Classification Type	Classified
Salary Range	35
Incumbent	Carolyn Kinnare
Submission to Classification Advisory Committee	January 31, 2017 February 28, 2017
Submission to Personnel Commission	March 14, 2017
Agenda Item	Classification Revision #7

Background Information

The classification of Health Technician was established in May of 1987. The job description has been updated once, in July of 2003. With the exception of Sunset High School, each of the District's school sites employs one person in this classification. Carolyn Kinnare, who was the Health Technician at Earl Warren Middle School, submitted a request for classification review in September of 2016. Ms. Kinnare has since been promoted to a different classification; however, the study proceeded as the classification had not been reviewed for many years.

Sources of Information

Classification Review Form submitted by: Carolyn Kinnare
 Meeting with incumbent: Carolyn Kinnare
 Meeting with School District Nurse: Anna Weirather
 Meeting with Director of School & Student Services: Meredith Wadley
 Meeting with School Principal: Adam Camacho
 San Diego County Office of Education JPA Website: Working Conditions Standards
 Designated Comparison Districts in San Diego County

Study Summary

Personnel Commission staff met with the incumbent, the School District Nurse, the Director of School & Student Services and the school site principal to gather relevant information. The school site principal, the Nurse and the Director of School & Student Services have shared responsibility for oversight of the Health Technicians. The Nurse and the Director, as the health care professionals, provide training and are the Health Technicians' contact for medical-related, procedural and administrative questions. The school site principal, as the site administrator,

monitors the Health Technicians' attendance and interaction with students, staff, and parents. This shared responsibility for supervision of the Health Technician classification exists since the School District Nurse(s) and Director have the overall responsibility for the medical care of all District students and they have the body of knowledge and appropriate certifications to serve as the authority for health and medical issues.

Each task from the class description was reviewed with Ms. Kinnare as were the tasks she listed on her request form which she states are not addressed in the class specification. Ms. Kinnare provided specific examples of each duty to provide clarification as to what each task entails. Subsequently, these tasks were reviewed with the District Nurse and Director and, based on this combined review, several deletions and additions are proposed for the revised description. Existing tasks removed from the description include overseeing parent volunteers (the District no longer permits parents to help in the health office) and the obtaining of health histories specific to special education students (the District Nurse and special education staff work more directly with this task, the Health Technicians' role is limited to distribution of the forms).

Ms. Kinnare listed a number of tasks which are not currently described in the class description. Several of those have been added to the revised class description as they are a regular part of the assignment for Health Technicians. These tasks include: notifying appropriate parties of student illnesses; maintaining confidentiality (a condition of many jobs but called out as a task on this description considering the sensitive information); reviewing and following up with immunization records specific to new students (a separate task from the existing maintenance of immunization records of students already at the school); the scheduling and recordkeeping specific to mandated hearing and vision testing; the maintenance of long-term physical education medical excuses; and the inventorying and ordering of supplies (called out as a stand-alone duty rather than grouped with maintaining documentation). Each of these tasks are consistent with the overall job purpose of a Health Technician in that they support the health needs of students or are related to conveying or maintaining health-related information. Several of the tasks Ms. Kinnare listed as items Health Technicians perform were not added to the revised description in that they are tasks which: the Nurse will inform Health Technicians to cease performing (washing blankets/pillowcases); are already generally referenced as an essential function (e.g., manage emergency bags and buckets is included with inventory); or are not a part of the Health Technician job but rather a school site assignment (e.g., serving on a site safety committee).

Information Ms. Kinnare provided in response to the inquiry as to which tasks or projects are most challenging were discussed with both Ms. Kinnare and her supervisors. The first and third statements speak to the responsibility Health Technicians have to make sure the student is safe while at school. It is understandable and appreciated that Health Technicians feel a strong sense of responsibility for the health and safety of the students at their respective schools as they are the ones who have regular, direct interaction with many of the students as a result of individual medical conditions or situations. However, the tasks performed by Health Technicians to support students are largely routine and are prescribed by District protocol, doctors' orders, or from the direction of a District Nurse or administrator. When an emergency does arise, administrators are immediately notified by the staff member who is observing the emergency and the administrator then determines whether a 911 call is made. The Director of School and Student Services and the District Nurse indicated that school staff members, primarily teachers and administrators, are receiving more training regarding emergency medical procedures due to the fact that most emergencies occur outside of the health office and the action taken may need to occur immediately. The District recently added a second Nurse to its staff to increase training opportunities available to District staff as well as increase the availability of a medical professional on hand to serve as a resource and direct provider in medical emergencies.

The proposed additions to the essential functions are consistent with the existing overall job purpose statement for this classification. Revisions to the knowledge and abilities required for the classification are largely due to the elimination of the "Skills" portion of the minimum requirement section. The items listed under "Skills" have been relocated to "Ability" as have some of the statements under "Knowledge". Other revisions remain consistent with the scope of work being performed and are not of a more complex nature.

The Working Environment section of the description has been updated to reflect the physical and environmental conditions associated with this classification. The JPA of San Diego County Office of Education has provided school districts with model language to include in descriptions. The standards provided by the JPA include the physical demands, auditory and visual requirements and environmental conditions typical of this classification. The proposed changes reflect this recommended language.

A review of comparable classifications in the designated comparison districts indicates that the average starting rate of pay for duties comparable to those of Health Technician is \$16.75 hourly and the average maximum pay rate is \$21.16 hourly. Based on this information, Range 35 of the San Dieguito Union High School District Classified Salary Schedule is an appropriate salary allocation and, as such, there is no recommendation to reallocate the classification.

Salary Compensation Review

Health Technician				
District	Salary Range	Job Title	Minimum	Maximum
Carlsbad Unified	19	Health Technician	\$18.21	\$22.12
Escondido UHSD	20	Health Office Clerk	\$14.81	\$19.85
Escondido USD	29	School Health Clerk	\$15.35	\$19.59
Grossmont UHSD		No comparison		
MiraCosta CC		No comparison		
Oceanside Unified	18	Health Clerk	\$16.48	\$21.07
Poway Unified	26	Health Services Technician	\$17.04	\$20.78
Ramona Unified	18	Health Technician	\$14.20	\$18.18
San Diego COE	41	Health Services Technician	\$19.16	\$24.45
San Marcos Unified	25	Health Aide	\$16.10	\$20.50
Sweetwater UHSD	50	Health Technician *not currently used at school sites	\$19.41	\$23.87
Vista Unified		No comparison		
Average			\$16.75	\$21.16
SDUHSD	35	Health Technician	\$18.54	\$24.88

Recommendation

Revise the class description for Health Technician as specified (see attachment) and retain Range 35 of the Classified Salary Schedule as the salary allocation for the classification of Health Technician.

Vote by Committee Members:

Vote	Member	Vote	Member
No	Carmen Blum, CSEA	Yes	Dan Love, Admin
Yes	Matt Colwell, CSEA	Yes	Rick Mariam, Admin
Yes	Debbie Johnson, CSEA	Yes	Tina Peterson, Admin

HEALTH TECHNICIAN

OVERALL JOB PURPOSE STATEMENT

Under the direction of a school site administrator and District Nurse, the ~~job of~~ Health Technician ~~is done for the purposes of providing~~ provides support in meeting the health needs of students; ~~and~~ documenting and maintaining student information required by ~~Federal~~ federal, ~~state~~, and local agencies; ~~and~~ providing appropriate care and/or referral for ill or injured students as may be required.

DISTINGUISHING CHARACTERISTICS

~~This job is distinguished from similar jobs by the following characteristics:~~ The Health Technician ~~is a specialized class responsible for providing assistance~~ assists in establishing and maintaining accurate and timely student health and emergency data records; ~~distributing~~ distributes medications to students in accordance with physician and parent instructions; ~~providing~~ The Health Technician provides first aid in the event of illness or injury to a student; ~~assuaging injured students and assessing~~ assesses the degree of urgency in a situation ~~to and~~ alerts site administrators and District Nurse of emergencies; ~~The Health Technician notifying~~ notifies parents or other authorized persons when students need to be sent home; ~~and for responding~~ and in emergency situations.

ESSENTIAL FUNCTIONS

- Evaluates student illness or injury, ~~for the purpose of determining~~ determines the kind of assistance to provide and the course of action to be taken for the welfare of the student.
- Notifies appropriate staff and parents or other authorized persons when student becomes ill while at school.
- Maintains strict confidentiality of student health issues and student records.
- Administers first aid in accordance with established procedures and for the purpose of providing provides appropriate care for injured or ill students or staff.
- Maintains health and immunization records and ensures records are up-to-date. ~~for the purpose of documenting activities and/or ensuring an up-to-date reference trail.~~
- Reviews new student health and immunization records, notifies parent/guardian of missing information and updates student's records online.
- Distributes medications to students under prescription protocols ~~for the purpose of~~ and ensuring ensures appropriate and timely delivery of prescribed dosages.
- Maintains documentation of health-related records (e.g., accident reports, mandated costs, illness, medical emergency cards, immunization records, ~~health records,~~ student office visits, accident reports, ~~inventory supplies, orders, etc.~~) ~~for the purpose of maintaining and providing adequate records and/or conveying information.~~
- Coordinates hearing and vision testing for District Nurse at assigned site and updates students' online records.
- Maintains a list of students who have a long-term P.E. medical excuse.
- ~~Compiles data for reports (e.g., medication logs, dosage changes, lists of students visiting the health office, status reports, etc.)~~ for the purpose of preparing required documentation.
- Notifies site administrator and District Nurse in emergency situations ~~for the purpose of obtaining~~ to ensure timely and adequate medical treatment for injured or ill students.

HEALTH TECHNICIAN

- ~~Maintains a sanitary work areas-environment (e.g., sinks, counters, cots, etc.) including a clutter-free work space to minimize the potential of student health risks. for the purpose of maintaining a sanitary environment.~~
- ~~Contacts County Health Officials-District Nurse to report as occasion arises for the purpose of reporting cases of communicable disease.~~
- ~~Participates in meetings as directed. (e.g. staff orientation, IEP meetings, workshops, etc.) for the purpose of to conveying and/or receiving-receive information.~~
- ~~Oversees parent volunteers for the purpose of providing guidance with their work activities.~~
- ~~Obtains initial and triennial health histories for the purpose of documenting students' physical, mental and medical status in accordance with special education assessment requirements.~~
- Assists the District Nurse in coordinating required health-related documents.
- Inventories health office supplies and requests supplies through the appropriate staff.
- ~~Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals. Performs other job-related duties as assigned.~~

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE AND ABILITIES

There is a potential need to upgrade the knowledge and abilities listed below in order to meet changing job conditions.

~~SKILLS~~ are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; handling hazardous materials; operating equipment used in the health office; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE OF:

is required to perform

- ~~basic math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes:~~
- CPR and basic first aid techniques;
- health and safety regulations and practices including those related to cleaning and sanitization; county emergency services; public and private health agencies, programs and services; applicable sections of State Education Code and other applicable laws; and
- modern office practices, procedures and equipment;
- record-keeping techniques;
- correct English usage, grammar, spelling, punctuation and vocabulary;
- oral and written communications skills;
- ~~telephone techniques and etiquette.~~

Knowledge of public and private health agencies, programs and services, applicable sections of State

HEALTH TECHNICIAN

Education Code and other applicable laws, District policies and basic diagnosis terms can be learned on the job.

ABILITY is required ~~TO:to~~

- understand written and oral instructions
- schedule activities; gather, collate, and/or classify data;
- collect and enter information into a database and generate reports
- complete required documents
- prepare and maintain accurate records and
- use basic, job-related equipment including pertinent software applications. 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 standardized methods. Ability is also required to
- work cooperatively with a significant diversity of individuals and/or groups
- work under limited supervision
- work within the scope of authority for the position; work with data of varied types and/or purposes; and utilize job-related equipment. In working with others, independent
- problem-solving is required to analyze and resolve issues, and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: evaluating situations of
- evaluate student illness or injury; storing
- administer basic first aid
- store and administering medications to students using legally accepted practices; effectively and safely utilizing a variety of standard medical equipment;
- adhere to safety practices
- handle hazardous materials
- establishing and maintaining files, records, reports and referrals; understanding and working within scope of authority; learning applicable District policies, procedures and objectives; working cooperatively with others; understanding and following oral and written directions; assessing situations accurately and adopting an effective course of action; meeting
- meet schedules and time lines
- complete work while encountering many interruptions;
- plan and organize work planning and organizing work; maintaining records and preparing reports; working
- exercise confidentially with and discretion; communicating
- communicate effectively both orally and in writing;
- reading, interpreting and following rules, regulations, policies and procedures; maintaining simple records; and completing work with many interruptions.

HEALTH TECHNICIAN

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.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking and 20% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in a clean atmosphere.

WORKING ENVIRONMENT

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)

<u>Seldom</u>	<u>Climbing/balancing on step stools; with assistance and devices provided, lift students weighing more than 100 lbs. at waist height and carrying up to 30 feet; pushing/pulling, including students in wheelchairs; kneeling; squatting/crouching; stooping/bending</u>
<u>Occasionally</u>	<u>Lifting up to 10 lbs. and carrying up to 20 feet (supplies), pushing and pulling; handling/simple grasping; reach at, above, and below shoulder; standing; twisting back; neck flexation/rotation</u>
<u>Frequently</u>	<u>fingering/fine manipulation; sitting; walking</u>

AUDITORY OR VISUAL REQUIREMENTS

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

ENVIRONMENTAL CONDITIONS

Exposure to bodily fluids

EXPERIENCE

Job-related experience is required.

HEALTH TECHNICIAN

EDUCATION

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

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job functions, typically consistent with graduation from high school or equivalent. Requires one year of clerical experience involving frequent contact with the public.

REQUIRED TESTING

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

CERTIFICATES

CPR/First Aid Certificate

CONTINUING EDUCATION/TRAINING

Maintain current CPR/First Aid Certification, participation in ongoing job-related training as assigned.

CLEARANCES

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

San Dieguito Union High School District 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, for example, to remove antiquated wording or to clarify duties.
- 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). Reclassification may result in upward, lateral, or downward change to the position. The effects of such changes are outlined in Personnel Commission Rule Chapter 3.

POSITION TITLE	Health Technician
Employee	Carolyn Kinnare
Date of Request	9/9/16
Supervisor	Meredith Wadley
School/Department	Earl Warren Middle School/ Student Services
Hours Worked Day/Work Year	6/day, 10+
Date of Hire	2011
Date in Classification	2011
Education/Training/Certificates Held	CPR/First Aid/AED, BA- English, MA- Communications

Part 1: Typical Duties Task List (from description)

Relevant (R)/ No Longer Performing (No)	Frequency: Hourly/Daily/Monthly/Yearly	Task
	Daily	Evaluates student illness or injury for the purpose of determining the kind of assistance to provide and the course of action to be taken for the welfare of the student.
	Daily	Administers first aid in accordance with established procedures for the purpose of providing appropriate care for injured or ill students or staff.
	Daily	Maintains health and immunization records for the purpose of documenting activities and/or ensuring an up-to-date reference trail.
	Daily	Distributes medications to students under prescription protocols for the purpose of ensuring appropriate and timely delivery of prescribed dosages.
	Daily	Maintains documentation (e.g. accident reports, illness, medical emergency cards, immunization records, health records, student office visits, accident reports, inventory supplies, orders, etc.) for the purpose of maintaining and providing adequate records and/or conveying information.
	Daily	Compiles data for reports (e.g. medication logs, dosage changes, lists of students visiting the health office, status reports, etc.) for the purpose of preparing required documentation.
	As needed	Notifies site administrator in emergency situations for the purpose of obtaining timely and adequate medical treatment for injured or ill students.
	Daily	Maintains work areas (e.g. sinks, counters, cots, etc.) for the purpose of maintaining a sanitary environment.
	As needed	Contacts District Nurse to contact County Health Officials as occasion arises for the purpose of reporting cases of communicable disease.
	As scheduled	Participates in meetings as directed (e.g. staff orientation, IEP meetings, workshops, etc.) for the purpose of conveying and/or receiving information.
	N/A (at my site)	Oversees parent volunteers for the purpose of providing guidance with their work activities.
	Daily	Monitors Initial and triennial health histories for the District Nurse and Special Education to make sure they are completed by the due date.

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

Member of Site Safety Committee, attending regular meetings.

Responsible for the Emergency bags and Emergency "buckets" located around campus. This involves inventory and upkeep as well as informing staff and supply management.

Manages Emergency Cards for site. (not at my site but other sites are managed by the Health Technician)

Responsible for tracking and maintaining PE Excuse list for Assistant Principal, PE teachers, registrar, attendance and counseling and following up with parents when excuse expires or is not received.

Report health office activity regarding attendance to the Attendance Secretary daily. (not at my site by other sites)

Notify teachers if a student is going home for the day.

Maintain a high level of customer service in dealing with parents and students keeping in mind confidentiality.

Washing blankets and pillowcases as needed.

Monthly AED check, upkeep and report to Project Heartbeat.

Participates in annual training as well as other trainings at in-service meetings or online.

Responsible for field trip medications, contacting teacher and making sure they are trained if a student needing an EpiPen, Glucagon or Diastat will be going on the field trip.

Responsible for health training of staff such as EpiPen, Glucagon or Diastat training on site. This involves scheduling trainings with the District Nurse as well as motivating staff to take part.

Tracks contagious diseases reported on campus and notifies District Nurse as needed.

Schedules annual Hearing and Vision Testing for 8th grade, Special Education and APT students. This includes contacting District Nurse, site administrator and teachers to find dates, an available room and complete a Facilities Request form. Creating the testing forms and distributing to the teachers before the testing with directions and then recording and tracking results and re-scheduling fails and absences. Informing parents of Hearing and Vision fails as well as submitting and tracking applications for Lions Club assistance.

Reporting Hearing fails annually to California Health and Human Services

Reporting Immunization Assessment for 7th grade to "Shots for Schools" annually.

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?

Managing students with severe allergies or other serious medical conditions and being the conduit for the school, District Nurse, student, parents and physician to make sure the student is safe while at school.

Managing immunization records from parent submissions, to CSIR to signing blue cards in the cume files. This involves working with parents, the registrar, the District Nurse and doctor's offices and lasts from March through September.

I believe that the level of responsibility in Emergency situations regarding the Health and Welfare of students and faculty on campus is very challenging and having the factor or "life and death" situations as part of the position as well as the risk factor of our willingness to expose ourselves to illness, bodily fluids or contagious diseases to protect our campus makes the Health Technician an extremely valuable part of a school site staff.

Part 2: Knowledge of (from description)

Importance Rating 0=Not related 1=Helpful 2=Important 3=Essential	Correlating Task	List all statements from description
	3	basic math
	3	read technical information
	3	compose a variety of documents, and/or facilitate group discussions
	3	analyze situations to define issues and draw conclusions
	3	CPR and basic first aid techniques
	3	basic health and medical terminology and equipment
	3	health and safety regulations and practices
	3	county emergency services
	3	public and private health agencies, public and private health agencies
	3	applicable sections of State Education Code and other applicable laws
	3	modern office practices, procedures and equipment
	3	record-keeping techniques
	3	correct English usage, grammar, spelling, punctuation and vocabulary
	3	oral and written communications skills
	3	telephone techniques and etiquette

**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 	Health and Safety Codes, California Codes, District Requirements and Policies. Refer to these online
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 	Aeries CS, Aeries.net Microsoft Word, Microsoft Excel, Google Docs, Google forms, Gmail, Google Calendar May seek District help for use of these.

Tools

Tools (i.e. Technology, Office Equipment, Manual/Power Tools, etc.)	Example(s) of Task(s) Performed
multiple office equipment including telephone, fax, walkie talkie, computer and printer/scanner/copier	Communication with supervisors, site staff, parents, physicians or District.

Part 3: Ability to (from description)

Importance Rating 0=Not related 1=Helpful 2=Important 3=Essential	Correlating Task	List all statements from description
3		schedule activities
3		gather, collate, and/or classify data
3		use basic, job-related equipment including using pertinent software applications
3		Flexibility is required to work with others in a wide variety of circumstances
3		work with data utilizing defined but different processes
3		operate equipment using standardized methods
3		work with a significant diversity of individuals and/or groups
3		work with data of varied types and/or purposes
3		Prepare and maintain accurate records
3		independent problem solving is required to analyze issues and create action plans
3		Problem solving with data requires analysis based on organizational objectives
3		evaluating situations of student illness or injury
3		storing and administering medications to students using legally accepted practice
3		effectively and safely utilizing a variety of standard medical equipment
3		establishing and maintaining files, records, reports and referrals
3		understanding and working within scope of authority
3		learning applicable District policies, procedures and objectives
3		working cooperatively with others
3		understanding and following oral and written directions
3		assessing situations accurately and adopting an effective course of action
3		meeting schedules and time lines
3		planning and organizing work
3		maintaining records and preparing reports
3		working confidentially with discretion
3		communicating effectively both orally and in writing
3		reading, interpreting and following rules, regulations, policies and procedures
3		maintaining simple records
3		completing work with many interruptions
3		adhering to safety practices

Part 4: Contacts

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

CONTACTS	FREQUENCY (Minimal, Occasional, Frequently)	EXAMPLE OF INTERACTION
Supervisor	Occasional	In-service meetings or questions
Staff	Frequently	Phone, email co-workers daily
Vendors	n/a	
Community Members	Frequently	Calls to parents daily.
Other		

Part 5: Decision Making/Complexity/Guidance Received

Check the **ONE** statement that best applies to this position.

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

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

Check the **ONE** statement that best applies to this position.

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

Part 7: Organization – Supervisory Responsibilities

Check the **ONE** statement that best applies to this position.

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

Employees Directly Supervised:

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

Supervision:

Check the statement(s) that describe the type of supervision you perform.

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

Part 8: Minimum Qualifications (from description)

Current requirements listed on current description

Job Related Experience is Required.

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

CPR/First Aid Certificate

Licenses/Certificates: You believe are necessary to perform the job	CPR/First Aid/AED
Education Level: You believe is necessary to perform the job	<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 checked="" type="checkbox"/> Bachelor's Degree Major: <input type="checkbox"/> Graduate work or advanced degree Major:
Years of Experience: You believe is necessary to perform the job.	<input type="checkbox"/> No previous experience <input type="checkbox"/> One year or less <input checked="" 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

Current statement:

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking and 20% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in a clean atmosphere.

Check all that apply regarding your physical activity:

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

Check all that apply regarding elements you may be exposed to on the job:

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

Other Factors: _____

In general, what would you estimate is the percentage of time you spend sitting, standing, and walking during your work day? 70% sitting; 20% standing; 10% walking (total of 100%)

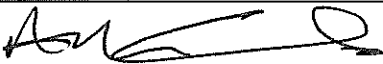
Ability to Push/Pull/Lift:

	Weight in pounds	Distance (in feet)/Height	Example
Push	50		FILE BOXES
Pull	50		FILES
Lift	30		FILES



Classification Review – Supervisor’s Statement (Initial all that apply):

	I have reviewed the comments provided by the incumbent in this classification under my supervision.
	<p><u>Update Job Description Only:</u></p> <p>A) I agree with the assessment of the position and any changes, edits, additions, suggested by the employee. Changes to the job description do not represent higher-level duties, knowledge or abilities and are consistent with the overall job purpose statement of this classification.</p>
X	<p>B) I agree with the assessment of the position and any changes, edits, additions, suggested by the employee with the following exception(s) or addition(s):</p> <p>The changes to which I agree do not represent higher-level duties, knowledge or abilities and are consistent with the overall job purpose statement of this classification.</p>
	<p><u>Recommend Discontinue Task(s):</u></p> <p>I do not agree with the assessment of the position and any changes, edits, additions, suggested by the employee. The job description is correct as is. If the employee is working outside of their current assignment, duties or tasks that are in addition to the current job description will be ended or reassigned to the appropriate employee immediately.</p>
	<p><u>Recommend/Support Reclassification:</u></p> <p>I believe the employee has been completing tasks outside of their job description and these tasks are of a higher-level of complexity which warrant consideration of a reclassification. In addition, these higher-level duties have <i>gradually accrued over a minimum of a two year period.</i></p> <p>Estimated date duties began: _____</p>

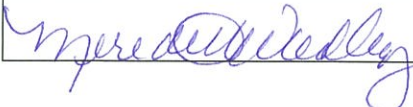
Comments:

Supervisor’s Signature	Date
	1.9.17

Classification Review – Supervisor’s Statement (Initial all that apply):

	<p>I have reviewed the comments provided by the incumbent in this classification under my supervision.</p>
	<p><u>Update Job Description Only:</u></p> <p>A) I agree with the assessment of the position and any changes, edits, additions, suggested by the employee. Changes to the job description do not represent higher-level duties, knowledge or abilities and are consistent with the overall job purpose statement of this classification.</p>
	<p>B) I agree with the assessment of the position and any changes, edits, additions, suggested by the employee with the following exception(s) or addition(s):</p> <p>The changes to which I agree do not represent higher-level duties, knowledge or abilities and are consistent with the overall job purpose statement of this classification.</p>
	<p><u>Recommend Discontinue Task(s):</u></p> <p>I do not agree with the assessment of the position and any changes, edits, additions, suggested by the employee. The job description is correct as is. If the employee is working outside of their current assignment, duties or tasks that are in addition to the current job description will be ended or reassigned to the appropriate employee immediately.</p>
	<p><u>Recommend/Support Reclassification:</u></p> <p>I believe the employee has been completing tasks outside of their job description and these tasks are of a higher-level of complexity which warrant consideration of a reclassification. In addition, these higher-level duties have <i>gradually accrued over a minimum of a two year period.</i></p> <p>Estimated date duties began: _____</p>

Comments:

Supervisor’s Signature	Date
	<p>12/20/2016</p>

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

VACANCY REPORT 3/09/17

Classified Personnel

16 current/pending vacancies in 14 different job classifications

SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
FAC CON	AI851	Facilities Construction Planner	40	1.00	Selection interview 4/5/17
FAC CON	AI130	Facilities Planning Analyst	40	1.00	Selection interview April 2017
DO	AA556	Associate Superintendent-Business Services	40	1.00	Selection interview April 2017
DO	AA006	Accounting Specialist	40	1.00	Selection interview 3/27/17
CV	AA012	Administrative Assistant	40	1.00	Selection interview 4/5/17
DG	AA140	Custodian	40	1.00	Selection interview 3/10/17
PT Café	AA243	Nutrition Services Assistant I	10	0.25	Selection interview 3/20/17
DG Café	AA231	Nutrition Services Assistant I	10	0.25	Selection interview 3/20/17
DG Café	AI721	Nutrition Services Assistant II	19.5	0.49	Selection interview 3/20/17
EW	AK185	Learning Commons Technician	40	1.00	Selection interview 3/29/17
OC	AG103	Learning Commons Technician	40	1.00	Selection interview 3/29/17
OC	AA047	Administrative Secretary-MS	40	1.00	Selection interview April 2017
TP	AA039	Administrative Secretary	40	1.00	Selection interview April 2017
TP	AA025	Administrative Assistant-HS	40	1.00	Selection interview April 2017
DG	AJ885	Inst. Assistant SpEd (Behavior Intervention)	30	0.75	Selection interview April 2017
LCC	AK187	Campus Supervisor	19.5	0.49	Selection interview 4/07/17