

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

**Regular Meeting Agenda**

3:30 P.M., June 13, 2017  
710 Encinitas Boulevard, Encinitas CA 92024  
San Dieguito Union High School District-Board Room 101

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**REGULAR MEETING/OPEN SESSION**

1. Call to Order ..... Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the June 13, 2017, Personnel Commission Regular Meeting.  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the agenda for the June 13, 2017 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the May 9, 2017 Personnel Commission Regular meeting.  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the minutes for the May 9, 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 ACCOUNTING TECHNICIAN, SR-42, Open/Promotional-Dual Certification, six months eligibility.
  - B. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish an Eligibility List for SKILLED MAINTENANCE WORKER, SR-49, Open/Promotional-Dual Certification, six months eligibility.
  - C. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish an Eligibility List for CUSTODIAN FLOATER, SR-33, Open/Promotional-Dual Certification, 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 5/23/17 (continuous filing).
  - B. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd(Non Severe), SR-34, Open/Promotional-Dual Certification, eligibility from 5/16/17.
  - C. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for ADMINISTRATIVE SECRETARY-MS, SR-38, Open/Promotional, eligibility from 5/11/17.
  - D. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for HR WORKERS' COMPENSATION, BENEFITS & HRIS SPECIALIST, SR-52, Open/Promotional-Dual Certification, eligibility from 5/16/17.
  - E. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for CAMPUS SUPERVISOR, SR-32, Open/Promotional, eligibility from 5/24/17.
  - F. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for CHIEF FACILITIES OFFICER, MR-8, Open/Promotional-Dual Certification, eligibility from 5/11/17.

7. CLASSIFICATION REVIEWS

A. Learning Commons Technician II

Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish a new classification of Learning Commons Technician II as proposed.

Motion by \_\_\_\_\_, second by \_\_\_\_\_, to recommend to the governing board allocation of the classification of Learning Commons Technician II to Range 42 of the Classified Salary Schedule.

Motion by \_\_\_\_\_, second by \_\_\_\_\_, to retitle the existing classification of Learning Commons Technician to Learning Commons Technician I.

B. Grounds and Custodial Supervisor

Motion by \_\_\_\_\_, second by \_\_\_\_\_, to revise the job description for Grounds and Custodial Supervisor as proposed.

Motion by \_\_\_\_\_, second by \_\_\_\_\_, to recommend to the governing board reallocation of the classification of Grounds and Custodial Supervisor to Range 9 of the Supervisory Employees Salary Schedule.

**DISCUSSION/INFORMATION ITEMS (See Supplements)**

8. REINSTATEMENT OF EMPLOYEES TO FORMER CLASSIFICATION

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report
- B. Personnel List Report

10. CORRESPONDENCE

- A. ACSA Membership Invitation

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 Thursday, July 20, 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., May 9, 2017  
710 Encinitas Blvd., Encinitas, CA 92024  
District Office Board Room

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**REGULAR MEETING/OPEN SESSION**

1. CALL TO ORDER

The meeting was called to order at 4:02 p.m. by Commissioner JOHN BAIRD.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Baird.

Members in Attendance

John Baird

Patricia Spirit

Staff in Attendance

Susan Dixon, Director

Barbara Bass, Human Resources Analyst

Kathy Potter, Human Resources Technician

Guests

Carmen Blum

Matthew Colwell

Lois Delanty

April Llamas

Leah Ryan Sonnich

Tina Peterson

Lori Wilson

3. APPROVAL OF AGENDA FOR THE MAY 9, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve the agenda for the May 9, 2017, Personnel Commission Regular Meeting.

*Passed unanimously*

4. APPROVAL OF THE MINUTES FOR THE APRIL 11, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve the minutes for the April 11, 2017, Personnel Commission Regular Meeting.

*Passed unanimously*

**ACTION ITEMS**

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to establish an Eligibility List for REGISTRAR, SR-40, Open/Promotional, six months eligibility.

*Passed unanimously*

6. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve an Eligibility List for NUTRITION SERVICES ASSISTANT I, SR-25, Open/Promotional-Dual Certification, eligibility from 4/12/17(continuous filing).  
*Passed unanimously*
- B. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Behavior Intervention), SR-36, Open/Promotional-Dual Certification, eligibility from 4/10/17.  
*Passed unanimously*
- C. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve an Eligibility List for ADMINISTRATIVE ASSISTANT-HS, SR-44, Open/Promotional, eligibility from 4/20/17.  
*Passed unanimously*
- D. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve an Eligibility List for ADMINISTRTIVE SECRETARY, SR-40, Open/Promotional, eligibility from 4/21/17  
*Passed unanimously*
- E. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve an Eligibility List for FACILITIES PLANNING ANALYST, SR-62, Open/Promotional-Dual Certification, eligibility from 4/25/17.  
*Passed unanimously*
- F. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve an Unranked Eligibility List for ASSOCIATE SUPERINTENDENT, BUSINESS SERVICES, eligibility from 4/19/17.  
*Passed unanimously*  
Commissioner Baird inquired on the salary range allocation. Director Dixon replied the salary is a contracted rate of pay.

7. 2017-18 PROPOSED PERSONNEL COMISSION BUDGET REPORT

- A. Open Public Hearing
- B. Call for Public Comment
- C. Close Public Hearing
- D. Approval of 2017-18 Proposed Personnel Commission Budget  
Motion by PATIRICIA SPIRIT, second by JOHN BAIRD, to approve the 2017-18 Personnel Commission Budget as proposed.  
*Passed unanimously*  
Susan Dixon provided the draft budget last month for review and a budget status report this month. Some discussion followed.

**DISCUSSION/INFORMATION ITEMS (See Supplements)**

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

The Personnel Commissioners' packets included for review and discussion:

- A. Vacancy Report
- B. Personnel List Report - Director Dixon verified the term used on this list will be changed from "dismissal" to "released" for probationary employees on this list.

9. CORRESPONDENCE

- A. A letter from Cajon Valley USD Director, Angela Bishop, was received thanking John Baird for service to Merit Districts, for attending the March 2017 meeting and his service to CSPCA.
- B. Susan Dixon and Barbara Bass are forming a committee, which will include employees in the secretarial series, to obtain input on the skills to be tested for secretarial classifications.

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 – President, Matt Colwell, thanked Susan for providing Employees of the Year an event honoring them. Bridget Sabin, San Dieguito UHSD and San Diego County Classified Employee of the Year, has been chosen as one of six at the State level of competition and will be honored in Sacramento on May 25, 2017.

B. San Dieguito Union High School District –Tina Peterson thanked Susan for an excellent Employee of the Year ceremony.

C. Public-Leah Ryan Sonnich questioned the rule of reinstatement of employees to a former job class. Director Dixon explained this applies to employees within a 39 month timespan. Lori Wilson, CSEA Assistant Grievance Chair, mentioned that new duties and technology used over a 39 month period are likely to change. This item will be placed on the agenda for discussion at next month's meeting.

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, June 13, 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 4:38 p.m.

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

Effective: 5/24/17  
Continuous

Nutrition Services Assistant I

Rank	Applicant ID
1	3282840
2	3442435

S. Dixon

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

**Instructional Assistant Special Education Non Severe**

**Effective:5/16/17  
Expiration:11/16/17**

Open

<b>Rank</b>	<b>Applicant ID</b>
<b>1</b>	3018748
<b>2</b>	3338664
<b>3</b>	3375950
<b>4</b>	1601789
<b>5</b>	3027079
<b>6</b>	2707363

S. Dixon

S. Dixon 9/17/15

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

**Effective: 5-11-17  
Expiration: 11-11-17**

**Administrative Secretary - Middle School**

**Promotional**

<b>Rank</b>	<b>Applicant ID</b>
1	2228409
2	2579180
<b>Open</b>	
<b>Rank</b>	<b>Applicant ID</b>
1	1614983
2	170689
2	1041938
3	1405639
4	3468333
5	2365953
6	2710055
7	3504099
8	1200868
8	2765313

S. Dixon



**San Dieguito Union High School District  
Personnel Commission  
Worker's Compensation, Benefits HRIS Specialist  
Eligibility List**

**Effective:5/16/17  
Expiration:11/16/17**

<b>Rank</b>	<b>Applicant ID</b>	
1	504799	

S. Dixon

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

**Effective: 5/24/17**

**Expiration: 10/4/17 11/24/17**

**Campus Supervisor**

Open	<b>Applicant ID</b>	<b>Rank</b>
4-4-17 EL	2489705	1
	3479485	2
	3480771	3
	<b>Applicant ID</b>	<b>Rank</b>
5/24/17 EL	2743864	1
	3406163	1
	3520814	2

S. Dixon

Additional recruitment due to fewer than three ranks interested in part time vacancy.  
List will be merged by overall score once selection is made.

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

**Effective: 5/11/17  
Expiration: 11/11/17**

**Chief Facilities Officer**

<b>Rank</b>	<b>Applicant ID</b>
1	3491065
2	3509831
3	3508400
3	3494417
4	1912675
5	3451399

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  
 Terry King, Commissioner  
 Patricia "Pat" Spirit, Commissioner  
 Susan Dixon, Director

<b>Classification Review Report</b>	
Classification	Learning Commons Technician II <i>Proposed classification</i>
Classification Type	Classified
Salary Range	42
Submission to Classification Advisory Committee	April 25, 2017 May 30, 2017
Submission to Personnel Commission	June 13, 2017
Agenda Item	Classification Revisions #7a

### Background Information

Currently, each school site (with the exception of Sunset) has a Learning Commons Technician. This classification performs a broad range of duties at an assigned school site to support the educational program. Duties include direct work with students as well as a variety of technical and clerical tasks. In light of staffing changes within the certificated arena, the District has identified a need for a new classification to perform both the existing duties of a Learning Commons Technician as well as additional administrative support duties. It is anticipated that the District will employ two people in this capacity, one to support the middle school Learning Commons and one to support the high schools. These two positions will replace two existing Learning Commons' assignments. The additional duties to be performed by these positions will include serving as a point-of-contact for communication, review of purchase orders, contract follow up, and inventory review and organization.

A comprehensive breakdown of the duties which are in addition to those of a Learning Commons Technician are included with this report as well as a spreadsheet of the estimated hours of the work to be performed.

### Sources of Information

Adrienne St. George, District Library/Media Coordinator  
 Mark Miller, Associate Superintendent, Media Services

### Salary Compensation Review

A Learning Commons Technician is allocated to Range 40 of the Classified Salary Schedule. Based on the additional duties to be performed, a recommendation of Range 42 is appropriate for the new classification. This would be consistent with the salary range of other classifications which perform administrative/accounting support duties.

**Recommendation**

Establish a new classification of Learning Commons Technician II as presented in the class description.  
Recommend to the governing board allocation of the classification to Range 42 of the Classified Salary Schedule.  
Retitle the existing classification of Learning Commons Technician to Learning Commons Technician I to differentiate the two levels of assignment.

Vote by Committee Members:

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

## **LEARNING COMMONS TECHNICIAN II**

### **OVERALL JOB PURPOSE STATEMENT**

Under the combined direction of an Associate Superintendent and a site administrator, the Learning Commons Technician II coordinates the work at a site Learning Commons, performs a variety of complex technical and clerical services and duties in support of the acquisition, processing, cataloging, use, maintenance, circulation and record-keeping associated with print and digital materials in the Learning Commons; assists with the operation and support of electronic media and devices, maintains library and media collections including processing and cataloging acquisitions; provides guidance and direction to assist students and teachers in utilizing learning commons resources; serves as a point of contact and liaison for information and communication between Learning Commons Technician I's, District and County Office of Education personnel and outside vendors; and performs administrative support duties to monitor usage of collections and equipment, secure orders, ensure appropriate quantity and quality of supplies and collections, and ensure accessibility to online accounts.

### **DISTINGUISHING CHARACTERISTICS**

This job is distinguished from similar jobs by the following characteristics: the Learning Commons Technician series is responsible for the processing of new items, and searching for appropriate resource materials to locate relevant and current information, directly assisting and guiding students and staff, and monitoring and maintaining electronic devices. Incumbents must be knowledgeable about - available resources, and appropriate materials to support educational activities such as the Internet, online databases, eBook access, various software and applications, and electronic media in order to assist students and teachers to identify and locate appropriate materials to support educational learning activities. Positions in this series function with great independence and have full responsibility for work coordination, and oversight of program functions and leadership in ensuring students and staff understand and use the collection and databases effectively to undertake research.

A Learning Commons Technician II has additional responsibilities related to serving as a primary point of contact for a group of learning commons and overseeing and performing a number of administrative support functions for those learning commons. These functions include: budget and payment monitoring and reporting; contract review and follow up including warranties; review and organization of inventories; and coordination of communication between Learning Commons Technicians and other staff members and vendors. In addition, the Learning Commons Technician II may serve as a resource to Learning Commons Technician I's for troubleshooting or best practices.

### **ESSENTIAL FUNCTIONS**

- Coordinates and organizes the functions and tasks of a site Learning Commons in support of the site's overall educational program as directed by a site administrator or with guidance from other certificated personnel.
- Serves as a point of contact and liaison for information and communication between Learning Commons Technician I's and District personnel and outside vendors including: providing updates to and from vendors; working with vendors and companies to resolve problems related to a product or service; communicating technology related problems to IT staff for student accounts and contracts and subsequent solutions to Learning Commons Technicians; establishing and maintaining relationships with public library and other community agency staff; and identifying, researching and presenting potential topics for staff meetings or trainings.

**LEARNING COMMONS TECHNICIAN II**

- Performs administrative support duties to facilitate the operations of multiple Learning Commons including: reviewing orders and collections and monitoring the usage of collections and equipment.
- Coordinates with site administrators, department chairs and other certificated personnel to requisition educational materials designated for addition to the site's collection.
- Communicates with District personnel to exchange information, to coordinate activities, and to resolve issues or concerns related to learning commons activities, purchase orders, instructional support materials, and equipment usage.
- Supports activities which raise student and staff awareness, engagement and use of the Learning Commons resources, such as maintaining and updating the website, promoting learning opportunity programs (i.e., tutoring, student academic partnerships, etc.) and other engagement initiatives.
- Identifies/corrects minor technical problems and user operation errors to provide continuity of use.
- Provides guidance and direction to students and staff regarding available resource materials, how to source materials, and how to operate various equipment and electronic devices.
- Demonstrates media systems and equipment (e.g. classification system, on-line catalogs, subject-specific web sites on the internet, care of materials, etc.) to students to educate them on the proper use of the learning commons resources.
- Directs activities of student aides and parent volunteers to orient them and monitor their adherence to learning commons procedures and tasks. Distributes various resources and materials to provide requested classroom reference materials.
- Inventories equipment and materials in learning commons collection and monitors levels to document losses and maintain availability of materials and adequate quantities for optimal operations.
- Monitors student behavior and usage of digital devices in the learning to enforce standards that contribute to the use of the facility in accordance with policies and practices.
- Performs circulation activities (e.g., item check-in and check-out, prepare circulation count, lists of overdue items) to control the use, location and availability of items in the collection.
- Prepares and maintains files, lists and records as needed.
- Assists administration or other appropriate staff with preparing reports by providing statistical and operational information.
- Assists students with assigned projects by researching availability of materials and media and providing suggestions for appropriate resources.
- Coordinates and participates in cataloging and processing library materials using appropriate software to integrate new materials into the collection. In collaboration with appropriate certificated staff, ensures that materials ordered are age appropriate, conducting research as needed.
- Ensures accuracy and currency of collection catalogs and resources to provide maximum benefit to students.
- Schedules and distributes electronic and media-related equipment and materials to ensure the effectiveness of media programs and services.
- Ensures repair or replacement of damaged materials and/or equipment to maintain operational readiness of the learning commons. Calculates and collects fees for lost or damaged items.

## LEARNING COMMONS TECHNICIAN II

- Attends meetings and workshops and engages in other forms of professional development to increase knowledge of the field and to keep current with the evolving delivery systems that provide access to information and the resources available to students and staff.
- Performs other job-related duties as assigned.

## JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

### KNOWLEDGE AND ABILITIES

#### KNOWLEDGE OF:

- Basic math principles
- Technical library processes related to the acquisition and classification of materials
- Library terminology and standard practices
- Software related to digital collections
- Internet sites relevant to the collection and activities
- Standard reference sources
- Popular, current literary trends, Young Adult literature, and classical literature and their authors
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Operation and use of office equipment, computer software, hardware and associated applications, the Internet and associated tools and electronic media devices
- Effective research strategies and available resources
- Record-keeping techniques
- Priorities in a Learning Commons

#### ABILITY TO:

- Schedule activities and meetings to ensure maximum use of the facility
- Gather, collate, and classify data
- Independently work with others in a wide variety of circumstances, under pressure and with frequent interruptions
- Work under limited supervision
- Work with data utilizing specific, defined processes
- Operate equipment using standardized methods
- Work with diverse individuals and groups
- Analyze situations to define issues and draw conclusions
- Solve problems independently including moderate equipment problems
- Provide customer service
- Assign and coordinate work activities and create action plans.
- Perform a variety of technical duties related to the cataloging and processing of print and non-print library materials
- Present information to others
- Perform complex clerical work with speed and accuracy
- Prepare documents following prescribed formats
- Read a variety of materials
- Catalog materials according to established rules and regulations



**LEARNING COMMONS TECHNICIAN II**

- Adapt easily and readily to new technologies, keep current with trends in instructional technology and the application of new information technologies
- Direct and assist students and staff with their information needs
- Address student behavior issues
- Train and provide work direction to others
- Perform reference and research work
- Understand and follow written and oral directions
- Establish and maintain effective working relationships with others and work cooperatively with others
- Maintain records
- Communicate effectively both orally and in writing

**RESPONSIBILITY**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; 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 impact the organization's services.

**WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions require working in a learning commons environment which is a large space or another district site to conduct work. 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:

- Seldom = 1-10% (<45 minutes)
- Occasionally = 11-33% (up to 3 hours)
- Frequently = 34-66% (up to 6 hours)
- Continuously = 67-100% (more than 6 hours)

Seldom or Occasionally	lifting and carrying more than 50 pounds with/without assistance at waist height up to 10 feet; sitting up to 15 minutes
Occasionally	stooping/bending, squatting/crouching, twisting back, hand controls, shelving books, climbing, balancing, neck flexation/rotation, fingering/fine manipulation, power/firm grasping, reach at, above and below shoulder height
Occasionally/Frequently	pushing/pulling carts, tables, chairs; lifting and carrying up to 50 pounds with/without assistance at waist height up to 25 feet, handling/simple grasping
Frequently/Continuously	intervals: walking up to 30 minutes, standing up to 20 minutes

**AUDITORY OR VISUAL REQUIREMENTS**

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

**ENVIRONMENTAL CONDITIONS**

**LEARNING COMMONS TECHNICIAN II**

There is the potential for exposure to dust on shelves/books; uses a ladder or step stool to reach for objects.

**EXPERIENCE**

This classification requires a minimum of two years of experience performing clerical and technical duties in a library/media center/learning commons operation, including assisting users with their research requests and use of other library print and electronic resources. Experience in a school library, media center, learning and/or information commons is highly preferred.

**EDUCATION**

High school diploma or equivalent. Completion of coursework in Library Technology is preferred.

**REQUIRED TESTING**

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

**CERTIFICATES/LICENSES**

California Class C driver's license. Position is occasionally required to travel to the District Office, other school sites, or the County Office of Education in order to attend meetings, seminars and other training.

**CONTINUING EDUCATION/TRAINING**

Participation in ongoing job-related training as assigned.

**CLEARANCES**

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

## LEARNING COMMONS TECHNICIAN II

### OVERALL JOB PURPOSE STATEMENT

Under the **combined direction of an Associate Superintendent and a site administrator**, the Learning Commons Technician II coordinates the work at a site Learning Commons, performs a variety of complex technical and clerical services and duties in support of the acquisition, processing, cataloging, use, maintenance, circulation and record-keeping associated with print and digital materials in the Learning Commons; assists with the operation and support of electronic media and devices, maintains library and media collections including processing and cataloging acquisitions; provides guidance and direction to assist students and teachers in utilizing learning commons resources; **serves as a point of contact and liaison for information and communication between Learning Commons Technician I's, District and County Office of Education personnel and outside vendors; and performs administrative support duties to monitor usage of collections and equipment, secure orders, ensure appropriate quantity and quality of supplies and collections, and ensure accessibility to online accounts.**

### DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: the Learning Commons Technician series is responsible for the processing of new items, and searching for appropriate resource materials to locate relevant and current information, directly assisting and guiding students and staff, and monitoring and maintaining electronic devices. Incumbents must be knowledgeable about - available resources, and appropriate materials to support educational activities such as the Internet, online databases, eBook access, various software and applications, and electronic media in order to assist students and teachers to identify and locate appropriate materials to support educational learning activities. Positions in this series function with great independence and have full responsibility for work coordination, and oversight of program functions and leadership in ensuring students and staff understand and use the collection and databases effectively to undertake research.

**A Learning Commons Technician II has additional responsibilities related to serving as a primary point of contact for a group of learning commons and overseeing and performing a number of administrative support functions for those learning commons. These functions include: budget and payment monitoring and reporting; contract review and follow up including warranties; review and organization of inventories; and coordination of communication between Learning Commons Technicians and other staff members and vendors. In addition, the Learning Commons Technician II may serve as a resource to Learning Commons Technician I's for troubleshooting or best practices.**

### ESSENTIAL FUNCTIONS

- Coordinates and organizes the functions and tasks of a site Learning Commons in support of the site's overall educational program as directed by a site administrator or with guidance from other certificated personnel.
- **Serves as a point of contact and liaison for information and communication between Learning Commons Technician I's and District personnel and outside vendors including: providing updates to and from vendors; working with vendors and companies to resolve problems related to a product or service; communicating technology related problems to IT staff for student accounts and contracts and subsequent solutions to Learning Commons Technicians; establishing and maintaining relationships with public library and other community agency staff; and identifying, researching and presenting potential topics for staff meetings or trainings.**

### LEARNING COMMONS TECHNICIAN II

- **Performs administrative support duties to facilitate the operations of multiple Learning Commons including: reviewing orders and collections and monitoring the usage of collections and equipment.**
- Coordinates with site administrators, department chairs and other certificated personnel to requisition educational materials designated for addition to the site's collection.
- Communicates with District personnel to exchange information, to coordinate activities, and to resolve issues or concerns related to learning commons activities, purchase orders, instructional support materials, and equipment usage.
- Supports activities which raise student and staff awareness, engagement and use of the Learning Commons resources, such as maintaining and updating the website, promoting learning opportunity programs (i.e., tutoring, student academic partnerships, etc.) and other engagement initiatives.
- Identifies/corrects minor technical problems and user operation errors to provide continuity of use.
- Provides guidance and direction to students and staff regarding available resource materials, how to source materials, and how to operate various equipment and electronic devices.
- Demonstrates media systems and equipment (e.g. classification system, on-line catalogs, subject-specific web sites on the internet, care of materials, etc.) to students to educate them on the proper use of the learning commons resources.
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- Inventories equipment and materials in learning commons collection and monitors levels to document losses and maintain availability of materials and adequate quantities for optimal operations.
- Monitors student behavior and usage of digital devices in the learning to enforce standards that contribute to the use of the facility in accordance with policies and practices.
- Performs circulation activities (e.g., item check-in and check-out, prepare circulation count, lists of overdue items) to control the use, location and availability of items in the collection.
- Prepares and maintains files, lists and records as needed.
- Assists administration or other appropriate staff with preparing reports by providing statistical and operational information.
- Assists students with assigned projects by researching availability of materials and media and providing suggestions for appropriate resources.
- Coordinates and participates in cataloging and processing library materials using appropriate software to integrate new materials into the collection. In collaboration with appropriate certificated staff, ensures that materials ordered are age appropriate, conducting research as needed.
- Ensures accuracy and currency of collection catalogs and resources to provide maximum benefit to students.
- Schedules and distributes electronic and media-related equipment and materials to ensure the effectiveness of media programs and services.
- Ensures repair or replacement of damaged materials and/or equipment to maintain operational readiness of the learning commons. Calculates and collects fees for lost or damaged items.

## LEARNING COMMONS TECHNICIAN II

- Attends meetings and workshops and engages in other forms of professional development to increase knowledge of the field and to keep current with the evolving delivery systems that provide access to information and the resources available to students and staff.
- Performs other job-related duties as assigned.

### JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

#### KNOWLEDGE AND ABILITIES

##### KNOWLEDGE OF:

- Basic math principles
- Technical library processes related to the acquisition and classification of materials
- Library terminology and standard practices
- Software related to digital collections
- Internet sites relevant to the collection and activities
- Standard reference sources
- Popular, current literary trends, Young Adult literature, and classical literature and their authors
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Operation and use of office equipment, computer software, hardware and associated applications, the Internet and associated tools and electronic media devices
- Effective research strategies and available resources
- Record-keeping techniques
- Priorities in a Learning Commons

##### ABILITY TO:

- Schedule activities and meetings to ensure maximum use of the facility
- Gather, collate, and classify data
- Independently work with others in a wide variety of circumstances, under pressure and with frequent interruptions
- Work under limited supervision
- Work with data utilizing specific, defined processes
- Operate equipment using standardized methods
- Work with diverse individuals and groups
- Analyze situations to define issues and draw conclusions
- Solve problems independently including moderate equipment problems
- Provide customer service
- Assign and coordinate work activities and create action plans.
- Perform a variety of technical duties related to the cataloging and processing of print and non-print library materials
- Present information to others
- Perform complex clerical work with speed and accuracy
- Prepare documents following prescribed formats
- Read a variety of materials
- Catalog materials according to established rules and regulations

**LEARNING COMMONS TECHNICIAN II**

- Adapt easily and readily to new technologies, keep current with trends in instructional technology and the application of new information technologies
- Direct and assist students and staff with their information needs
- Address student behavior issues
- Train and provide work direction to others
- Perform reference and research work
- Understand and follow written and oral directions
- Establish and maintain effective working relationships with others and work cooperatively with others
- Maintain records
- Communicate effectively both orally and in writing

**RESPONSIBILITY**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; 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 impact the organization's services.

**WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions require working in a learning commons environment which is a large space or another district site to conduct work. 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:

- Seldom = 1-10% (<45 minutes)
- Occasionally = 11-33% (up to 3 hours)
- Frequently = 34-66% (up to 6 hours)
- Continuously = 67-100% (more than 6 hours)

Seldom or Occasionally	lifting and carrying more than 50 pounds with/without assistance at waist height up to 10 feet; sitting up to 15 minutes
Occasionally	stooping/bending, squatting/crouching, twisting back, hand controls, shelving books, climbing, balancing, neck flexation/rotation, fingering/fine manipulation, power/firm grasping, reach at, above and below shoulder height
Occasionally/Frequently	pushing/pulling carts, tables, chairs; lifting and carrying up to 50 pounds with/without assistance at waist height up to 25 feet, handling/simple grasping
Frequently/Continuously	intervals: walking up to 30 minutes, standing up to 20 minutes

**AUDITORY OR VISUAL REQUIREMENTS**

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

**ENVIRONMENTAL CONDITIONS**

**LEARNING COMMONS TECHNICIAN II**

There is the potential for exposure to dust on shelves/books; uses a ladder or step stool to reach for objects.

**EXPERIENCE**

This classification requires a minimum of two years of experience performing clerical and technical duties in a library/media center/learning commons operation, including assisting users with their research requests and use of other library print and electronic resources. Experience in a school library, media center, learning and/or information commons is highly preferred.

**EDUCATION**

High school diploma or equivalent. Completion of coursework in Library Technology is preferred.

**REQUIRED TESTING**

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

**CERTIFICATES/LICENSES**

California Class C driver's license. Position is occasionally required to travel to the District Office, other school sites, or the County Office of Education in order to attend meetings, seminars and other training.

**CONTINUING EDUCATION/TRAINING**

Participation in ongoing job-related training as assigned.

**CLEARANCES**

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

I have reviewed the anticipated duties of the proposed Learning Commons Technician II in greater detail with Adrienne to determine, with as much accuracy as possible, the amount of time each duty will take to complete and the complexity of the tasks. The information below is a task-by-task breakdown of the duties of a Learning Commons Technician II that are above and beyond those of a Learning Commons Technician. The hours reported are a total amount; the intent is to split these responsibilities between two assignments. Some tasks would be shared equally between both positions and the others would be assigned to a particular position. Based on our calculations (see spreadsheet) the duties equate to a maximum of 377 hours per year. Divided between two assignments and over the course of 192 work days, it averages to just under an hour a day per LCTII. The two employees would collaborate to see which tasks are best performed by which person considering factors such as region, high school versus middle school, and amount of time spent on each task.

1. **Overdrive Orders: Once per month (split/shared): 50-60 hours overall for the year**

This is for new ebook orders. Someone needs to review the books to ensure they are age appropriate. This is especially important at the middle school level (e.g. sexual content). To complete this task, an individual should go to outside resources (peer reviews in professional journals, three outside reviews is recommended) or read the book themselves and make a determination. The individual should ask the LCT why it is being ordered (e.g. is this a student request?).

2. **Overdrive Collection Review for circulation: Once/year (shared): 10 hours overall for year**

This is related to circulation of ebooks. An individual needs to watch for numbers to see the increase. Numbers could be grouped monthly and then with an annual total. This is important to weed the ebook collection. Make sure the collection is current, relevant and is being downloaded/circulated.

3. **Follett Collection Review: 1 school per month (split): 1-2 hours per school going through collection 10 – 20 hours for year**

This is related to print books, primarily fiction titles. The reason for the task is to weed the collection to ensure it is current and relevant. The District does not want to warehouse books not being used. It is not tied to a timeframe. This has been done at the site level previously but overtime has fallen to Adrienne. Someone needs to look at titles, shelf list and circulation numbers and determine if it should remain. It is not a higher level duty but there has been hesitation to do this because there is often backlash when a book is removed because there is less of a collection of print books now. The guideline for making a determination to remove or keep is based on how many times the book has been circulated or if over 2 years old. If a site says students are still interested, the LCTII can consider this but if the book is not going out it doesn't make sense to keep it.

4. **Follett Updates: Update notification once or twice/year. up to 2 hours a year**

Currently, Adrienne receives notification from Follett once or twice a year that there will be an update. For efficiency and streamlining, there needs to be a point of contact to receive this notification and take action to schedule a date for the update. This person will also make sure Follett is working once it comes back on. The task is basic communication. It's phone calls and emails. Someone needs to be designated as the person to communicate this to all sites, network technicians and Joel.

5. **Student Accounts: up to 10 hours Once/year for sure, more if problems**

This is related to network login including student accounts in Follett, Blackboard, Edgenuity, Safari. A lot of student work involves logging into an account so without this ability there will be big issues. The bulk of this work occurs the first two or three weeks of school. During this time, all sites have problems daily. The student information is updated once a year from the directory. As a result of this update, some student accounts are negatively affected (e.g. double account, no account). The IT department has requested that there be one point of contact for student accounts and that all information go through this person. Ideally, this person will give Matt (IT contact) a list of all the issues and Matt will follow up with that



one person for resolving issues. The contact person then disseminates the resolution to the individual LCT. There could also be some first line troubleshooting before referring the issue to Matt. This task subsides after 3 or 4 weeks into the school year. Some issues arise due to new student enrollment during the year but not much. There is a kiosk for students to reset their password.

6. Contract Accounts: Lesley Rhodes: once/year for REQ submission, throughout year contact with companies: World Book, Safari Montage, Follett **can't quantify time for this, don't know changes that will occur. Could be monthly, weekly or monthly with each program. Estimate 6 annually although unknown.**

Once each year Adrienne receives a reminder from Lesley Rhodes to submit a requisition to renew a variety of accounts. Completing the requisitions usually takes about 30 minutes.

In addition, throughout the year there is communication with these companies; all of which have requested that the District have one point of contact for communication. It became too much for them to maintain communication with every user and answer the same questions multiple times. Throughout the year, there is contact with companies to share new information or report changes. For example, when Edgenuity switched from a previous program, the vendor contacted Adrienne. She then needed to arrange a training time for the new program, coordinated the details of the training and reported this out to the LCTs. Updates from companies have to be disseminated appropriately because all the LCTs depend on these resources to help students. The LCTs have to be able to know the latest information on these products to help the students.

7. Partnership with public libraries; especially at Encinitas. **Tends to be monthly. 4 hours annually**

The goal of our District is to get as many as students as possible to obtain library cards so students can have access to as many resources as possible. A strong relationship with the library is part of this process. Interaction with the public library is through email communication or in a meeting. The library staff may occasionally make arrangements to visit sites and make presentations. This would be done through an LCT II. The ongoing relationship with the library is part of the District's effort to strengthen our community partnership.

8. Student Chromebook Contracts: Review in August and January (2<sup>nd</sup> semester) **4 hours annually**

Each site has Chromebook contracts. In August someone needs to send out a reminder to sites to make sure contracts are being offered and in place for the year. Although each site runs the Chromebook contracts through a site administrator, it is helpful to have a single point of contact for these contracts. The individual with this responsibility will develop best practices and processes for these contracts. The Board has indicated that it is their wish to have everything equitable across all sites. An individual point of contact/liason for the contracts will help to ensure that these are handled in the same manner across the District. Having someone who is familiar with the day-to-day need/use of chromebooks serving as the spokesperson for the Learning Commons Technicians, will also ensure that a person with the proper knowledge base of their use is involved in the decision making process for District issues regarding these devices. If issues are particularly problematic, it would get bumped up to Mark.

Chromebook Inventory: **3 – 5 hours annually**

Twice each year, before testing and at the end of the year, each Learning Commons Technician needs to conduct a Chromebook inventory. The point of contact will send a reminder to each LCT before each inventory period, including information on the specifics of conducting the inventory and will be responsible for working with Joel to arrange for training if necessary. This individual may field questions from LCTs regarding processes and if he/she cannot readily answer will contact Joel or another staff member for information.

PCounters: **2 – 3 hours/day for week, 15 hours five or six times a year, up to 90 hours annually**

The purpose of this task is to determine usage of printers at each Learning Commons and school sites. Printing reports will be sent to the LCT II who will review and make determinations of Learning Commons usage versus the rest of the school's usage for each school site. The LCT II will extract information from these reports, put into an Excel spreadsheet and calculate totals. This task may carry over to include copiers in the future. The spreadsheet totals are given to the Associate Superintendent Curriculum for Ed Services information.

**9. Site Budgets: 1 hour annually**

Each year, the LCT II will request budget information from the Administrative Assistant of each site. The LCT II will report to the LCTs the amount of their budget for the year.

**10. Site Learning Commons Orders: 5 – 6 times/year per site. 1 – 2 hours per order: 100 hours**

LCT IIs will review all requests that come through to make sure they are within budget and that all costs associated with the order have been accounted for (e.g. tax, delivery). Upon review, the LCT II will forward to Mark's office for submission.

A single point of contact for orders will help to ensure that best prices are obtained (e.g. multiple orders at same time may receive discounts, one or two people familiar with pricing of vendors/best value). In addition it may reduce duplication of supplies because if a site puts in an order for a large volume of an item, it may be best to distribute the item among several school sites to ensure the item doesn't become dated or expire before use. For example, a site once ordered an extreme excess of bookcovers so all sites can use from that supply so as to not have excessive supplies at each site. Some sites still order supplies that are no longer used or relevant (sensors for books to trip alarm if book leaves Learning Commons even though alarms are no longer used). A person to funnel orders through would eliminate this waste.

A single point of contact also helps to ensure standardization among the sites, an effective working relationship between the District and vendors, and ease of communication between the Learning Commons and District staff.

**11. Furniture Warranties: 3 – 5 hours/per warranty issue, unknown how many, it is as they come up. 30 hours annually**

The furniture for the Learning Commons was ordered through bond money for renovations so it was ordered through the Facilities Office not the Purchasing Department; therefore, warranties do not fall under the responsibility of Purchasing. Once it was received, the upkeep of the furniture became the responsibility of M&O. Since the M&O Department didn't have familiarity with the products, Jason offered to take over the warranties, then Adrienne took over. Currently, if there is an issue, the LCT contacts Adrienne. She gets in touch with the vendor or company, takes pictures of the problem and provides details through email.

It is unknown how often problems with furniture will come up. Furniture that was ordered at the onset of revamping the Learning Commons is of inferior quality so it has generated a lot of problems. Lessons have been learned since that time so there is optimism that this will not be as much of an issue in the future. However, when there is a problem with furniture, someone will need to be the point of contact to deal with the issue. When the District purchased much of the Learning Commons furniture it bought the extended warranty. If there is not a person who has the specific responsibility to monitor the extended warranty provisions and hold the manufacturer or vendor to the terms of the warranty, the extra cost for the extended warranty is wasted. An LCT II would act on furniture problems right away, document the interaction, and keep the site administrator, custodian, Javier, and others up-to-date on resolution or need to intervene.

**12. Job alike: 4 times/year: 5 – 10 hours/year**

The LCT IIs will take input from LCTs about what to discuss and place these topics on the agenda. Examples may be changes in devices or how to do things. They will contact Joel, Mark and Jonathan regarding new information or ideas for agenda.

They will provide their own input on training topics and suggestions based on what they see in their expanded role as an area needed to discuss. They will provide updates on areas of responsibility at the Job Alike meetings.

**13. Textbook Surplus 4 – 5 hours per pickup, usually 4 -5 pickups for year, 25 hours annually**

There is a need for surplus pickups due to adoptions of new textbooks or from weeding of materials in the Learning Commons.

The LCTII will serve as the point of contact for sites, teachers and others regarding surplus textbooks. The LCT or site personnel will contact the LCTII when there is a need for pickup. The LCTII determines the appropriate pickup location and then contacts the book company to arrange the pickup. The LCTII takes pictures of the materials to be picked up and emails to the company so the company knows what size truck to send.

**14. General Troubleshooting, Point of Contact, Liaison: No time specific**

Share best practices, serve as intermediary between Learning Commons and District departments, single point of contact for Mark, serve as a person of knowledge of the day-to-day functions, issues, needs of the Learning Commons for the SDCOE, administrators and others.

Task	Annual Hours	Each LCTII annually	Average Hours Per Day per LCTII
Overdrive Orders	60		
Overdrive Collection Review	10		
Follet Review	20		
Follet Updates	2		
Student Account	10		
Contract Accounts	6		
Public Libraries	4		
Student Chromebook Contracts	4		
Chromebook Inventory	5		
P Counters	90		
Site Budgets	1		
Site Orders	100		
Furniture Warranties	30		
Job Alike	10		
Textbook Surplus	25		
		188.5	
Total Annual	377		0.981770833

<b>Classification Review Report</b>	
Classification	Grounds and Custodial Supervisor
Classification Type	Supervisory
Salary Range	Range 7
Submission to Classification Advisory Committee	April 25, 2017
Submission to Personnel Commission	June 13, 2017
Agenda Item	Classification Revisions #7b

**Sources of Information**

Classification Review Request Form submitted by Dan Love  
 Meeting with Dan Love, Director of Maintenance, Operations and Transportation  
 Meeting with Javier Lopez, Incumbent  
 Classification Review of Position, 2009  
 Joint Powers Authority, San Diego County Office of Education  
 Comparable districts in San Diego County, San Diego County Office of Education, and Mira Costa Community College

**Background Information**

Javier Lopez has been classified as a Grounds and Custodial Supervisor since the classification was established on July 1, 2009. The classification was established as a result of the gradual accretion of duties Mr. Lopez assumed while working as the Custodial Supervisor. When the District eliminated the position of Grounds Supervisor in July of 2005 due to budget cuts, the Executive Director of Operations took over the supervisory responsibilities of the Grounds Unit. However, approximately one year later, Mr. Lopez started assuming supervisory responsibility for grounds as well as his custodial oversight and he continued to perform this dual role until the time of the classification study three years later. During the study, the District acknowledged that Mr. Lopez had gradually accrued these duties and further determined it was best to keep the grounds supervisory duties with that position resulting in the recommendation to establish the classification of Grounds and Custodial Supervisor. As no comparable classifications could be identified among our comparison agencies at that time, the person conducting the classification study considered two pieces of information to recommend salary range allocation. One, the increase in the scope and breadth of supervisory responsibilities warranted additional compensation and, two, Maintenance Supervisors among the comparison districts were paid higher than either Custodial Supervisors or Grounds Supervisors. Therefore, a new salary range was added to the Supervisory Salary Schedule with allocation placed between the range of Custodial Supervisor and Maintenance Supervisor.

The Director of Maintenance, Operations, and Transportation submitted this current request for a classification review due to his belief that the scope of responsibility for this assignment has increased since it was originally allocated. He further ascertains, that in his role as the director who oversees the three supervisory positions in the four functional areas he directs, he sees that the level of responsibility, complexity and problem-solving of the dual role of Grounds and Custodial Supervisor is comparable to that of Maintenance Supervisor. As such, the Director believes that the Grounds and Custodial Supervisor classification should be allocated to the same range as the Maintenance Supervisor.

Upon a review of the essential functions currently performed by Mr. Lopez, a determination was made that he is largely working within the parameters of the class description. Several modifications to the existing job description are proposed to outline duties not currently contained in the class description such as: management of the District's water reclamation and storm runoff prevention programs and recycling program and travel to and from multiple locations including the transportation of equipment. Additional changes were made to the Working Conditions Section to expand the physical abilities required of the classification. These changes to the job description do not support a reclassification of Mr. Lopez' role within the District in that his assignment remains to supervise the grounds and custodial units; however, as with all classification reviews, the review includes an analysis of the salary allocation to see if it is properly allocated.

In determining whether a salary reallocation is warranted, the first step of every review is to identify comparable classifications within our comparison districts. This standard practice is usually the key to determining both initial salary range allocation and whether salary reallocation is warranted. Once again, similar to the situation encountered in 2009, no comparisons exist within our comparison districts. In fact, all school districts in San Diego County were contacted to see if comparable classifications could be identified and none were found. Any classifications that have responsibility for both grounds and custodial functions are exempt positions, not supervisory, and those positions include maintenance oversight as well. In the absence of comparable classifications, the following were considered to determine whether the classification is appropriately allocated:

- The scope of supervisory responsibility as compared to other supervisory classifications
- The scope and breadth of responsibility of two functional areas
- Responsibilities added to the classification since its establishment

In addressing the bullets listed above, it is worth noting that Mr. Lopez' supervisory assignment is unique in that the Grounds and Custodial Supervisor is the only supervisory position which has supervisory responsibility for another supervisor. Mr. Lopez trains, provides direction and evaluates the work of the Custodial Supervisor. The Custodial Supervisor is an evening position and was established several years ago to have someone on-hand during the evening hours to provide first-level supervision to the evening custodial staff. Mr. Lopez' work schedule is such that there is a one hour crossover between his departure and the arrival of the Custodial Supervisor. During this one hour timeframe, the two supervisors are able to review concerns and troubleshoot solutions as well as review operating processes. Mr. Lopez remains available to the Custodial Supervisor by phone during the evening hours should a situation arise which requires his assistance.

When attempting to locate comparable classifications in other districts, comments were made by the M&O Directors I spoke to about the unlikely combination of the two functional areas of grounds and custodial services. These comments were centered around the belief that it is very difficult to manage two unrelated areas particularly since the work schedules of these two functions are typically during opposite times of the day. Other districts had either unsuccessfully tried to combine these two areas or, when asked if they had a similar assignment, commented that they did not see that they had staff that would be able to manage supervision of two different areas over such a long stretch of day. Compensation rates are not affected by the quality of work of

the employee in the assignment; however, this information is being shared to highlight that it is a high expectation to have one individual have such varied supervisory responsibility. This level of scope and breadth is often reserved for management-level assignments.

A final consideration which may affect salary allocation is the addition of duties to the position since it was established. It is very typical to add duties to a position as needs or staffing changes and the District reserves the right to do so. When duties are added, if they are of a higher level, depending on the situation it may be cause to consider reallocation. One additional duty that has been added to the Grounds and Custodial Supervisor worth noting is the management of the District’s water reclamation and storm runoff prevention programs. The legislation that governs these mandated programs is complex and non-compliance with mandates has significant consequences.

This salary review is unique in that there are no comparison figures in which to measure whether the District’s rate of pay is fair and competitive. As stated previously, the Director of Maintenance, Operations and Transportation submitted the review request to ensure the salary is appropriately allocated. Without the standard comparison data, a recommendation as to whether the Grounds and Custodial Supervisor should be reallocated to Range 9 of the Supervisory Salary Schedule would be based on other factors as described throughout this report.

**Salary Compensation Review**

	Range	Job Title	Minimum	Maximum
SDUHSD	Range 7	Grounds and Custodial Supervisor (with benefits on salary schedule)	\$84,043	\$100,120
SDUHSD	Range 9	Maintenance Supervisor (with benefits on salary schedule)	\$90,058	\$107,451
		Percent Differential		7.3%
SDUHSD	Range 7	Grounds and Custodial Supervisor (pre benefits on salary schedule; rate 12/31/15 + 5.5% COLA 7/1/16). This represents today’s actual salary	\$75,105	\$91,183
SDUHSD	Range 9	Maintenance Supervisor (pre benefits on salary schedule; Rate 12/31/15 + 5% COLA 7/1/16). This represents today’s actual salary	\$81,120	\$98,513
		Percent Differential		8%

**Recommendation**

Revise the job description for Grounds and Custodial Supervisor as proposed.  
 Recommend to the governing board reallocation of the classification of Grounds and Custodial Supervisor to Range 9 of the Supervisory Employees Salary Schedule.

Vote by Committee Members:

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



## GROUNDS AND CUSTODIAL SUPERVISOR

### OVERALL JOB PURPOSE STATEMENT

Under the direction of the Executive Director of Operations Director of Maintenance, Operations and Transportation, the job of Grounds and Custodial Supervisor is done for the purpose/s of planning, scheduling, coordinating, and supervising site custodial operations and site landscape and grounds operations; implementing the District's custodial and grounds programs for facility upkeep and security; takes appropriate measures to maintaining attractive facilities and protect against interior and exterior deterioration and erosion of facilities; ensuring the availability of required cleaning equipment, tools and supplies; ~~protecting against interior and exterior deterioration and erosion of facilities~~; maintaining facilities for classroom and administrative requirements, outside events and/or recreational activities, including cosmetic building upkeep; identifying building and grounds maintenance needs; ensuring assignments are completed in a safe, proper and timely manner; and directing assigned custodial and grounds workers.

### DISTINGUISHING CHARACTERISTICS

This single position classification is responsible for the day-to-day supervision of programs for maintaining clean, sanitary building interiors and attractive exterior grounds, including responsibility for the District's integrated pest management program. The incumbent of this position provides direct supervision to the grounds and irrigation staff as well as the Custodial Supervisor and coordinates supervision of the custodial staff with the Custodial Supervisor achieves program goals and objectives by directing and coordinating crews of custodians, grounds workers, and equipment operators through school plant supervisors and lead grounds workers. The scope and complexity of the job is above average requiring considerable coordination of diverse activities at multiple locations. The majority of activities supervised are of a recurring nature with occasional need to plan and coordinate special projects assigned to subordinates, other district staff such as plumber/irrigation specialists or with outside contractors for specialized equipment and services. The position is subject to on-call response to emergencies relating to incidents on school property such as (e.g. broken pipes, broken windows, and storm damage, etc.).

### ESSENTIAL FUNCTIONS

- Coordinates site custodial and grounds maintenance services with principals, other administrators and site staff as appropriate for the purpose of to ensure the required levels of services are provided within the scope of the assigned functions.
- Designs plans, prepares specifications and calculates cost estimates for the purpose of to implementing custodial maintenance and grounds repair and improvement projects at district's site projects in accordance with the District's short and long-term plans.
- Inspects facilities and grounds for the purpose of to designing, organizing and scheduling needed cleaning and upkeep, grounds maintenance and repair, and/or monitoring custodial and grounds operations at District sites.
- Manages a program of grounds and custodial equipment maintenance and supplies procurement for the purpose of to ensure the availability of required supplies, machines, equipment and tools in a safe operating condition.
- Participates in various meeting activities (e.g., such as staff meetings, training sessions, and professional organizations) for the purpose of to receive and/or conveying information relating to assigned duties professional requirements, new products and technology, and networking with other professionals in the field.

## GROUNDS AND CUSTODIAL SUPERVISOR

- Prepares required documentation (e.g., such as schedules, cost and labor estimates, work orders, plans and specifications, and accident reports), for the purpose of providing written support, conveying information, and responding to requests to ensure effective and efficient delivery of services and compliance with established rules and regulations.
- Recommends policies, procedures and actions for the purpose of providing direction and making decisions to achieve program goals and improve delivery of services.
- Responds to emergencies relating to site grounds and facility maintenance operations (e.g. such as fallen limbs, broken windows, and flooded floors, etc) for the purpose of to determine and implementing appropriate actions required to resolve reported the situation.
- Oversees grounds and custodial department activities (e.g., such as cleaning, minor repairs, arranging furniture, ensuring event set ups, assigned grounds improvements and upkeep projects such as resod and aeration of fields, power washing of sidewalks, and sweeping of parking lots, etc.) for the purpose of to ensure that the department's functions are work is being provided performed in a safe and efficient manner for the district's operations and that both the grounds and custodial programs provide a sanitary, safe and attractive environment in accordance with the various site requirements.
- Performs a variety of personnel functions (e.g., interviewing, hiring, evaluating, training, staffing, scheduling, motivating, supervising) for the purpose of Interviews, selects, schedules, trains, coaches, supervises, disciplines and evaluates assigned staff providing an efficient custodial and grounds services operation throughout the district to ensure appropriate coverage of grounds and custodial assignments. Oversees and evaluates the work of the evening Custodial Supervisor and collaborates with the Custodial Supervisor to ensure that evening custodial services are provided in a manner consistent with District standards; responds to requests for assistance from Custodial Supervisor during evening custodial shift as needed.
- Researches, interprets and applies a wide variety of rules and regulations (e.g., such as health, safety, education code, bargaining unit agreements, and professional standards, integrated pest management program, etc.) for the purpose of to ensure that the custodial and grounds services are provided in accordance with established standards, including ensuring that the pesticide program complies with applicable standards and that appropriate personnel maintain required licensing.
- Manages the District's Integrated Pest Management Program including ensuring that appropriate staff maintains required licensing and that program components are in compliance with applicable laws and standards.
- Manages the District's water reclamation and storm runoff prevention programs to control water expenses and ensure compliance with applicable codes and laws.
- Transports various items such as tools, equipment, and supplies to ensure the availability of materials required at school and other District sites.
- Performs a variety of functions as needed for the purpose of Assisting subordinate personnel in other staff members with special projects or to address special circumstances to ensure required tasks are completed as needed.
- Plans, organizes and presents training programs for the purpose of to develop staff skills of custodial and grounds maintenance skills staff, ensuring the presentation of and to present new techniques and equipment in the grounds and custodial field and implementing program standards.

## GROUNDS AND CUSTODIAL SUPERVISOR

- Supports Executive Director of Operations the Director of Maintenance, Operations and Transportation by providing input and making recommendations related to items such as (e.g., recommending budget allocations, staffing requirements, and operational priorities) for the purpose of to assisting the Director with the job functions and responsibilities of maintaining facilities and grounds in a safe, cost-efficient and functional condition for the district's overall operations and within annual budget constraints.
- Performs other job-related duties as assigned.

### JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

#### SKILLS, KNOWLEDGE AND ABILITIES

**SKILLS** are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: administering personnel policies and practices; applying pertinent codes, policies, regulations and/or laws; operating standard office equipment including utilizing pertinent software applications; planning and managing projects; preparing and maintaining accurate records; and preparing budgets and financial plans.

**KNOWLEDGE OF:** is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: health standards and hazards; safety practices and procedures; knowledge of pertinent codes, policies, regulations and/or laws; principles and practices of cleaning school site facilities and maintaining school grounds and athletic fields.

- Principles and practices related to maintaining school grounds and athletic fields
- Principles and practices related to cleaning school facilities
- Equipment utilized in grounds and custodial work
- Pertinent codes, policies, regulations and laws including water reclamation and storm runoff provisions
- Basic personnel practices including performance management
- Safety practices and procedures related to grounds and custodial work
- Health standards and hazards related to grounds and custodial work
- Basic math

**ABILITY TO:** is required to schedule a number of activities, meetings, and/or events; often gather, collate, and classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and groups; work with data of varied types and purposes; and utilize a variety of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: adhering to safety practices; being attentive to

## GROUNDS AND CUSTODIAL SUPERVISOR

detail; meeting deadlines and schedules; working under time constraints; and providing and following oral and written instructions.

- Administer personnel policies and practices
- Train, coach, supervise, evaluate and discipline assigned staff
- Read, interpret, and apply pertinent codes, rules, and bargaining unit agreements
- Analyze situations to define issues, determine appropriate course of action and implement a plan to achieve desired outcomes
- Plan, organize and schedule activities, meetings and events
- Gather and collate information and prepare supporting documentation and reports
- Supervise the use of funds
- Operate standard equipment related to grounds and custodial work as well as standard office equipment including pertinent software applications
- Work with a significant diversity of individuals and groups in a wide variety of circumstances
- Understand organizational objectives and develop methods to support those objectives
- Complete assigned tasks thoroughly, accurately and with attention to detail
- Communicate clearly and effectively, orally and in writing
- Understand and follow written and oral instructions
- Work under time constraints to meet deadlines and schedules
- Work under limited supervision

### RESPONSIBILITY

Responsibilities include: working under limited supervision using standardized practices and methods; managing a department; and supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services. Position is subject to on-call availability in organizing responses to emergency situations (e.g. broken windows, interior and exterior flooding, storm damage, and other unplanned events requiring attention in order not to disrupt the education process or for health and safety concerns).

### WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require 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 30% sitting, 35% walking, and 35% standing. The job is performed under minimal temperature variations and some hazardous conditions.

### EXPERIENCE

Job-related experience with increasing levels of responsibility is required, typically demonstrated by at least A minimum of three years of journey-level grounds maintenance or custodial work including a year of experience in a supervisory or lead capacity is required.

### EDUCATION

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

None specified

**GROUNDS AND CUSTODIAL SUPERVISOR**

**WORKING ENVIRONMENT**

This assignment requires the ability to travel to and from school sites and other work locations to perform assigned duties on a regular basis. The position is subject to on call availability in organizing responses to emergency situations (e.g. broken window, interior and exterior flooding, storm damage, and other unplanned events requiring attention in order not to disrupt the education process of for health and safety concerns). The usual and customary methods of performing the job functions require the following physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

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

Never = 0%

Seldom = 1-10% (<45 minutes)

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

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

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

<u>Seldom</u>	<u>Lifting at waist height or carrying up to 50 pounds up to 10 feet, squatting/crouching, climbing/balancing, kneeling, reaching above shoulder, stooping/bending, twisting back, neck flexation/rotation, pushing/pulling, power/firm grasping, reach at shoulder, reach below shoulder</u>
<u>Occasionally</u>	<u>Lifting at waist height or carrying up to 10 pounds, standing, walking</u>
<u>Frequently</u>	<u>Fingering/fine manipulation, sitting</u>

**AUDITORY OR VISUAL REQUIREMENTS**

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

**ENVIRONMENTAL CONDITIONS**

Work may be conducted near hazardous equipment/machinery; walking on uneven surfaces such as fields; exposure to dust, gas, fumes, vibration, extremes in temperature and humidity, biohazard materials such as sewage; occasional need to work at heights.

**REQUIRED TESTING**

~~Pre-employment proficiency test.~~

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

**CERTIFICATES**

~~Valid driver's license and evidence of insurability.~~

Valid California Class C driver's license; record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position.

**CONTINUING EDUCATION/TRAINING**

~~None Specified.~~

Participation in ongoing job-related training as assigned.

# CLASSIFIED

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## GROUNDS AND CUSTODIAL SUPERVISOR

### CLEARANCES

~~Criminal Justice Fingerprint/Background Clearance and Tuberculosis Clearance~~

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

### FLSA STATUS

Nonexempt

### SALARY RANGE

Supervisory

# San Dieguito Union High School District Personnel Commission

## Classification Review

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### Merit System Rule 3.12 Review of Positions

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

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

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

- It is determined there are no changes necessary to the classification, or only minor editing of the description is needed, for example, to remove antiquated wording or to clarify duties.
- It is determined the employee is performing duties outside of the classification that must be removed and assigned to the appropriate employee in another classification.
- It is determined there is justification for a reclassification based on a gradual accretion of duties over at least two years (EC 45285). Reclassification may result in upward, lateral, or downward change to the position. The effects of such changes are outlined in Personnel Commission Rule Chapter 3.

<b>POSITION TITLE</b>	
<b>Incumbent</b>	Javier Lopez
<b>Employee/Title of Person Submitting Request</b>	Daniel Love MOT
<b>Date of Request</b>	6/17/16
<b>Direct Supervisor of Incumbent</b>	Daniel Love
<b>School/Department</b>	M 20
<b>Hours Worked Day/Work Year</b>	8/12
<b>Incumbent Date of Hire</b>	8/25/93
<b>Incumbent Date in Classification</b>	7/1/09

Part 1: Typical Duties Task List (from description)

Relevant (R)/ No Longer Performing (No)	Frequency: Hourly/Daily/Monthly/Yearly	Task
R	Daily	Designs plans, specifications and cost estimates for the purpose of implementing custodial maintenance and grounds repair and improvement projects at district's site projects in accordance with the district's short and long-term plans.
R	Daily	Inspects facilities and grounds for the purpose of designing, organizing and scheduling needed cleaning and upkeep, grounds maintenance and repair, and/or monitoring custodial and grounds operations at district sites.
R	Daily	Manages a program of grounds and custodial equipment maintenance and supplies procurement for the purpose of ensuring the availability of required supplies, machines, equipment and tools in a safe operating condition.
R	Monthly	Participates in various meeting activities (e.g., staff meetings, training, professional organizations) for the purpose of receiving and/or conveying information relating to professional requirements, new products and technology, and networking with other professionals in the field.
R	yearly	Prepares documentation (e.g., schedules, cost and labor estimates, work orders, plans and specifications) for the purpose of providing written support, conveying information, and responding to requests.
R	Monthly	Recommends policies, procedures and actions for the purpose of providing direction and making decisions.
R	Daily	Responds to emergencies relating to site grounds and facility maintenance operations (e.g. fallen limbs, broken windows, flooded floors, etc) for the purpose of determining and implementing appropriate actions required to resolve reported situation.



R	Daily	Oversees grounds and custodial department activities (e.g., cleaning, minor repairs, arranging furniture, ensuring event set ups, assigned grounds improvements and upkeep projects such as resod and aeration of fields, power washing of sidewalks, sweeping parking lots, etc.) for the purpose of ensuring that the department's functions are being provided in a safe and efficient manner for the district's operations and that both programs provide a sanitary, safe and attractive environment in accordance with the various site requirements.
R	Daily	Performs a variety of personnel functions (e.g., interviewing, hiring, evaluating, training, staffing, scheduling, motivating, supervising) for the purpose of providing an efficient custodial and grounds services operation throughout the district.
R	Monthly	Researches rules and regulations (e.g., health, safety, education code, professional standards, integrated pest management program, etc.) for the purpose of ensuring that the custodial and grounds services are provided in accordance with established standards, including ensuring that the pesticide program complies with applicable standards and that appropriate personnel maintain required licensing.
R	Daily	Performs a variety of functions as needed for the purpose of assisting subordinate personnel in special projects or addressing special circumstances.
R	Monthly	Plans, organizes and presents training programs for the purpose of developing staff custodial and grounds maintenance skills, ensuring the presentation of new techniques and equipment and implementing program standards.
R	Daily	Supports Executive Director of Operations (e.g., recommending budget allocations, staffing requirements, and operational priorities) for the purpose of assisting with the job functions and responsibilities of maintaining facilities and grounds in a safe and functional condition for the district's overall operations and within annual budget constraints.

Describe any additional duties performed that are not described in the current Typical Duties list or other factors/changes to the classification that should be considered for this classification:

- \* Manages, Directs and evaluates the work of Night Custodial Supervisor and Administrative Secretary.
- \* MANAGES, Directs and evaluates the work of 2 Grounds Leads AND 16 <sup>Grounds</sup> <sub>Men</sub>
- \* Manages, Directs and evaluates the work of 6 Floater Custodians and 9 School Plant Supervisors
- \* Coordinates and manages District-level construction projects that involve playing fields (NATURAL, SYNTHETIC), Stadiums and gymnasium courts.

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

→ \*

Part 2: Knowledge of (from description)

Importance Rating 0=Not related 1=Helpful 2=Important 3=Essential	Correlating Task	List all statements from description
1	Field projects	to perform algebra and/or geometry
2	collaboration w/ prop AA	review and interpret highly technical information, write technical materials, and speak persuasively to implement desired actions;
3	EVALUATIONS	analyze situations to define issues and draw conclusions
3	custodial	health standards and hazards
3	Grounds	safety practices and procedures
3	pesticides	pertinent codes, policies, regulations and/or laws;
3	Custodial	principles and practices of cleaning school site facilities and maintaining school grounds and athletic fields.

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

	Examples
<b>Policies (District, State, or Federal Agency):</b> <ul style="list-style-type: none"> <li>Knowledge only for application to assigned duties</li> <li>Referred to frequently in the course of work and/or explained to others</li> </ul>	Personnel Commission Rules Reclaimed water Regulations Stormwater Regs Education Code, Pesticides
<b>Procedures (Work Site Manual, Desk Manual):</b> <ul style="list-style-type: none"> <li>Knowledge only for application to assigned duties</li> <li>Referred to frequently in the course of work and/or explained to others</li> </ul>	Union contract Custodial handbook

Tools

Tools (i.e. Technology, Office Equipment, Manual/Power Tools, etc.)	Example(s) of Task(s) Performed
Computer	Office work
Cell phone	Communication

Part 3: Ability to (from description)

Importance Rating 0=Not related 1=Helpful 2=Important 3=Essential	Correlating Task	List all statements from description
3	CALENDAR	to schedule a number of activities, meetings, and/or events
2	EVALUATIONS	often gather, collate, and classify data
1		consider a number of factors when using equipment
3	PROP AA	Flexibility is required to work with others in a wide variety of circumstances
1		work with data utilizing defined but different processes
1		operate equipment using standardized methods
3		work with a significant diversity of individuals and groups
1		work with data of varied types and purposes
2		utilize a variety of job-related equipment
3	SAFETY MTG.	problem solving is required to analyze issues and create action plans.
1		Problem solving with data requires analysis based on organizational objectives
2	REPAIR	problem solving with equipment is moderate to significant
3	TRAINING	adhering to safety practices
2		being attentive to detail
3	FIELD WORK	meeting deadlines and schedules
2	PROP AA	working under time constraints
3	TRAINING	providing and following oral and written instructions

Part 4: Contacts

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

CONTACTS	FREQUENCY (Minimal, Occasional, Frequently)	EXAMPLE OF INTERACTION
Supervisor	FREQUENT	consultation, training
Staff	FREQUENT	Training, Direction, Guidance
Vendors	FREQUENT	PRODUCT ANALYSIS
Community Members	Neighbors B&G Club, CITY ADMIN	liaison w/ community
Other	PROP AA	collaboration

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**Part 5: Decision Making/Complexity/Guidance Received**

Check the ONE statement that best applies to this position.

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

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

Check the ONE statement that best applies to this position.

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

## Part 7: Organization – Supervisory Responsibilities

Check the ONE statement that best applies to this position.

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

Employees Directly Supervised:

Classification Title	Number Supervised	Regular (R) or Limited Term (LT)
Night Custodial Supervisor	1	R
Grounds Leads	2	R
Administrative Secretary	1	R
Floater Custodian	6	R
School Plant Supervisor	9	R

Supervision:

Check the statement(s) that describe the type of supervision this classification performs.

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

**Part 8: Minimum Qualifications (from description)**

**Compare with requirements listed below which appear on current description**

Job related experience with increasing levels of responsibility is required, typically demonstrated by at least three years of journey-level grounds maintenance or custodial work including a year of experience in a supervisory or lead capacity.

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

Valid driver's license and evidence of insurability.

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

## Part 9: Physical Requirements/Work Environment

### Current Wording

The usual and customary methods of performing the job's functions require 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 30% sitting, 35% walking, and 35% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Check all that apply regarding physical activity:

<input checked="" type="checkbox"/>	Crawling	<input checked="" type="checkbox"/>	Lifting	<input checked="" type="checkbox"/>	Sitting	<input checked="" type="checkbox"/>	Pushing
<input checked="" type="checkbox"/>	Standing	<input checked="" type="checkbox"/>	Reaching	<input checked="" type="checkbox"/>	Finger Dexterity	<input checked="" type="checkbox"/>	Pulling
<input checked="" type="checkbox"/>	Kneeling	<input checked="" type="checkbox"/>	Climbing	<input checked="" type="checkbox"/>	Seeing	<input checked="" type="checkbox"/>	Squatting
<input checked="" type="checkbox"/>	Grasping	<input checked="" type="checkbox"/>	Carrying	<input checked="" type="checkbox"/>	Hearing	<input checked="" type="checkbox"/>	Walking
<input checked="" type="checkbox"/>	Balancing	<input checked="" type="checkbox"/>	Bending	<input checked="" type="checkbox"/>	Speaking	<input checked="" type="checkbox"/>	Writing
<input checked="" type="checkbox"/>	Twisting	<input checked="" type="checkbox"/>	Driving	<input checked="" type="checkbox"/>	Keyboarding		

Check all that apply regarding elements employees in this classification may be exposed to on the job:

<input checked="" type="checkbox"/>	Noise	<input checked="" type="checkbox"/>	Heat	<input checked="" type="checkbox"/>	Wetness		Poor Ventilation
<input checked="" type="checkbox"/>	Vibrations	<input checked="" type="checkbox"/>	Dust	<input checked="" type="checkbox"/>	Humidity		Toxic Chemicals
	Gases	<input checked="" type="checkbox"/>	Dirt		Height		Solvents
	Electric Shock	<input checked="" type="checkbox"/>	Odors		Fumes		Heavy Machinery
<input checked="" type="checkbox"/>	Cold	<input checked="" type="checkbox"/>	Outdoors	<input checked="" type="checkbox"/>	Confined Areas		Biohazards

Other Factors: \_\_\_\_\_

In general, what would you estimate is the percentage of time employees in this classification spend sitting, standing, and walking during the work day? 30 % sitting; 50 % standing; 20 % walking (total of 100%)

Ability to Push/Pull/Lift:

	Weight in pounds	Distance (in feet)/Height	Example
Push			
Pull			
Lift			



## CLASSIFIED PERSONNEL

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### MAINTENANCE SUPERVISOR

#### OVERALL JOB PURPOSE STATEMENT

Under the direction of the Executive Director of Operations, the job of Maintenance Supervisor is done for the purpose/s of planning, scheduling, coordinating and supervising the day-to-day facility maintenance operations of the building trades personnel; ensuring compliance with work order and relevant trade standards; ensuring the availability of equipment, tools, materials and supplies required by building trades; making recommendations for acceptance; ensuring work assignments are completed in a safe, proper and timely manner; and conveying information relating to professional requirements, new products and technology.

#### ESSENTIAL JOB FUNCTIONS:

- Coordinates schedules, services provided under contract to other schools, special events, and other operations for the purpose of ensuring preparation and availability of required facilities.
- Develops long and short-range maintenance plans/programs (e.g. deferred maintenance program) for the purpose of ensuring that the District's resources are effectively utilized and expenditures are within budgetary limitations.
- Inspects in-process and completed projects (e.g. capital and deferred maintenance, repairs, scheduled maintenance) for the purpose of ensuring compliance with work orders, efficiency, relevant trade standards and building codes and local, State and/or Federal regulations, and/or monitoring maintenance operations at district sites.
- Approves payment requests, inspection reports, and specifications for capital improvements to ensure adherence to standards, regulations and timelines.
- Participates in various activities (e.g. staff meetings, training, professional development) for the purpose of receiving and/or conveying information relating to professional requirements, new products, technology and/or networking with other professionals in the field.
- Prepares documentation (e.g. schedules, cost estimates; work orders, plan, bid specifications, procedures) for the purpose of providing written support, conveying information and/or responding to requests.
- Recommends policies, procedures and/or actions (e.g. assisting other departments with specifications on capital projects, cost and labor estimates, vendor relations) for the purpose of providing direction and/or making decisions.
- Responds to emergencies (e.g. power outages, breaches of security, equipment failures) for the purpose of providing 24/7 initial contact coverage and for determining and implementing appropriate actions required to resolve situations.
- Directs/Oversees department projects and activities (e.g. repairs, deferred and scheduled maintenance) for the purpose of prioritizing work deadlines, ensuring optimal utilization of personnel, and ensuring that the District's resources are effectively utilized, expenditures are within budgetary limitations, and the department's functions provides service in a safe and efficient manner for the district's operations.
- Supports the Director of Maintenance, Operations and Transportation (e.g. recommending

## CLASSIFIED PERSONNEL

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budget allocations, staffing requirements, operational priorities) for the purpose of assisting with job functions and responsibilities of maintaining overall maintenance of the district's facilities and sites.

- Designs plans, specifications and cost estimates for the purpose of implementing maintenance and facility improvement projects in accordance with the district's short and long-term plans.
- Procures equipment, tools, supplies and materials for the purpose of maintaining availability of required items for facility maintenance operations and completing work functions at district sites efficiently.
- Performs a variety of personnel functions (e.g. interviewing, hiring, evaluating, training, staffing, scheduling, motivating, supervising) for the purpose of providing an efficient facility maintenance services operation that adheres to standards and achieves maximum performance throughout the district.
- Presents training programs (e.g. safety, maintenance, accident prevention, etc.) for the purpose of informing staff of appropriate procedures and safety practices and developing staff maintenance skills, presenting new techniques and equipment and implementing program standards.
- Researches and evaluates programs, new products, materials, equipment, supplies, rules and regulations (e.g. health, safety, education code, professional standards) for the purpose of recommending purchases and contracts and ensuring that the facility maintenance services are provided in accordance with established standards.
- Coordinates facility maintenance services with principals, other administrators and site staff as appropriate for the purpose of ensuring the required levels of service are provided within the scope of the maintenance functions.
- Performs a variety of functions as needed for the purpose of assisting subordinate personnel in special projects or addressing special circumstances.
- Supervises facility maintenance activities (e.g. cleaning, minor repairs, arranging furniture) for the purpose of ensuring that the custodial services provides a sanitary, safe and attractive environment in accordance with the various site requirements.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

### OTHER JOB FUNCTIONS:

- Performs other related duties as assigned to ensure the efficiency and effectiveness of the work unit.

### ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS

#### Knowledge, Skills and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: to perform multiple, highly complex, specialized technical tasks; specific skills to administer personnel policies and practices; apply pertinent codes, policies, regulations and laws;

## CLASSIFIED PERSONNEL

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communicate with persons of varied cultural and educational backgrounds; operate equipment used in the trades; operate standard office equipment including utilizing pertinent software applications; plan and manage projects; prepare and maintain accurate records; and prepare budgets and financial plans.

KNOWLEDGE is required to perform algebra and/or geometry for practical applications; review and interpret highly technical information, write technical materials, and speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: to read technical information, to create and/or compose documents and/or participate in panel discussions; to solve practical problems and deal with a variety of concrete variables.

ABILITY is required to schedule a significant number of activities, meetings, and events; often gather, collate, and classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: dealing with a level of complexity of tasks that require significant processing data; coordination of other person's schedules and activities; significant flexibility with people; types, uses and sources of data; using a wide diversity of equipment; interacting with persons and agendas that frequently change; discretion, independent action and judgment with regards to using data, equipment and working with people. Specific abilities required to satisfactorily perform the function of the job include adhering to safety practices; being attentive to detail; meeting deadlines and schedules; and working under time constraints.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; and supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: 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 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations and some hazardous conditions.

### **EXPERIENCE**

Job related experience within the specialized field with increasing levels of responsibility is required.

### **EDUCATION**

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

### **REQUIRED TESTING**

## **CLASSIFIED PERSONNEL**

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Pre-employment proficiency test.

### **CERTIFICATES**

Valid Driver's License and evidence of insurability.

### **CONTINUING EDUCATION/TRAINING**

None specified.

### **CLEARANCES**

Criminal Justice Fingerprint/Background Clearance and Tuberculosis Clearance.

### **FLSA Status**

Nonexempt

### **Salary Range**

Supervisory

**SUPERVISORY SALARY SCHEDULE**  
Effective July 1, 2016

Title	1	2	3	4	5	Annual Work Days
	Annual	Annual	Annual	Annual	Annual	
	Monthly	Monthly	Monthly	Monthly	Monthly	
	Hourly	Hourly	Hourly	Hourly	Hourly	
<b>RANGE 4</b> Nutrition Services Supervisor	\$44,190	\$46,564	\$48,797	\$51,389	\$53,926	192
	\$3,682	\$3,880	\$4,066	\$4,282	\$4,494	
	\$21.25	\$22.39	\$23.46	\$24.71	\$25.93	
<b>RANGE 5</b> Custodial Supervisor I	\$63,812	\$66,659	\$69,456	\$72,098	\$75,467	246
	\$5,318	\$5,555	\$5,788	\$6,008	\$6,289	
	\$30.68	\$32.05	\$33.39	\$34.66	\$36.28	
<b>RANGE 6</b> Nutrition Specialist Supv. Transportation Supv.	\$78,568	\$81,930	\$85,600	\$89,423	\$93,454	246
	\$6,547	\$6,827	\$7,133	\$7,452	\$7,788	
	\$37.77	\$39.39	\$41.15	\$42.99	\$44.93	
<b>RANGE 7</b> Grounds and Custodial Supervisor	\$84,043	\$87,673	\$91,637	\$95,766	\$100,120	246
	\$7,004	\$7,306	\$7,636	\$7,981	\$8,343	
	\$40.41	\$42.15	\$44.06	\$46.04	\$48.13	
<b>RANGE 8</b> <i>No classifications currently are allocated at this range.</i>	\$84,359	\$87,995	\$91,978	\$96,126	\$100,501	246
	\$7,030	\$7,333	\$7,665	\$8,011	\$8,375	
	\$40.56	\$42.31	\$44.22	\$46.21	\$48.32	
<b>RANGE 9</b> Maintenance Supervisor Technology Supervisor	\$90,058	\$94,053	\$98,249	\$102,744	\$107,451	246
	\$7,505	\$7,838	\$8,187	\$8,562	\$8,954	
	\$43.30	\$45.22	\$47.23	\$49.40	\$51.66	
<b>RANGE 10</b> Nutrition Services Coordinator	\$50,818	\$53,549	\$56,116	\$59,097	\$62,015	192
	\$4,235	\$4,462	\$4,676	\$4,925	\$5,168	
	\$24.43	\$25.74	\$26.98	\$28.41	\$29.82	

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

Nutrition Services supervisory employees working less than 246 days per year shall receive a full district health care credit and/or flexible spending account in order to participate in the classified management /

**Relevant SDUHSD Rules & Regulations for Classified Service, Bargaining Unit Agreement language, Education Code provisions, and practices of other San Diego County merit system employers to be used as information for a discussion regarding consideration of current SDUHSD employees for positions in job classifications previously held by the employee.**

Rules & Regulations for the Classified Service:

Definitions

Reinstatement: A reappointment (discretionary with the Board of Trustees) after resignation within 39 months after the last day of paid service, without examination, to a position in one of the employee's former classes, or a related lower class, or after reduction to a limited-term status, to permanent status.

Certification: The submission by the Commission of the names of eligibles from an appropriate eligibility list or from some other source of eligibility to the appointing power or to the department which selects employees prior to approval of the appointing power.

Employment List: A list of names from which certification may be made. Includes eligibility lists, reemployment lists, and lists of persons who wish to transfer, change location, demote, be reinstated after resignation, or be restored after voluntary demotion or reduction to limited-term or part-time status.

Transfer: A change in the assignment of an employee from a position in one class to a different position in the same class, or to a position in a similar or related class with the same maximum salary rate.

Voluntary Demotion: A change in assignment of an employee from a position in one class to a position in another class that is allocated to a lower maximum salary rate when the change is requested by the employee and approved by the District.

Rule 6.7

In the absence of a reemployment list for a class, a vacancy may be filled by transfer, demotion, reinstatement, restoration to former class after voluntary demotion, or other means as provided in Chapter 9 or other applicable sections of the Rules, without regard for the existence of eligibility lists.

Rule 9.1

- A. Employees may be transferred at their request or for the good of the service from one position to another in the same class at the discretion of the District Superintendent, provided that such action shall not be taken for punitive or preferential reasons.
- B. Permanent employees may be transferred to positions in related classes, i.e. with similar qualification requirements and/or in the same job family, on the same salary schedules. The Commission, on appeal, shall determine if the qualification requirements of the two classes are sufficiently similar to permit the transfer.

- C. Transfers shall not change the employee's salary rate, anniversary date, accumulated illness leave, and accumulated vacation credits, or in any other manner reflect adversely upon their rights as provided in law and these Rules.
- D. The Personnel Commission shall determine whether classes are sufficiently related to permit transfer between them. It shall consider similarity of duties, minimum qualifications, examination content, occupational group, and promotional field (above and below). In general, more latitude in transfers is permitted:
  - 1. As the employee's seniority in the classified service increases;
  - 2. When the transfer request is based on reclassification, impending layoff, or health reasons; and
  - 3. When the employee meets the minimum requirements for the class.
- E. Permanent employees who transfer to a position in a related class on the same salary range, in which they have not previously completed a probationary period, shall be considered probationary in that class for a period of six months. At any time during the probationary period they may be returned to their former class without right of appeal, unless such action results in layoff, demotion, or reduction in assigned time. In the latter cases, the employee will have the same appeal rights as a permanent employee who is demoted or dismissed.

#### 9.4 Reinstatement

- A. A former permanent employee who resigns in good standing may be reinstated in a vacant position in the former class and status within 39 months of the last date of paid service without further examination. Also, such an employee may be reinstated in a vacant position in a lower related class, if qualified, or in limited status in the same or lower class. Such actions are discretionary with the appointing authority.
- B. An employee who has taken a voluntary demotion may be restored to a vacant position in the employee's former class or in a vacant position in a related class, or determined by the Commission, within 39 months. Except when demotion was chosen in lieu of layoff, restoration is discretionary with the appointing authority.
- C. An employee who has accepted demotion in lieu of layoff for lack of work or funds has the right to be reemployed, in accordance with the employee's seniority, in a vacant position in the employee's former class within 39 months after demotion. Intervening reassignments to other classes shall not abrogate that right. If the employee has not been reemployed in the former class within 39 months, the employee shall be eligible for appointment to a vacant position in that class, without examination for an additional 24 months, at the discretion of the appointing authority.

#### Master Contract, Article 7: Transfer

- A. Transfer is defined as a change of an employee from one position to another in the same job class or to a position in a similar or related job class with the same salary range.
- B. Employees may request a transfer to a position in the same classification at another work site or department. Such requests shall be in writing.

## Education Code Provisions

### §45309 Reinstatement of permanent noncertificated employees after resignation

Any permanent classified employee of a school district who voluntarily resigns from his permanent classified position may be reinstated or reemployed by the governing board of the district, within 39 months after his last day of paid service and without further competitive examination, to a position in his former classification as a permanent or limited-term employee, or as a permanent or limited-term employee in a related lower class or a lower class in which the employee formerly had permanent status.

## San Diego Merit System Districts' practices

Cajon Valley: employee has the opportunity to be considered for employment in a former class for up to 39 months; however, if the exam has changed since they held the position; the district would require them to test.

Escondido Elementary: The 39 month limit has been widely established and used; anything beyond that would require participation in testing.

Poway Unified: Permanent employees can request a transfer to a former classification in which permanency was obtained at any time provided the job hasn't changed significantly. If you are not a current employee, the 39 month timeline applies.

Vista Unified: 39 months is how long an employee can transfer back to a former classification.



# SAN DIEGUITO UNION HIGH SCHOOL DISTRICT VACANCY REPORT 6/08/17

Classified Personnel

9 current/pending vacancies in 8 different job classifications

SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
ATP	AJ180	Intructional Assistant SpEd (Severe)	27.5	0.69	Selection interview 6/09/17
MO	AA195	Grounds/Maintenance Worker II	40	1.00	Selection interview 6/09/17
DO	AI669	Workers' Comp, Benefits & HRIS Specialist	40	1.00	Selection interview 6/30/17
TP	AA085	Registrar	40	1.00	Selection interview 6/28/17
PT Café	AA243	Nutrition Services Assistant I	10	0.25	Continuous recruitment
DG Café	AA231	Nutrition Services Assistant I	10	0.25	Continuous recruitment
MO	AE122	Skilled Maintenance Worker	40	1.00	Selection interview 6/26/17
MO	AA165	Custodian Floater	40	1.00	Selection interview 6/22/17
DO	AJ649	Accounting Technician	40	1.00	Selection interview 6/27/17

## PERSONNEL LIST

### CLASSIFIED PERSONNEL

#### Employment

1. **Classified Substitutes**, employment for the 2016-17 school year, effective April, 2017 through June 30, 2017, per attached supplement.
2. **Coaches**, employment for the 2016-17 school year, effective April, 2017 through June 30, 2017, per attached supplement.
3. **Espinoza, Elizabeth**, Nutrition Services Assistant I, SR25, 43.75% FTE, Diegueno Middle School, effective 04/17/17.
4. **Hillard, Chamayra**, Nutrition Services Assistant I, SR25, 37.50% FTE, Carmel Valley Middle School, effective 04/24/17.
5. **Howe, Andrea**, Health Technician, SR35, 75.00% FTE, Pacific Trails Middle School, effective 04/17/17.
6. **Johnston, Shannon**, Accounting Specialist, SR52, 100.00% FTE, District Office-Finance Department, effective 04/19/17.
7. **Lytle, Stephanie**, Learning Commons Technician, SR40, 100.00% FTE, Oak Crest Middle School, effective 08/17/17.
8. **Rump, Ann**, Learning Commons Technician, SR40, 100.00% FTE, Earl Warren Middle School, effective 04/24/17.

#### Change in Assignment

1. **Blank, Roberta**, from Administrative Secretary-Middle School, SR38, 100.00% FTE, Earl Warren Middle School to Administrative Assistant, SR42, 100.00% FTE, Carmel Valley Middle School, effective 05/01/17.
2. **Gonzalez, Alicia**, from Nutrition Services Assistant I, SR25, 25.00% FTE, Earl Warren Middle School to Nutrition Services Assistant I, SR25, 28.12% FTE, San Dieguito High School Academy, effective 04/17/17.
3. **Lisle, Grace**, from Administrative Secretary, SR40, 100.00% FTE, Torrey Pines High School to Administrative Assistant-High School, SR44, 100.00% FTE, effective 06/19/17.
4. **Margiotta, Kathleen**, from Health Technician, SR35, 75.00% FTE, Pacific Trails Middle School to Health Technician, SR35, 100.00% FTE, Canyon Crest Academy, effective 04/03/17.
5. **Rey, Tamara**, from Administrative Secretary, SR40, 100.00% FTE, Torrey Pines High School to Administrative Assistant, SR42, 100.00% FTE, Oak Crest Middle School, effective 04/28/17.

#### Resignation

1. **Perry, Samantha**, Nutrition Services Assistant I, SR25, 37.50% FTE, Carmel Valley Middle School, resignation effective 04/05/17.
2. **Rotzinger, Marie**, School Bus Driver, SR38, 76.50% FTE, Transportation Department, resignation effective 04/16/17.
3. **Shook, Lindsey**, Human Resources Information Systems Analyst, SR52, 100.00% FTE, District Office-Human Resources, resignation effective 04/28/17.
4. **Thomas, Jeremy**, School Bus Driver, SR38, 65.62% FTE, Transportation Department, resignation effective 04/28/17.

**Classified Personnel Supplement, May 11, 2017**

**Classified Substitute**

Chico, Misael, effective 4/05/2017  
Millsap, Ricky, effective 4/11/2017  
Ryu, Yon Soo, effective 4/17/2017

**Coach**

**Walk-on Coach**

Acacio, Reynaldo, Cheer, Assistant, Torrey Pines High School, all year sport, effective 04/26/2017  
Navarro, Alysa, Girls Lacrosse, Junior Varsity Assistant, San Dieguito High School Academy, Spring Season, effective