

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

Regular Meeting Agenda

3:30 P.M., April 11, 2017
710 Encinitas Boulevard, Encinitas CA 92024
San Dieguito Union High School District-Board Room 101

REGULAR MEETING/OPEN SESSION

1. Call to Order Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the April 11, 2017, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the April 11, 2017 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the March 14, 2017 Personnel Commission Regular meeting.
Motion by _____, second by _____, to approve the minutes for the March 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-MS, SR-38, Open/Promotional, six months eligibility.
 - B. Motion by _____, second by _____, to establish an Eligibility List for GROUNDS/ MAINTENANCE WORKER II, SR-39, Open/Promotional, six months eligibility.
6. ELIGIBILITY LISTS TO BE APPROVED
 - A. Motion by _____, second by _____, to approve an Eligibility List for NUTRITION SERVICES ASSISTANT I, SR-25, Open/Promotional-Dual Certification, eligibility from 3/14/17.
 - B. Motion by _____, second by _____, to approve an Eligibility List for NUTRITION SERVICES ASSISTANT II, SR-27, Promotional Only, eligibility from 3/15/17.
 - C. Motion by _____, second by _____, to approve an Eligibility List for ACCOUNTING SPECIALIST, SR-52, Open/Promotional-Dual Certification, eligibility from 3/21/17.
 - D. Motion by _____, second by _____, to approve an Eligibility List for LEARNING COMMONS TECHNICIAN SR-40, Open/Promotional-Dual Certification, eligibility from 3/24/17.
 - E. Motion by _____, second by _____, to approve an Eligibility List for FACILITIES CONSTRUCTION PLANNER, SR-52, Open/Promotional-Dual Certification, eligibility from 3/29/17.
 - F. Motion by _____, second by _____, to approve an Eligibility List for ADMINISTRATIVE ASSISTANT, SR-42, Open/Promotional, eligibility from 3/31/17.
 - G. Motion by _____, second by _____, to approve an Eligibility List for CAMPUS SUPERVISOR, SR-32, Open/Promotional, eligibility from 4/4/17.

7. CLASSIFICATION REVIEW

A. Health Technician (Carried over from March 14, 2017 meeting)

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. PROPOSED 2017-18 PERSONNEL COMMISSION BUDGET REPORT

A draft proposal of the budget for 2017-18 is submitted for discussion.

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

A. Vacancy Report

B. Personnel List Report

10. CORRESPONDENCE

11. PUBLIC COMMENTS

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

A. California School Employees Association

B. San Dieguito Union High School District

C. Public

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, May 9, 2017, at 3:30 P.M. in the San Dieguito UHSD Board Room, 710 Encinitas Blvd., Encinitas, CA 92024.

13. ADJOURNMENT

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

Regular Meeting Minutes

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

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

Laura August

Carmen Blum

Matthew Colwell

Debbie Johnson

Pandora Johnson

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

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

Passed unanimously

4. APPROVAL OF THE MINUTES FOR THE FEBRUARY 14, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve the minutes for the February 14, 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 ADMINISTRATIVE SECRETARY, SR-40, 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 ACCOUNTING SPECIALIST, 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 PLANNING ANALYST, SR-62, 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 INSTRUCTIONAL ASSISTANT SpEd (Behavior Intervention), SR-36, Open/Promotional-Dual Certification, six months eligibility.
Passed unanimously
- E. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to establish an Eligibility List for ADMINISTRATIVE ASSISTANT-HS, SR-44, Open/Promotional, six months eligibility.
Passed unanimously
- F. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD PATRICIA SPIRIT, to establish an Eligibility List for ADMINISTRATIVE ASSISTANT, SR-42, Open/Promotional, six months eligibility.
Passed unanimously
- G. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to establish an Eligibility List for CAMPUS SUPERVISOR, SR-32, Open/Promotional, six months eligibility.
Passed unanimously
- H. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to establish an Eligibility List for LEARNING COMMONS TECHNICIAN, SR-40, Open/Promotional-Dual Certification, six months eligibility.
Passed unanimously

6. JOB DESCRIPTION UPDATES

A. Nutrition Services Assistants

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve class description revisions for Nutrition Services Assistant I.

Passed unanimously

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve class description revisions for Nutrition Services Assistant II.

Passed unanimously

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve class description revisions for Nutrition Services Assistant III.

Passed unanimously

Director Dixon explained that this is a standard job description update for Nutrition Services Assistants I, II and III, not a job review based on a classification review request. She is continuing to monitor the Nutrition Services Department as a result of staffing changes and will report out if any additional changes or classifications are recommended as a result of those changes.

B. Human Resources Information Systems Support Analyst

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve class description revisions for Human Resources Information Systems Support Analyst.

Passed unanimously

7. CLASSIFICATION REVIEWS

A. Health Technician

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve class description revisions for Health Technician.

Did not pass

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to TABLE to next month the class description revisions and retention of Range 35 of the Classified Salary Schedule as the salary allocation for the classification of Health Technician.

Passed unanimously

Director Dixon presented the standard comparison districts' salary information that shows that San Dieguito UHSD pays the highest of all comparison districts.

Pandora Johnson, Health Technician, stated she works directly with students, involves counselors and principals and handles bloodborne pathogens.

Laura August, Health Technician, commented she is disappointed there has been no salary reallocation upwards and asks for internal equity with the Secretary classification, SR 36.

Carmen Blum, Translator, mentioned with only two district nurses, the Health Technicians need knowledge of autism and seizures. She thinks the salary needs to increase.

Matt Colwell, Network Technician and CSEA President, stated that his intention was to abstain from voting on the salary allocation as a member of the Classifications Advisory Committee and leave the decision to the Commissioners.

Director Dixon explained that the salary recommendation is based on market data of like positions. Commissioner Baird brought up several areas in which he had concerns including: comparison job descriptions, labor laws, use of walkie-talkies and working out of classification. Director Dixon stated that she had no information that would suggest employees were working out of classification and that the comparisons were reviewed to ensure they are valid. Terry King asked Susan to provide job descriptions from our comparison districts at the next monthly meeting. It was agreed that additional information would be researched and presented at the next meeting.

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

The Personnel Commissioners' packets included for review and discussion:

A. Vacancy 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 – Carmen Blum mentioned the Employee of the Year program. Director Dixon commented that Kathy Potter and Lesley Rhodes were the District Office employees chosen this year and Bridget Sabin the overall District choice for the county competition. Bridget has contributed much to San Dieguito HS Academy students and the school community. The May 9, 2017 Personnel Commission meeting will honor Employees of the Year.

B. San Dieguito Union High School District

C. Public – None

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. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

12. ADJOURNMENT

The Personnel Commission meeting adjourned at 4:50 p.m.

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

Effective: 3/14/17
Continuous

Nutrition Services Assistant I

Rank	Applicant ID
1	3442435
2	2881690

S.Dixon

San Dieguito Union High School District
Personnel Commission
Eligibility List
Promotional

Effective: 3/15/17
Expiration: 9/15/17

Nutrition Services Assistant II

Rank	Applicant ID
1	3237485
2	3240740
3	3459126

S. Dixon

S. Dixon 9/3/15

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

Accounting Specialist

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

Rank	Applicant ID
1	3412711
2	3051754
3	33432416
4	1382105

S. Dixon

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

**Effective: 3/24/17
Expiration: 9/24/17**

Learning Commons Technician

Rank	Applicant ID
1	3112541
2	3464406
3	2083131
3	3456707
4	401148
5	2879078

S. Dixon

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

**Effective: 3/29/17
Expiration: 9/29/17**

Facilities Construction Planner

Rank	Applicant ID
1	3451399
2	2571634

S. Dixon

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

**Effective: 3/31/2017
Expiration: 9/31/2017**

Administrative Assistant

Promotional

Rank	Applicant ID
1	2802646
1	1762385
2	2828541

Open

Rank	Applicant ID
1	1104635
2	3401900
3	3459052

S. Dixon

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

**Effective: 4-4-17
Expiration: 10-4-17**

Campus Supervisor

Open

Applicant ID	Rank
2489705	1
3479485	2
3480771	3

S. Dixon

Union High School District

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

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

At the March Personnel Commission meeting, after considerable discussion, the commission tabled the Health Technician classification review pending a request for additional information. The request included:

- Copies of job descriptions of the district positions deemed comparison positions
- Investigation as to whether or not Health Technicians provide lunch coverage for office staff (Secretaries, Range 36) and, if so, which tasks are performed
- Investigation as to whether or not Health Technicians provide coverage for Instructional Assistants Special Education (Severe, Range 36) and, if so, which tasks are performed
- Requirement of Health Technicians to carry a walkie-talkie
- A review of the Fair Pay Act – SB 358
- Consideration of the "consequence of error" in determining salary allocation

In addition, the Director stated she would further examine the distinctions between the classification of Secretary and Health Technician to support the recommendation that, given the existence of comparable positions in our comparison districts, the external salary data of like classifications is the appropriate data to utilize when determining salary allocation rather than internal classifications that have a different purpose and perform different duties.

Copies of job descriptions of the district positions deemed comparison positions

The following descriptions are provided with this report

Carlsbad - Health Technician

Escondido Union - School Health Clerk

Escondido Union HS – Health Office Clerk

Oceanside – Health Clerk

Poway – Health Service Technician

Ramona – Health Technician

SDCOE – Health Services Technician

San Marcos – Health Aide

Sweetwater Union HS – Health Technician (no longer utilized at the school sites, the District replaced the classification with LVNs)

Coverage for Secretaries While at Lunch

Canyon Crest:

The Health Technician and the Attendance Secretary cover each other during lunches. When it is their lunch time, they put a sign on their window or door saying closed and to see the other staff member.

The Attendance Secretary produces all off campus passes before she leaves for lunch. The Health Technician hands them out if needed. If a student is checking in to school, they sign in on paper and the Attendance Secretary does the computer input when she returns. The Health Technician gives the student a pass to go back to class. If a parent comes to the Attendance Office to pick up the student and didn't put in a request ahead of time, the Health Technician will check them out in the same manner as if the student was checking out through the Health Office when going home sick. This would be through Aeries. The Attendance Secretary runs the reports at the end of each period. No report running is necessary while she is at lunch.

Carmel Valley

The Health Technician does not provide coverage for the office staff.

Diegueno

The Health Technician does not provide coverage for the office staff.

Earl Warren

The Health Technician does not provide coverage for the office staff.

La Costa Canyon

The Health Technician covers some of the duties of the Attendance Secretary when she goes to lunch. If a student comes to check out or get an off campus pass, the Health Technician helps the student. This involves looking the student up in Aeries, finding the appropriate code, and printing out the off campus pass. There are no reports run or other attendance duties performed by the Health Technician for lunch coverage.

Oak Crest

The Health Technician does not provide coverage for the office staff.

Pacific Trails

The Health Technician does not provide coverage for the office staff.

San Dieguito Academy

The Health Technician covers some of the duties of the Attendance Secretary when she is at lunch. This requires her to sometimes print off-campus passes and sign students out of school.

Torrey Pines

The Health Technician does not provide coverage for the office staff.

In each instance in which a Health Technician provides lunch coverage for an attendance secretary, the Health Technician does not perform the full scope of duties of the assignment. The Health Technician only covers the most basic duties of an attendance secretary and these duties encompass tasks they also perform in the course of their own assignment.

Coverage for Instructional Assistants Special Education (Severe)

The Program Supervisor, Special Education was contacted to inquire about Health Technicians covering in the absence of Instructional Assistants – Severe. She stated she was not aware of this. To confirm, she followed up with the teacher who works in the Severe Program at Oak Crest. When the teacher was asked if the Health Technician ever covers for Instructional Assistants – Severe, she replied that this is not a protocol and that in the three years the teacher has been at the site she has never observed the Health Technician to be in the class. Additionally, the teacher would never send a student to the Health Office without a teacher or assistant.

Requirement of Health Technicians to carry a walkie-talkie

An email was sent to all principals to confirm that Health Technicians are not required to carry a radio during lunch. Administrators will continue to inform Health Technicians that they should not be carrying their walkie-talkie at lunch.

Walkie-talkies are carried by a number of staff at school sites. This includes administrators, office staff, custodial staff and the Health Technicians. All staff members have the walkie-talkie set to the same channel. When someone radios in on a walkie-talkie, all staff hear the request for assistance. Depending upon the request made or the information provided over the walkie-talkie, the appropriate person will respond or take action.

Fair Pay Act SB 358

The Director contacted Kristine Kwong, the attorney who spoke at the CSPCA conference in January. Her presentation was referenced at the March meeting in regards to this review. Mr. Baird requested that the Director review the provisions of updates to the Fair Pay Act. Ms. Kwong was asked if the law now requires that salaries of classifications outside of those comparable to a Health Technician be considered when analyzing pay rates. She replied that under the Fair Pay Act, you only need to analyze positions that have substantially similar work. If different jobs with similar job duties are discriminating based on race and gender, it would be appropriate to do an analysis.

As such, there would be no need to consider the pay of maintenance workers versus health technicians because those two jobs are not substantially similar.

Consideration of “consequence of error”

The Director of School & Student Services was contacted to follow up on the question of “consequence of error”. Given the duties performed and procedures in place, it is highly unlikely that a mistake could be made by a Health Technician that would result in a negative consequence for a student. Health Technicians are only permitted to stabilize a student while waiting for either the parent or appropriate medical staff to come and address any serious concerns. In dispensing medication, there is a protocol in place designed to prevent errors. In addition, at the middle school and high school levels, students are familiar with their medication and would likely notice if something handed to them was out of their normal medication.

Almost all classifications within our District have the potential for “consequence of error”. Errors may affect funding, the ability of a student to get into college, potential for lawsuits or student health and safety. In terms of student health and safety, classifications in transportation, nutrition services, maintenance & operations and special education are ones that quickly come to mind when considering the consequence of error and the impact on a student’s health and safety if a mistake is made.

Distinctions in duties between Secretary and Health Technician

As explained at the March commission meeting, the work performed by Health Technicians is different than that performed by any of our secretarial assignments. The level of difficulty or complexity between the classifications is not equal. One way this is evident is by reviewing the examination content of the two classifications. Exams are developed to assess skills used on the job. The content of the exams is confidential; however, it can be stated that the tasks secretarial candidates are asked to perform during testing are of a higher level of skill than that of the Health Technician.

In speaking with individuals who are familiar with the work of both secretarial classifications and the Health Technicians, other distinctions were noted. For example, secretaries who support attendance generate daily, weekly and monthly attendance reports. Work performed within the Aeries system is much more complex as evidenced by the fact that secretaries are given many more permissions within the system which allows them to perform many more tasks within the system. They run queries to obtain needed data. They are required to set up P1 and P2 reporting which is critical to District funding. They monitor teacher posting of attendance and generate rosters. They communicate attendance patterns to administration. Communication with parents is constant as these secretaries have hundreds of emails a day to which they must respond. Each student who is absent from school goes through the attendance secretary in some way.

The original report, including the recommendation, is below.

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
Abstain	Matt Colwell, CSEA	Yes	Rick Mariam, Admin
Yes	Debbie Johnson, CSEA	Yes	Tina Peterson, Admin

CLASSIFIED

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; ~~and~~ distributing ~~distributes~~ medications to students in accordance with physician and parent instructions; ~~and~~ providing ~~The Health Technician provides~~ first aid in the event of illness or injury to a student; ~~and~~ assuaging injured students and assessing ~~assesses~~ the degree of urgency in a situation ~~to~~ and alerts site administrators and District Nurse of emergencies; ~~and~~ 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.
- Operates a walkie-talkie to maintain communication with other staff.

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~~

- ~~B~~asic 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:~~
- ~~C~~PR and basic first aid techniques; ~~basic health and medical terminology and equipment;~~
- ~~H~~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~~
- ~~M~~odern office practices, procedures and equipment;
- ~~R~~ecord-keeping techniques;
- ~~C~~orrect English usage, grammar, spelling, punctuation and vocabulary;
- ~~O~~ral and written communications skills;
- ~~T~~elephone 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.

CLASSIFIED

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.~~



CARLSBAD, USD OF (CA)
Revision Date: May 6, 2012

HEALTH TECHNICIAN

Class Code:
9250

Bargaining Unit: Classified Employee Union

SALARY RANGE

\$18.21 - \$22.12 Hourly

CLASS DESCRIPTION:

BASIC FUNCTION:

Under the direction of an assigned administrator and a certificated School Nurse, perform a variety of clerical duties to meet the health needs of students; administer basic first aid and screen ill or injured students; prepare and maintain student health and immunization records and files.

REPRESENTATIVE JOB DUTIES AND KNOWLEDGE, SKILLS, AND ABILITIES:

ESSENTIAL DUTIES:

Perform a variety of clerical duties in support of student health services; screen and respond to student health issues and problems; notify parents and health agencies of student illness, injury or emergencies as necessary.

Administer first aid to students; screen student health conditions; recognize illnesses, injuries and medical emergencies; take and record temperatures; clean wounds according to established procedures; provide ice packs and bandages; assist students in taking medication according to physician instructions.

Establish and maintain cumulative student health and immunization records and files; update records, logs and files with information related to health screenings, medical conditions, medications, illnesses, accidents, injuries, issues, problems, physicals and assigned activities.

Compile, verify and assemble a variety of student health and immunization data; prepare and process various health forms; duplicate and distribute materials as needed; maintain and update student medical emergency cards and information.

Initiate, receive and route telephone calls; greet and assist visitors; contact parents to follow up on screenings and request documents and student information; compose, distribute and respond to a variety of correspondence; refer students and parents to medical and social services as appropriate.

Communicate with District personnel, faculty, parents, students and various outside agencies to exchange information and resolve issues or concerns.

Utilize standard health instruments and equipment; operate a variety of office equipment including a copier, fax machine, computer and assigned software.

Administer emergency medical care such as CPR as needed; assist in coordinating response to medical emergencies.

Monitor and assist students with special health care needs as assigned; pick up and move students as needed. Assist with coordinating and administering hearing, vision, scoliosis and other health screenings as required.

Monitor inventory levels of various health office supplies; assist with ordering, receiving, distributing and maintaining adequate inventory levels of supplies.

Maintain the health office and other work areas in a clean, orderly, sanitary and safe condition.

Attend and participate in various meetings as assigned.

OTHER DUTIES:

Prepare and maintain various assigned records and reports as assigned; verify excused and unexcused absences as assigned by the position; input and update student health information in an assigned computer system; maintain automated records; generate computerized lists and reports.

Perform related duties as assigned.

KNOWLEDGE OF:

Basic health office practices, terminology, procedures and equipment.
 Health and safety regulations.
 Basic first aid and CPR procedures.
 General health care practices and procedures.
 Recognize and report illnesses and injuries.
 Operation of a computer and assigned software.
 Modern office practices, procedures and equipment.
 Record-keeping and filing techniques.
 Oral and written communication skills.
 Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform a variety of clerical duties in support of student health services.
 Prepare and maintain student immunization and health records and files.
 Screen students and recognize illnesses, injuries and medical emergencies.
 Provide treatment and administer first aid and emergency medical care as necessary.
 Assist students with medications according to physician instructions.
 Learn, interpret, apply and explain applicable laws, regulations, policies and procedures.
 Compile and verify data and prepare reports.
 Practice Universal Precautions to prevent the spread of infectious diseases.
 Follow the student's Individualized Healthcare Plan and the student's Individualized Emergency Care Plan under the supervision of the credentialed School Nurse.
 Maintain confidentiality to protect the privacy of student health information.
 Understand and follow oral and written instructions.
 Meet schedules and time lines.
 Observe health and safety regulations.
 Communicate effectively both orally and in writing.
 Establish and maintain cooperative and effective working relationships with others.
 Operate a computer and assigned software.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of clerical or health office experience.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificate issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

Health office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and medical instruments.
 Hearing and speaking to exchange information.
 Bending at the waist, kneeling or crouching to assist students.
 Lifting and moving students as assigned by the position.
 Reaching overhead, above the shoulders and horizontally.
 Sitting for extended periods of time.
 Seeing to read a variety of materials and screen student health conditions.

HAZARDS:

Exposure to blood-borne pathogens and bodily fluids.

SCHOOL HEALTH CLERK**DEFINITION**

Under general supervision, assist students who are ill, have accidents, or need attention by providing authorized pupil health services; to perform a variety of regular complex clerical duties; and to do related work as required.

TYPICAL DUTIES

Attends sick and injured students in the school health office. Administers first aid as instructed by the school nurse or School Health Technician. Sees that children under regular medication by a doctor take medicines as specified. Notifies parents or other authorized persons when children need to be sent home. Maintains school health office as directed by the school nurse, school health technician or principal. Keeps records of first aid supplies and notifies school office manager when more supplies may be needed, or pay requisition standard supplies. Assists the school nurse or school health technician in scheduling vision, hearing and scoliosis tests. Checks student height and weight and records these results and results of other screenings. Assists the school nurse or school health technician by arranging appointments with students, parents and other staff members. Compiles data and prepares reports of immunization, oral and dental health and CHDP physical forms for California Health Department. Performs a variety of clerical duties, including typing, data entry, answering the telephone, filing, posting data, and duplicating materials. Keeps current student health cards. Perform services as instructed by the school nurse or school health technician to support health and wellness programs.

DISTINGUISHING CHARACTERISTICS

School Health Clerks provide clerical and basic health care support to students of a non-invasive nature. School Health Clerks may provide basic first aid services and handle minor emergencies. Incumbents may not perform duties that have a high consequence of error. Although, incumbents may see that children take regular or over the counter medications as directed. School Health Clerks are not authorized or qualified to administer medicines such as diastat or insulin or others of a more serious nature.

School Health Technicians are licensed practical nurses performing specialized student medical care duties that involve specific written protocols and/or specialized training. The prior medical background is necessitated by the high consequence of error, in that some of the procedures are invasive in nature and/or some of the students have multiple or life threatening conditions. Incumbents are authorized and qualified to administer more complex or serious medications such as diastat and insulin. Incumbents may work at more than one school and/or may be called to assist at another site in the event of a health emergency or a need requiring the services of more than one individual.

EMPLOYMENT STANDARDS

Knowledge of: Modern office practices, procedures and equipment; operation of computers and peripheral equipment; data entry and records management techniques; basic first aid procedures; correct English usage, spelling, punctuation and grammar; operation of a typewriter, copier, calculator, laminator and other office machines.

Ability to: Enter data into an automated student information system, generate reports, type from clear copy and maintain accurate records and files; make arithmetical calculations with speed and accuracy; work cooperatively and effectively with co-workers, students, and the general public; work effectively with frequent interruptions; meet schedules and timelines. Exercise good judgment and remain calm in handling both minor and major emergency situations and specialized care procedures; Perform work without continuous supervision; follow directions with and perform work with absolute attention to detail; organize and prioritize work; demonstrate concern for the comfort and dignity of the child; speak clear, correct English; communicate effectively orally and in writing with parents, school staff and students and maintain good relationships; assure confidentiality of medical information at all times; maintain accurate and complete student immunization and other health-related records; physically lift, move, and otherwise assist children with all of their physical care needs.

School Health Clerk

Page 2

Essential Physical and Work Environment: Work is performed primarily in the school health office, although the incumbent may also assist students in restrooms or other designated areas. Travel between sites may also be necessary occasionally. Work involves frequent exposure to blood and other body fluids and wastes, and is often performed under high stress emergency circumstances or with severely ill or disabled children.

The employee must be able to lift, push, pull, or otherwise move students from preschool to middle school ages weighing up to 165 pounds, with or without assistance, according to the protocol determined by the Nurse. He or she must be able to push wheelchairs, lift students on and off toilets and wheelchairs or other equipment. Must be able to read, understand, and follow procedures and read and enter information on manual and automated records and reports; comprehend ordinary conversation; clearly explain medical situations and regulations to parents and others.

Typical Background: Any combination equivalent to graduation from high school supplemented by course work or training in computer operation/data processing and two years of general clerical experience involving data entry and frequent public contact. Clerical experience in a medical, health or school office desired.

License and/or Certificates: A current certificate of proficiency in cardiopulmonary resuscitation and first aid.

Qualifications: In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.

**Escondido Union High School District
Job Description**

Job Title: Health Office Clerk
Employee Unit: Classified Bargaining Unit
Job Family: Administrative Support and Related Classes
FLSA Status: Nonexempt
Salary Level: 20
Approved By: Board of Education
Approved Date: 8/27/13

NATURE OF WORK

Under the guidance of the District Nurse and Student Healthcare Specialist, perform a wide variety of skilled clerical and first aid support in meeting the health needs of students and staff; documenting and maintaining student health information required by Federal, State and Local agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Under the guidance of the school nurse, provide basic first aid and/or immediate care to ill and injured students and staff.

Determine when ill/injured students need to go home; notify parent(s).

Under the guidance of the school nurse, administer oral and emergency medications to students according to district policies, Education Code and as prescribed by student's physician.

Maintain and update student health history records and assure immunizations are current.

Maintain daily logs and compile statistical reports of Health Office activities to submit to district office.

Prepare monthly reports for Medi-Cal billing.

Record and submit seizure or accident reports.

Maintain supplies and disaster equipment for health office

Assist in coordinating schedule to test all 10th grade students for mandated 10th grade vision and hearing screening.

Enter information into computer to prepare correspondence, attendance records, daily bulletins.

Using Word Processing software, types letters, reports, records and other materials from rough draft or general instructions.

Prepare and enter information onto forms such as supply requisitions, work orders, personnel requisitions, evaluation forms, etc.

Proofread records or forms.

Perform a variety of clerical support including sorting and filing records, sort and distribute mail; preparing mailings and stuffing envelopes.

Answer telephone, convey messages, and run errands.

Photocopy; collate.

May greet visitors, answer questions, provide information and assist students, parents or staff.

May maintain records in data base.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CERTIFICATIONS/LICENSES/REGISTRATIONS

Current 1st Aid/CPR/AED/ Certification
Current California Drivers' License

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); and one year of general clerical experience.

KNOWLEDGE OF:

Modern office methods, practices and procedures; standard office machines including computers; correct English usage, spelling, punctuation and grammar.

ABILITY TO:

Perform a wide variety of clerical work accurately and efficiently, with frequent interruptions; operate office equipment such as computer terminal, microcomputer, typewriter and photocopier; perform data entry with speed and accuracy; keyboard or type at a net corrected speed of 40 words per minute; maintain confidentiality; use good judgment regarding appropriate action to assist injured or sick students; demonstrate an understanding, patient, and receptive attitude toward children and youths; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; have an understanding and appreciation of human diversity.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

COMMENTS

As a representative of the Escondido Union High School District, the individual assigned to this position must present a professional appearance and service oriented behavior, treating students, parents and staff with courtesy, compassion and respect.

HEALTH CLERK**DEFINITION**

Under general supervision of the school principal and the medical direction of the school nurse, to assist students who are ill, have accidents, or need attention by providing authorized pupil health services; to perform a variety of regular clerical duties; and to do related work as required .

EXAMPLES OF DUTIES

1. Attends sick and injured students in the school health office.
2. Administers first aid as instructed by the school nurse.
3. Sees that children under regular medication by a doctor take medicines as specified.
4. Notifies parents or other authorized persons when children need to be sent home.
5. Transports sick or injured students home when necessary.
6. Maintains school health office as directed by the school nurse and the principal.
7. Keeps records of first aid supplies and confers with the school nurse when more supplies may be needed.
8. Assists the school nurse in scheduling vision and hearing tests.
9. Checks student height and weight and records these results and results of other screenings.
10. Assists the school nurse by arranging appointments with students, parents and other staff members.
11. Compiles data and prepares reports of immunization and CHDP physical forms for California Health Department.
12. Prepares and maintains the free and reduced price lunch list, notifying appropriate personnel of change.
13. Performs a variety of clerical duties, including typing, answering the telephone, filing, posting data, and duplicating materials.
14. Keeps up-to-date student clerical data on health cards.
15. To perform services as instructed by the school nurse for meeting the Specialized Physical Health Care Student Needs in keeping with state regulations.

QUALIFICATIONS GUIDE**Knowledge of**

Basic first aid and emergency procedures to be used in case of heart attacks, fainting, seizures, or other similar occurrences.

Modern office practices and procedures.

Ability to

Exercise good judgment and stability required in minor and major first aid incidents .

Perform routine clerical work without continuous supervision.

Communicate effectively with students, public, and staff.

Understand and carry out oral and written instructions.

Type accurately from clear copy.

Training and Experience

Equivalent to the completion of twelfth grade; some practical experience in dealing with school-age students; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Licenses/Special Requirements:

Possession of a current, valid First Aid Certificate.

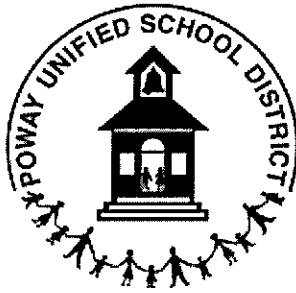
Possession of a current, valid CPR Certificate.

Possession of a valid California Driver's License .

SUPERVISOR

Principal

Approved: July 1, 1986



Health Services Technician

Bargaining Unit: Office, Technical, Business
Services, and Paraprofessional

Class Code:
1014

POWAY UNIFIED SCHOOL DISTRICT
Revision Date: Aug 14, 2013

SALARY RANGE

\$16.22 - \$20.78 Hourly

BASIC FUNCTION:

Under the direction of the principal and with health direction provided by Health Services, assess and provide first aid care to ill and injured students and staff; assist individuals with specialized health care needs; prepare and maintain a variety of medical-related records, logs and files.

REPRESENTATIVE DUTIES:

Perform first aid procedures and screen ill or injured students according to established procedures; utilize a variety of health products and supplies in caring for injuries and health needs; provide specialized health care to students as directed; notify parents of student conditions or symptoms as needed. E

Administer first aid in emergency situations and notify nurse, administrator, parents or paramedics as needed; utilize knowledge of student health services for a variety of injuries, illnesses and related symptoms. E

Schedule students for and assist with vision, hearing, scoliosis and dental screenings; schedule follow-up screenings if further testing is required; assist health specialists and other professionals in conducting health screening services as required. E

Prepare, maintain and type a variety of health-related records and files including student health records, immunizations, physical exam status, accident reports, communicable disease list and other health reports; prepare correspondence, forms, notices and referrals; maintain health and related files and duplicate materials as needed; may update student attendance-related records and files including cum folders as assigned by the position. E

Receive and review student health files incoming from other schools and Districts; communicate with other schools as needed to clarify or obtain information as needed. E

Assist in administration of medications according to physician and parent instructions; prepare related documents; communicate with physicians and parents to obtain authorization forms; notify parents of prescription refills as needed. E

Maintain the health office in a clean, orderly and safe condition; dispose of biomedical waste and hazards according to established procedures; maintain inventory and order first aid supplies as necessary; prepare and restock first aid kits for classrooms and field trips as assigned. E

Assure students have updated immunization records; review records of new students and notify students of follow-up shots; prepare letters or exclusion notices and notify parents and principal as appropriate. E

Operate a variety of office equipment including a computer and assigned software; use a variety of medical equipment and instruments as assigned. E

May assist in performing attendance-related activities including preparing ADA reports, verifying absences, enrolling students, preparing transfer records, adding and dropping students and other activities as assigned by the position. E

Perform related duties as assigned.

NOTE: At the end of some of the duty statements, there is an "E" which identifies essential duties required of the classification.

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

Student health services related to injuries and illnesses.
 District policies, procedures and practices related to health issues, medical terminology and related activities.
 First Aid and age-appropriate CPR techniques.
 Health and safety regulations.
 Attendance procedures and related document preparation techniques.
 Modern office practices, procedures and equipment.
 Record-keeping techniques.
 Correct English usage, grammar, spelling, punctuation and vocabulary.
 Oral and written communication skills.
 Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Assess and provide first aid care to ill and injured students and staff.
 Assist individuals with specialized health care needs.
 Prepare and maintain a variety of medical-related records, logs and files.
 Establish and maintain files, records, reports and referrals.
 Understand and follow oral and written directions.
 Meet schedules and time lines.
 Plan and organize work.
 Work confidentially with discretion.
 Communicate effectively both orally and in writing.
 Read, explain and follow rules, regulations, policies and procedures.
 Apply appropriate care and procedures related to ill or injured students.
 Perform clerical duties such as filing, typing, duplicating and maintaining records.
 Operate computer and medical equipment as required.

MINIMUM QUALIFICATIONS:

Graduation from high school and two years experience providing health services to children and/or working in a school office.

OTHER NECESSARY REQUIREMENTS:

Valid certifications provided by American Heart Association, American Red Cross or District approved provider for First Aid, Adult/Child CPR and AED. Online certifications will be accepted from these vendors as long as a hands-on skills assessment is completed. Recertification to maintain current/valid status is a condition of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
 Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone.

Seeing to assess student injuries or illnesses.

Dexterity of hands and fingers to operate a computer keyboard and medical equipment, perform first aid and CPR.

Sitting or standing for extended periods of time.

Walking.

Pushing or pulling to assist students in wheelchairs.

Lifting and carrying moderately heavy children.

Bending at the waist.

HAZARDS:

Contact with blood and other body fluids.

Potential for contact with blood-borne pathogens and communicable diseases.

Chemicals including antiseptics and disinfectant.

Biomedical wastes and hazards.

Contact with potentially violent students.

HEALTH TECHNICIAN

DEFINITION

Under general supervision of District Nurse, to perform a variety of clerical duties relating to student health care; to maintain student health records; to administer first-aid and medication, as required; and other duties directly related to this class description.

DISTINGUISHING CHARACTERISTICS

The Health Technician class is distinguished as being a skilled specialist. Positions in this class are distinguished from other clerical classes by primary assignment to a health office. No attempt is made to be exhaustive in the listing or would any one position contain all of the duties listed.

EXAMPLE OF DUTIES

- Screen sick or injured students referred to the office and gives first-aid in nurses' absence or offers assistance until care is available.
- Send health related notices to teachers or parents.
- Keep health office and equipment clean and orderly.
- Communicate with parents to give or obtain information.
- Supervise and record the dispensing of medication to children as prescribed by their physician and approved by their parent.
- Maintain log of student visits to health office.
- Observes and cares for sick children and promptly reports change in appearance to parent or school personnel.
- Orders and maintains health office supplies.
- Maintain health bulletin board and distributes health materials.
- May assist school personnel in general clerical tasks.
- Assist with the preparation and arrangements for health screenings performed by school nurse; maintains records of vision, hearing, and scoliosis screenings of students.
- Assist with classroom inspections for communicable diseases.
- Maintain accurate student health records.
- Prepares, distributes, and maintains first-aid and disaster first-aid kits for classrooms.
- Maintain an accurate updated list of students with reported health concerns.
- Assist in monitoring compliance with student immunization requirements and Child Health and Disability Prevention Program.
- May be required to provide ostomy care, respiratory care, oxygen use, tracheotomy care, suctioning, tube feed, and catheterize.
- Maintain independent study contracts.

QUALIFICATION GUIDE

Knowledge of:

- First-Aid and CPR techniques.
- Modern office methods, procedures, and equipment/computers including receptionist and telephone techniques.
- Correct English usage, spelling, grammar, and punctuation.

Ability to:

- Perform first-aid and CPR
- Have sufficient vision to perform accurate visual exams.
- Reach, bend, stoop and lift a minimum of 50 pounds.
- Possess mental acuity to perform basic and complicated calculations.
- Have sufficient vision to read documents and computer screens.
- Have sufficient vocal and auditory ability to answer phones and communicate effectively.
- Type a minimum corrected speed of 40 words per minute.
- Use good judgment in treatment and assessment of student injuries/illnesses.
- Write legibly and make neat entries on permanent records.

HEALTH TECHNICIAN

QUALIFICATION GUIDE continued

Ability to: continued

- Communicate orally.
- Perform routine clerical work of filing, typing; and general office management.
- Show understanding for the feelings of children and adults.
- Understand and apply rules, regulations, procedures, and policies.
- Obtain the cooperation of children and adults.
- Understand and carry out oral and written instructions.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Respect the privacy and/or confidentiality of information.
- Maintain a caring and respectful environment.

Training and Experience

Equivalent to the completion of twelfth grade. A minimum of two years experience in recordkeeping, hospital work, or community service is desirable; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Licenses:

Must possess (or obtain) and maintain a Standard Red Cross First-Aid Certificate and CPR Certificate.

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: HEALTH SERVICES TECHNICIAN (Grade 41)

DEFINITION:

Under general supervision, performs a variety of health care services involved in administering first aid, dispensing medications and providing first aid and emergency care to students and staff in an outdoor education school; provides supplementary office support for all functional areas of outdoor education.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Provides health care for sick students and staff members.

Administers first aid treatment for injuries and illnesses at camp and on the trail to students and staff.

Assists with cleaning and maintaining infirmary, medical equipment, and linens.

Completes required paperwork.

Administers prescribed (per doctors' orders) and non-prescribed (per parent orders with doctor approval) medication and implements medical orders for the care of students.

Maintains records of medication and medical treatment.

Keeps accurate records of medical supplies.

Communicates in person and/or by phone with physicians, nurses, parents, teachers, and staff concerning treatment and handling of sick or injured students.

Assists with cleaning outdoor education facilities as needed;

Responds to requests for information and assistance in person, over the phone, and through e-mail.

Answers the phone; takes messages and/or refers caller to appropriate staff or resource.

Enters data into databases.

Maintains files where discretion is involved in assigning items to proper place.

Performs simple recordkeeping or statistical compilation.

Compiles and prepares materials for distribution including electronic formats.

Operates a variety of office equipment including computers, adding machines, calculators and copiers.

NON-ESSENTIAL FUNCTIONS:

May be asked to supervise students detained for disciplinary reasons.

Performs other duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

One of the following certificates must be attached to the online application:

- A current American Red Cross or American Heart Association First Aid Certificate and American Red Cross or American Heart Association CPR Certification, OR
- First Responder Certificate, OR
- EMT 1, 2, 3, or 4 Certificate, OR
- Other certification determined equivalent by the SDCOE

The original certificate must be presented prior to appointment. Once employed, Health Services Technicians are required to maintain their certification.

EDUCATION AND EXPERIENCE:

A combination of training and experience sufficient to demonstrate possession of the knowledge and abilities described below. Qualifying experience typically includes a minimum of six months experience providing direct health care services or emergency medical assistance.

EDUCATION AND EXPERIENCE:

A combination of training and experience sufficient to demonstrate possession of the knowledge and abilities described below. Qualifying experience typically includes a minimum of six months experience providing direct health care services or emergency medical assistance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Student health services related to injuries and illnesses.

Outdoor Education Program policies, procedures and practices related to health issues, medical terminology and related activities.

First Aid and age-appropriate CPR techniques.

Health and safety regulations.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Assess and provide first aid care to ill and injured students and staff.

Apply appropriate care and procedures related to ill or injured students.

Assist individuals with specialized health care needs.

Prepare and maintain a variety of medical-related records, logs and files.

Understand and follow oral and written directions.

Read, explain and follow rules, regulations, policies and procedures.

Plan and organize work.

Communicate effectively both orally and in writing.

Perform clerical duties such as filing, typing, duplicating and maintaining records.

Operate computer and medical equipment as required.

Work in an effective and caring manner with children and adults.

Establish and maintain cooperative and effective working relationships with coworkers, parents and students.

WORKING CONDITIONS & PHYSICAL ABILITIES:

Outdoor education school: school site office and surrounding camp grounds and buildings; indoors and outdoors in all weather conditions; all areas of camp including fields, and trails.

Must be able to hear and speak to exchange information in person and on the telephone or by two-way radio; see to perform assigned duties including to read various documents related to assigned tasks; to walk, sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer keyboard and other office equipment; to kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects and occasionally to lift and carry 20-40 lbs; load and unload supplies and set up equipment; to traverse across uneven surfaces.

DISTINGUISHING CHARACTERISTICS:

This position is distinguished from that of the professional Registered Nurse in that although both classifications perform general health care services and first aid response, the latter provides the lead health care duties in that it has responsibility for the overall functioning of the Health Services Unit. Additionally, the Health Services Technician provides clerical support to outdoor education units as directed or when health services duties are not required. These positions are found only at outdoor education school locations and may require remaining in school overnight as part of assigned duties.

Established	Revised	FLSA Status	Salary Range
11/2005	07/09; 10/10; 9/12; 11/12; 05/16	Non-Exempt	Grade 41

JOB DESCRIPTION

JOB TITLE: Health Aide

Job Purpose Statement/s: The job of "Health Aide" is done for the purpose/s of providing skilled clerical support in meeting the health needs of students; documenting and maintaining student health information required by Federal/State/Local agencies; and providing appropriate care and/or referral for ill, medically fragile and/or injured students as may be required.

Essential Job Functions:

- * **Administers** first aid, medication and specialized treatment under direction for the purpose of providing appropriate care for ill, medically fragile and injured children.
- * **Assists** the nurse for the purpose of providing health screening, training, etc.
- * **Compiles** data for reports (e.g. mandated monthly status reports, logs, etc.) for the purpose of assisting the nurse in preparation of required documentation.
- * **Prepares** documentation (e.g. school health card, medical emergency cards, inventory supplies, orders, etc.) for the purpose of providing written support and conveying information.
- * **Refers** students requiring further medical attention for the purpose of providing additional information to the nurse.
- * **Performs** pediculosis screening of students and staff for the purpose of minimizing transmission and complying with district policies.
- * **Reports** incidents of communicable diseases to appropriate parties for the purpose of limiting disease transmission.

Other Job Functions:

- * **Cleans** work areas (e.g. sinks, counters, buckets, cots, etc.) for the purpose of maintaining a sanitary environment.
- * **Participates** in various activities (e.g. meetings, training, etc.) for the purpose of receiving and/or conveying information.

Job Requirements - Qualifications:

- * **Experience Required:** Prior job related experience

* **Skills, Knowledge and/or Abilities Required:**

Skills to operate standard office equipment, use English in both written and verbal form, use correct spelling, grammar and punctuation, perform basic arithmetic calculations; communicate effectively, establish and maintain effective working relationships with students, parents and district staff.

Knowledge of basic first aid and health care practices and procedures, basic symptoms of communicable and other childhood related diseases.

Abilities to work independently, understand and address students with special needs, understand and carry out oral and written instruction, make common sense decisions in routine and potentially critical situations.

Significant physical abilities include reaching/handling/fingering, lifting/carrying/pushing/pulling, stooping/kneeling/crouching, talking/hearing conversations, near/far visual acuity/depth perception.

- * **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance, Health Physical Clearance, Tuberculosis Testing/Clearance

* **Other Specialized Requirements:** Standard First Aid and Cardiopulmonary Resuscitation Certificates are required. Certification must be renewed at least every two years.

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: HEALTH TECHNICIAN

BASIC FUNCTION:

Under the direction of the School Principal, administer basic first aid and screen ill or injured students in accordance with applicable laws and regulations; prepare and maintain student health records; assist with health services and medical screening of students; provide student health information according to District and federal rules and regulations.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Administer basic first aid and screen ill or injured students in accordance with applicable laws and regulations; perform routine evaluation of student illness and injury situations and notify nurse, administrator, parents, physicians or paramedics as necessary.

Coordinate the preparation of a variety of examinations related to the health appraisal of students; schedule vision, hearing, scoliosis and various other screening tests and clinics for students as appropriate.

Record health appraisal history and results of examinations; reviews student immunization history and update required reports; audit student health records for proof of physical examination by a physician as required.

Assist with examinations and refer students diagnosed as having medical problems to appropriate health service persons or groups.

Dispense medications according to physician instructions; maintain records of dosage including amount, time, medication, authorizations and related information.

Contact parents or other responsible persons regarding ill or injured students.

Maintain a variety of student records and records pertaining to the health office activities.

Establish and maintain student health records and emergency cards; review, maintain and file physical exam and immunization records; compile and prepare a variety of State-mandated information and reports concerning required physical exams and submit to appropriate agency. Provide health records to others according to established policies and procedures.

Operate standard health instruments; operate a variety of office equipment including a copier, fax machine, computer and assigned software; maintain health office supplies and order supplies as necessary.

Perform routine clerical tasks associated with the school health office and other related duties as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic health office practices, terminology, procedures and equipment.

Health and safety regulations.

Basic first aid and CPR procedures.

Operation of a computer and assigned software.

Modern office practices, procedures and equipment.

Record-keeping and report preparation techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform a variety of clerical duties related to mandated health screening and testing programs.

Screen students for various health and safety concerns.

Administer first aid and CPR to students and staff.

Prepare and maintain student health and immunization records and files.

Learn, interpret, apply and explain organizational health policies and applicable laws, codes, rules and regulations related to student health matters.

Respond effectively and appropriately to emergency situations.

Observe health and safety regulations.

Compile and verify data and prepare reports.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Complete work with many interruptions.

Understand and follow oral and written instructions.

Meet schedules and time lines.

Operate a computer and assigned software.

Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years health/first aid field experience including some training and experience in emergency medical care.

LICENSES AND OTHER REQUIREMENTS:

Training in blood borne pathogen procedures is desirable

Possession of a First Aid and CPR Certificate.

WORKING CONDITIONS:

ENVIRONMENT:

Health office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate medical equipment.

Hearing and speaking to exchange information.
Lifting and moving students as assigned by the position.
Bending at the waist, kneeling or crouching to assist students.
Reaching overhead, above the shoulders and horizontally to retrieve supplies.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials and screen student health conditions.

HAZARDS:

Exposure to blood-borne pathogens and bodily fluids.

Office-Technical Job Description
Adopted by BOT 9/29/03

San Dieguito

Union High School District

710 Encinitas Boulevard, Encinitas, CA 92024
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www.sduhsd.net

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

April 6, 2017

TO: Personnel Commission
FROM: Susan Dixon
Director of Classified Personnel
SUBJECT: Agenda Item #8, Proposed Personnel Commission Budget for 2017-18

Education Code 45253 and the Rules and Regulations for the Classified Service provide that the Personnel Commission shall prepare and adopt an annual budget for the Commission operations. The budget must be prepared for a public hearing prior to May 30 of each year. The Personnel Commission cannot take action to adopt its budget prior to a public hearing of the budget. The public hearing for the 2017-18 Personnel Commission budget shall be set for May 9, 2017 at the regularly scheduled Personnel Commission meeting.

Each line of the proposed Personnel Commission budget is explained below:

Object 1900001 is the line for Commissioner King's meeting stipend. The amount allows for four special meetings in addition to the 12 regularly scheduled meetings.

Object 2300000 is the line for the Director's salary. As shared last year, the Management Salary Schedule now includes the District Credit for benefits for the dollar amount is higher than previous years.

Object 2300001 is the line for Commissioners Baird's and Spirit's meeting stipend. The amount allows for four special meetings in addition to the 12 regularly scheduled meetings.

Object 2400000 is the line for the Human Resources Analyst's and Technician's salary. This year's proposed amount accounts for a mid-year step increase to the Analyst's salary.

Object 2400000 and 2400056 are for Overtime and Extra Help. We have not had a need to utilize these funds this year, as of yet, but would like to keep these as options for next year should the need arise.

The Object Line for Benefits is automatically calculated with an Excel formula provided by the Finance Department. The cost for previous years' benefits expense does not display. As such, the Personnel Commission Total displayed on the bottom right corner is misleading in terms of the increase as compared to previous years.

Object 4300000 is for Materials and Supplies. The amount is \$500 more than previous years due to the known expense we will incur for keyboards/cases for our Ipad. Although we planned to spend \$1800 this year on Ipad and their accompanying keyboards and cases, we were only able to purchase the Ipad because the accompanying keyboards/cases were no longer compatible with the Ipad ordered. We are unable to order these keyboards/cases until the manufacturer allows orders of fewer than packs of 10. This will be sometime after July. Based on the estimated cost of this order, it meets the District's requirement to fall under Materials and Supplies rather than Non-Capitalized Tech Equipment.

Object 4300012 is for Refreshments. This is to provide our Qualifications Appraisal Interview (QAI) panel members with lunch. We will be transferring money from another account to meet this year's needs; however, we believe the \$750 existing amount should be sufficient for next year as recruiting will not likely see the same volume as this year due to the large number of retirements.

Object 4300013 is for Classified Employee Recognition. The \$150 will cover the cost of the May celebration event.

Object 4400009 is for Non-Capitalized Tech Equipment. We have no anticipated expenses this year.

Object 5200020 is for Conference, Workshops, and Seminars. Although the California School Personnel Commission Association (CSPCA) annual conference is local this year, it would be beneficial to preserve the dollar amount, knowing it is likely that the actual amount spent for the year will be less. This budget also funds the expense of staff members and commissioners to attend the Merit Academy. In addition, commission staff may attend test development and classification trainings sponsored by professional organizations such as WRIPAC.

Object 5200030 is for Mileage. The \$500 amount is consistent with previous years.

Object 5300000 is for Dues and Memberships. The increased amount takes into account a known increase for CODESP membership.

Object 5600002 is for Rents & Leases and Object 5600008 is for Copy Charges. These budget items are directly related as they cover our copier machine lease and the associated cost of each copy/scan. Last year saw an increase due to the lease of a new copier. The Personnel Commission contributes 1/3 the cost of the machine used by the Human Resources Department (1/3 is paid by Certificated Personnel, 1/3 is paid by HR Operations). The HR Department recently met to discuss the anticipated cost for next year. Each unit was recently required to transfer money to cover this expense as the amount projected fell short. We are hopeful that the use of the Ipad and other uses of technology will reduce the copier expense in coming years but, at this time, we don't yet know the effect so we are budgeting for this year's actual cost.

Object 5800004 is for Legal Expense. The amount budgeted is based on the actual cost from a couple of years ago. The amount spent each year fluctuates considerably. At the start of the fiscal year, the total amount budgeted is encumbered in a purchase order. As services are provided, money is moved from the encumbered column to the expense column.

Object 5800008 is for Computer Licensing. This has been utilized in the past for an online testing service. At this time, we do not have a need for this service.

Object 5800010 is for Advertising. The bulk of this expense is for the use of Edjoin as our online application system. The fee for last year was \$908.25. We anticipate the cost for the coming year to be similar but have not yet been billed. We are requesting \$300 additional dollars due to our anticipated need to advertise in local publications. We are experiencing a shortage of Nutrition Services Assistants and are hopeful that regular advertising in our community newspapers will increase our pool of applicants.

Object 5900002 is for Communications-Postage. We anticipate that our expenses in this area will decrease this year.

Resource	Description	Object	Object Description	2015-16 Actuals	2016-17_BUD	2016-17_ENC	2016-17_EXP	2016-17_PRE	2016-17_BAL	2017-18 Budget
PERSONNEL COMMISSION										
0100	1900001	Cert bd	Members Salary	650	800	248	350		202	800
0100	1900001	Oth Cert Sal-Extra	Curr	111					0	0
0100	2300000	Class Superv & Admin	Salaries	108,627	126,875	53,276	73,724		(125)	143,057
0100	2300001	Class Bd;Members	Salary	6,433	1,600	497	700		403	1,600
0100	2400000	Clerical And Office	Salaries	118,791	129,793	53,341	74,355		2,097	131,088
0100	2400056	Clerical Overtime	Wages	1,098	1,500				1,500	1,500
0100	2400058	Clerical-Extra	Help		500				500	500
		3xxx	Benefits							64,065
0100	4300000	Materials And	Supplies	1,621	1,200	500			700	1,700
0100	4300012	Refreshments		528	750	350	350		50	750
0100	4300013	Classif Empl;Recognition		72	150				150	150
0100	4400009	Non-Capitalized	Tech Equipment		1,800				1,800	0
0100	5200020	Conference,Workshop,Sem.		2,693	5,500		1,942		3,558	5,500
0100	5200030	Mileage			500				500	500
0100	5300000	Dues And	Memberships	2,676	3,000		2,800		200	3,000
0100	5600002	Rents & Leases		1,518	2,479	1,239	1,239		1	3,000
0100	5600008	Copy Charges		853	868	689	462		(283)	2,000
0100	5800001	Professional/Consult	Svs						0	0
0100	5800004	Legal Expense		6,305	14,275	13,884	391		0	14,275
0100	5800008	Computer Licensing							0	0
0100	5800010	Advertising		1,117	1,500	230	1,053		217	1,800
0100	5900002	Communications-Postage			80				80	25
PERSONNEL COMMISSION Total				253,093	293,170	124,254	157,366	0	11,550	375,310

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

VACANCY REPORT 4/06/17

Classified Personnel

15 current/pending vacancies in 12 different job classifications

SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
FAC CON	AI851	Facilities Construction Planner	40	1.00	Selection interview 4/6/17
FAC CON	AI130	Facilities Planning Analyst	40	1.00	Selection interview April 2017
DO	AA556	Associate Superintendent-Business Services	40	1.00	Selection interview end of April 2017
DO	AI669	Workers' Comp, Benefits & HRIS Specialist	40	1.00	Selection interview 4/21/17
LCC	AA121	Secretary	40	1.00	Selection interview 4/5/17
FAC CON	AI302	Chief Facilities Officer	40	1.00	Selection interview 5/4/17
PT Café	AA243	Nutrition Services Assistant I	10	0.25	Selection interview 4/28/17
DG Café	AA231	Nutrition Services Assistant I	10	0.25	Selection interview 4/28/17
DG Café	AI917	Nutrition Services Assistant I	12.5	0.31	Selection interview 4/28/17
EW	AA046	Administrative Secretary-MS	40	1.00	Selection interview 5/19/17
OC	AA047	Administrative Secretary-MS	40	1.00	Selection interview 5/19/17
TP	AA039	Administrative Secretary	40	1.00	Selection interview 4/25/17
TP	AA025	Administrative Assistant-HS	40	1.00	Selection interview 4/28/17
DG	AJ885	Inst. Assistant SpEd (Behavior Intervention)	30	0.75	Selection interview 4/28/17
LCC	AK187	Campus Supervisor	19.5	0.49	Selection interview 4/19/17

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Classified Artist in Residence**, employment for the 2016-17 school year, effective February, 2017 through June 30, 2017, per attached supplement.
2. **Classified A.V.I.D. Tutors**, employment for the 2016-17 school year, effective January, 2017 through June 30, 2017, per attached supplement.
3. **Coaches**, employment for the 2016-17 school year, effective February, 2017 through June 30, 2017, per attached supplement.
4. **Davis, Dana**, Instructional Assistant-SpEd (SH), SR36, 75.00% FTE, Torrey Pines High School, effective 03/01/17.
5. **Duran, Toni**, Secretary, SR36, 100.00% FTE, San Dieguito High School Academy, effective 02/27/17.
6. **Rose, Sara**, Health Technician, SR35, 75.00% FTE, Earl Warren Middle School, effective 03/01/17.
7. **Valencia, Anthony**, Campus Supervisor, SR32, 48.75% FTE, San Dieguito High School Academy, effective 02/13/17.

Change in Assignment

1. **Burton, Marina**, from Instructional Assistant-SpEd (SH), SR36, 81.25% FTE, Torrey Pines High School to 75.00% FTE, Oak Crest Middle School, effective 02/14/17.
2. **DeLeone, Rebecca**, from Administrative Assistant, SR42, 100.00% FTE, Carmel Valley Middle School to Secretary, SR36, 100.00% FTE, Torrey Pines High School, effective 03/01/17.
3. **Prado, Cesar**, from Nutritional Services Assistant II, SR27, 48.75% FTE, Diegueno Middle School to 46.87% FTE, La Costa Canyon High School, effective 03/13/17.

Dismissal of Probationary Employee

1. **Employee Number 606-430**, Campus Supervisor, SR32, 48.75% FTE, La Costa Canyon High School, effective 02/16/17.

Leave of Absence

1. **Rubinstein, Jaya**, Instructional Assistant-SpEd (SH), SR36, 68.75% FTE, Earl Warren-ATP, requests a 100.00% Unpaid Leave of Absence effective 03/01/17 through 06/08/17. Jaya plans to resume her 68.75% FTE assignment on 06/09/17.

Resignation

1. **Bousema, Kelsey**, Health Technician, SR35, 75.00% FTE, Earl Warren Middle School, resignation effective 02/16/17.
2. **Graciano, Nicole**, Secretary, SR36, 100.00% FTE, Torrey Pines High School, resignation effective 02/16/17.
3. **Hernandez, Lourdes**, Accounting Specialist, SR52, 100.00% FTE, District Office-Finance Department, resignation effective 02/28/17.
4. **Martinez, Alex**, Custodian, SR32, 100.00% FTE, Diegueno Middle School, resignation effective 03/01/17.
5. **Polenz, Faye**, Health Technician, SR35, 100.00% FTE, Canyon Crest Academy, resignation for the purpose of retirement, effective 06/23/17.