

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

Regular Meeting Agenda

3:30 P.M., November 14, 2017

710 Encinitas Blvd., Encinitas CA 92024

San Dieguito Union High School District Office - Large Board Room

REGULAR MEETING/OPEN SESSION

1. Call to Order Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the November 14, 2017, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the November 14, 2017 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the October 10, 2017 Personnel Commission Regular meeting.
Motion by _____, second by _____, to approve the minutes for the October 10, 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 SCHOOL PLANT SUPERVISOR-HIGH SCHOOL, SR-41, Open/Promotional, six months eligibility.
 - B. Motion by _____, second by _____, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT-BILINGUAL, SR-31, Open/Promotional-Dual Certification, six months eligibility.
 - C. Motion by _____, second by _____, to establish an Eligibility List for INFORMATION SYSTEMS SUPPORT SUPERVISOR, Supervisory Salary Schedule-Range 7, Promotional Only, six months eligibility.
6. ELIGIBILITY LISTS TO BE APPROVED
 - A. Motion by _____, second by _____, to approve an Eligibility List for REGISTRAR, SR-40, Open/Promotional, eligibility from 10/27/17.
 - B. Motion by _____, second by _____, to approve an Eligibility List for LOSS CONTROL ANALYST, SR-62, Open/Promotional-Dual Certification, eligibility from 11/07/17.
 - C. Motion by _____, second by _____, to approve an Eligibility List for WORKERS' COMPENSATION, BENEFITS AND HRIS SPECIALIST, SR-52, Open/Promotional-Dual Certification, eligibility from 10/20/17.
7. CLASSIFICATION REVIEWS
 - A. Administrative Assistant: Lori Nelson
Administrative Secretary: Donna Greenbaum
Administrative Secretary: Laura Hernandez
Motion by _____, second by _____, for no change in classification to the administrative support classifications in the Maintenance and Operations Department.

8. RULE 14.5 REVISION-Second Read
 - A. Motion by _____, second by _____, to approve revisions of Rule 14.5 of the Rules and Regulations for the Classified Service.

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES
 - A. Vacancy Report
 - B. Personnel List Report

10. CORRESPONDENCE

11. PUBLIC COMMENTS

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

- A. California School Employees Association
- B. San Dieguito Union High School District
- C. Public

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, December 12, 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

710 Encinitas Blvd., Encinitas, CA 92024
San Dieguito Union High School District Office - Board Room

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner King.

Members in Attendance

John Baird

Terry King

Patricia Spirit

Staff in Attendance

Susan Dixon, Director

Barbara Bass, Human Resources Analyst

Guests

Carmen Blum

Tina Peterson

3. APPROVAL OF AGENDA FOR THE OCTOBER 10, 2017, PERSONNEL COMMISSION REGULAR MEETING.

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

Passed unanimously

4. APPROVAL OF THE MINUTES FOR THE SEPTEMBER 7, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve the minutes for the September 7, 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.

B. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to establish an Eligibility List for LOSS CONTROL ANALYST, SR-60, Open/Promotional-Dual Certification, six months eligibility.

Both 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 SECRETARY, SR-36, Open/Promotional-Dual Certification, eligibility from 9/07/17.

Passed unanimously

- B. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT to approve an Eligibility List for ACCOUNTING SPECIALIST, SR-52, Open/Promotional-Dual Certification, eligibility from 9/20/17.
Passed unanimously
- C. 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, update to continuous filing list as of 10/4/17.
Passed unanimously

7. CLASSIFICATION REVIEW

A. Information Systems Support Supervisor

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to establish a new classification of Information Systems Support Supervisor as proposed with a revision to the job description specifying that supervision and evaluation of SIS unit staff is in conjunction with the Associate Superintendent.

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to recommend to the governing board allocation of the classification of Information Systems Support Supervisor to Range 7 of the Supervisory Salary Schedule.

Both passed unanimously

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. RULE 14.5 REVISION-First Read

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

10. CORRESPONDENCE

Director Dixon shared SDUHSD Board's Intention to Appoint Dr. Justin Cunningham as the Personnel Commissioner to replace Terry King.

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 – None
- B. San Dieguito Union High School District – None
- C. Public – None

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, November 14, 2017, at 3:30 p.m. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

13. ADJOURNMENT

The meeting was scheduled to adjourn to Closed Session to conduct the evaluation of Director Dixon. Commission Chair King, with the consent of Commissioners Baird and Spirit, requested amending the agenda to conduct the evaluation during public session. Director Dixon agreed to the request. The meeting was adjourned at 4:24 pm.

14. CLOSED SESSION

None conducted.

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

Registrar

Effective: 10/27/17

Expiration: 4/27/18

Promotional

Rank	Applicant ID
1	2228409
2	2898504

Open

Rank	Applicant ID
1	2997638

S. Dixon

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

**Effective: 11/7/17
Expiration: 5/7/18**

Loss Control Analyst

Rank	Applicant ID
1	3637503
1	3635292
2	3627358
3	720550

S. Dixon

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

**Effective: 10-20-17
Expiration: 04-20-18**

Applicant ID	Rank
3501962	1
3445949	1
1220503	2
1951271	3

S. Dixon

Classification Review Report	
Classification	Administrative Assistant Administrative Secretary
Classification Type	Classified
Incumbent	Lori Nelson Donna Greenbaum Laura Hernandez
Salary Range	42 40
Prepared By	Barbara Bass, Human Resources Analyst Susan Dixon, Director, Classified Personnel
Submission to Classification Advisory Committee	October 31, 2017
Submission to Personnel Commission	November 14, 2017
Agenda Item	Classification Review Report #7

Background Information

The Facilities Department consists of three units: Building Maintenance, Grounds Maintenance, and Custodial Services. There are three administrative support employees. The three incumbents each submitted a separate request for a classification study. Their primary concern is that their job titles and duties do not adequately describe what they do. Although the incumbents submitted their requests individually and were interviewed individually, a single report was created. This is in light of the fact that the comparison salary data utilized was the same for each incumbent to ensure any differences in division among M&O staff duties at our comparison districts did not limit identifying adequate comparisons (e.g. the highest level administrative support in M&O was utilized) and since the assignments are within the same unit, the background and discussion of the classifications is related.

Personnel staff met individually with the three administrative support incumbents to review and validate their job duties. The following is a summary of their duties:

- 1) The Administrative Assistant, Lori Nelson, provides administrative support to the Maintenance Supervisor and relieves him of administrative detail. She also serves as the office manager for the Facilities Department. She has a variety of duties such as ordering supplies, keeping records, monitoring, reconciling and maintaining the maintenance budget, orienting new hires and preparing and processing invoices. With the passing of the Bond initiative, there are additional maintenance-related projects that are outsourced to contractors. The

Administrative Assistant gathers all required documentation from contractors so that the Contracts Analyst can prepare a public works contract. The frequency of this duty has increased and the process of gathering all necessary documentation can be tedious. However, the duty is one that would typically be assigned to an administrative support job role, relieving an assigned administrator of administrative detail. It does not include writing the contract or the ultimate responsibility of processing the contract.

2) One of the two Administrative Secretaries, Donna Greenbaum, provides administrative support to the Grounds and Custodial Supervisor and relieves the supervisor of administrative details. She is occasionally involved in the public works contracts process when custodial or grounds work is outsourced to vendors. Her duties include ordering supplies, keeping records, monitoring, reconciling and maintaining the custodial budget, orienting new hires and preparing and processing invoices. She also schedules substitutes and Custodial Floaters, tracks and records employee attendance, and orders custodial supplies for the school sites, within guidelines specified by the Supervisor. In June of 2014, when a different employee was in the assignment, the position was reclassified from Secretary to Administrative Secretary due to the increased scope of duties of the position. (Report attached)

3) The second Administrative Secretary, Laura Hernandez, provides general support to the office and coordinates requests from the public to use the District's facilities for various functions. This involves working with the public and school sites to schedule facilities for various functions, processing facilities use agreements, preparing invoices, and arranging for custodial support when facilities are rented. The Administrative Secretary is also learning some of the duties performed by the Administrative Secretary supporting the grounds and custodial units.

Discussion

The District's administrative support job descriptions are general descriptions of job duties, and are not designed to capture the nuances of administrative support tasks from one school to another or for any department that provides support to all schools. The essential functions are described generically such as: "Checks reports, forms, correspondence and other data for the purpose of verifying their accuracy, completeness and compliance with established standards," and "Compiles and analyzes employee records, school policies, codes, standards and similar data for the purpose of providing clarifications, comparisons, and/or recommendations." The job description may not include all examples that pertain to a Facilities Department administrative support classification, such as "prepares and processes public works contracts" or "coordinates the use of District facilities," however, the tasks the incumbents perform are administrative support duties and typically performed in a maintenance, grounds and custodial operations department.

The current role of each of the three incumbents is described in generally the same manner as the report prepared in 2014 when the M&O unit was last evaluated.

Personnel staff recognizes the job descriptions for the administrative support job family are dated and we are in the process of updating these job descriptions. While administrative support incumbents may become specialized in work they perform for a department or school, the knowledge, skills and abilities should be transferrable to other District departments and schools. Therefore, specifically tailoring administrative support job titles and descriptions to a department is not recommended. It is also beneficial for employees to be part of a large job family such as administrative support in terms of opportunities to transfer and to establish seniority.

Reporting Structure and Pay Range

A common practice in most organizations is to establish a job family hierarchy for administrative support positions that aligns with reporting structure as well as the level and scope of responsibilities of the administrative support position. The structure of our District’s administrative support classifications is similar to that of our comparison districts. For example, the District's highest classification in the administrative support job family is the Administrative Assistant-High School. This classification reports to a high school principal, and relieves the principal of a variety of administrative duties where there is a large professional and support staff. The following chart illustrates the District's job family hierarchy for administrative support positions:

Classification	Salary Range	Reports to	General Duties
Receptionist	32	Supervisor, school or district administrator	Receives visitors, answers calls, supports program functions and activities
Secretary	36	Supervisor, school or district administrator	Provides support to a school or District office
Administrative Secretary-Middle School	38	Assistant Principal, MS	Provides support the Assistant principal and other staff
Administrative Secretary	40	Assistant Principal, HS or District-Wide Program Director	Provides administrative assistance to coordinate office activities in relieving an assigned administrator of administrative duties
Administrative Secretary-Bilingual	41	District-Wide Program Director	Same + bilingual
Administrative Assistant	42	Principal, MS, or Continuation School, or District-level Director	Performs a variety of complex administrative duties to coordinate program, office and other activities in relieving an assigned administrator of a variety of admin duties
Administrative Assistant-High School	44	Principal, HS	Performs a variety of responsible complex secretarial and administrative duties to coordinate program, office and other activities in relieving the principal of a high school of a variety of administrative duties.

Of the 12 school districts surveyed for this analysis, six of the school districts' administrative support classifications that report to a high school principal are higher classifications than their highest level administrative assistant assigned to Maintenance and Operations, and three are equivalent. The other three comparisons are not applicable regarding reporting structure (elementary school district, SD County Office of Education, and Mira Costa College).

Salary Compensation Review

A salary survey was conducted among our 12 comparison districts in San Diego County. Findings include:

- The Maintenance and Operations departments consist of a Director or Manager and may also have supervisors for maintenance and/or custodial and grounds operations. They also include trades, grounds and custodial employees. There are between one and three administrative support positions and no technician-related positions that focus on administrative processes.
- Of the 12 comparison districts, one other district (Escondido Union School District) has three administrative support positions, of which two are clerks whose pay is considerably lower than our incumbent administrative support classifications. The rest of the districts have one or two administrative support positions to support maintenance, grounds, and custodial units.

- All but three districts (Ramona USD, SDCOE, and Mira Costa College) have bond work (new construction) which introduced new processes and procedures for administrative support staff to follow in establishing and processing public works contracts.
- The average salary range for incumbents at the highest administrative support level is lower than the three District incumbents.

District	Salary Range	Job Title	Minimum	Maximum
Carlsbad USD	22	Administrative Assistant	\$41,974	\$59,093
Escondido UHSD	28	M & O Secretary	\$36,461	\$48,863
Escondido USD	37	Secretary II	\$39,781	\$50,773
Grossmont UHSD	47	Administrative Secretary	\$46,364	\$58,992
Oceanside USD	31	Administrative Secretary II	\$46,343	\$58,708
Poway USD	33	Administrative Assistant II	\$42,168	\$51,372
Ramona USD	27	Secretary IV	\$36,912	\$47,268
San Marcos USD	63	Administrative Secretary II	\$44,232	\$56,460
Sweetwater UHSD	60	Sr. Administrative Assistant	\$53,448	\$65,748
Vista USD	46	Administrative Secretary I	\$37,992	\$46,728
Average			\$42,568	\$54,400

San Dieguito UHSD	42	Administrative Assistant	\$45,698	\$61,360
	40	Administrative Secretary	\$43,618	\$58,365

Sources of Information

External market job descriptions and salary ranges for San Diego County schools
 Interviews with Lori Nelson, Donna Greenbaum and Laura Hernandez
 Interviews with Dan Love, Jim Mitroff and Javier Lopez

Recommendations

No change in classification to the existing administrative support classifications in the Maintenance & Operations Department.

Continue to update job descriptions in the administrative support job family, including ensuring that duties and statements related to school sites and departments are equally represented. Plan to present job description updates at the December CAC meeting.

Vote by Committee Members:

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

San Dieguito

Union High School District

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Board of Trustees
Joyce Dalessandro
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Beth Hergesheimer
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John Salazar

Superintendent
Rick Schmitt

Classified Personnel Commission
John Baird, Commissioner
Bill Berrier, Commissioner
David Holmerud, Commissioner
Frederick W. Labib-Wood, Director

June 11, 2014

TO: Personnel Commission

FROM: Rick Labib-Wood, Director of Classified Personnel

SUBJECT: Item 7 Classification Recommendation on One Secretary Position in Facilities (Grounds and Custodian)

The recommendation is to reclassify one position of Secretary (SR-36) 8-hours, 100% FTE, ST+10 to Administrative Secretary, SR-40, 8-hours, 100% FTE, ST+10.

This recommendation was reviewed by the Classification Advisory Committee at a meeting on June 4, 2014. All current members were present: Carmen Blume, Matt Colwell, Debbie Johnson, Dan Love, and Rick Mariam. There is one vacancy on the Committee to be filled next week.

All members present voted in favor of this recommendation.

Background

The Facilities Department has three distinct organizational units: Building Maintenance, Grounds Maintenance, and Custodial Services.

Maintenance is organized into a North District Team operating out of Vulcan and a South District Team operating out of Canyon Crest. Each team is coordinated by a Lead Maintenance Worker, who also perform Skilled Maintenance Worker tasks on an individual projects. A few trades positions (e.g. Painter and Locksmith) cover the entire district. Ad hoc project teams are formed when larger projects require coordination among multiple trades.

Grounds is organized a bit more closely around school sites, with teams covering two or more sites each with a mix of Grounds Maintenance Worker II's and I's. Larger teams are formed ad hoc to cover bigger projects such as replacing sod in a field.

Custodial Services is organized around school sites, with three centrally dispatched floaters as a first resource to cover custodian absences at sites or when extra help is needed at a specific site. Middle schools each have a plant supervisor covering in the day, and two custodians for night clean up (Carmel Valley Middle School has a third custodian position because of the size and population of that middle

Subject: Classification Recommendation on One Secretary Position in Facilities (Grounds and Custodian)

school). The high schools have a School Plant Supervisor, four to six night custodians, and a night crew leader.

The admin support team for Maintenance and Operations, consists of three admin/secretarial positions. The Administrative Assistant (Lori Nelson) serves as the office manager and primarily supports the Facilities program, consisting of one supervisor and 15 trades-related positions including two leads. The Administrative Secretary (Donna Crosby) provides general support to the office and maintains the Facilities Use Program including collecting fees from organizations and individuals who seek to rent various fields and facilities. The Secretary (Wendy Woodard) supports both the Custodial Services and Grounds Maintenance programs, one overall supervisor for both programs and a second night supervisor being added to the custodial program.

Discussion and Recommendation

Over the past few years the Secretary supporting the Custodial program, and later the Custodial and Grounds programs, has played an increasingly crucial role in relieving the supervisor in charge of these programs of the administrative details (budget records, time cards, scheduling subs, consolidated supply orders). More recently, changes in the Facilities Department (Maintenance and Operations) have resulted in the combination of two formerly separate departments (Maintenance/Operations with Transportation) under the direction of a single position: Director (MOT).

The Secretary position in the Grounds and Custodian programs has duties and responsibilities more closely related to these of an Administrative Secretary which is a class that supports an administrator (in this case two supervisors and two distinct major programs) performing a variety of clerical and secretarial duties to coordinate the office activities related to these two major district-wide programs. Reclassification of the position to Administrative Secretary would more appropriately reflect the gradual accretion of duties affecting both the scope and level of the responsibilities now observed in the position.

Attachments

Class description Administrative Secretary (SR 40) 4216.3-65.3 July 1, 2001

Class description Secretary (SR 36) 4216.3-73.1 July 1, 2001

Organization Chart Facilities May 2014

San Dieguito Union High School District Personnel Commission

Classification Review

Merit System Rule 3.12 Review of Positions

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

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

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

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

POSITION TITLE	Administrative Assistant
Employee	Lori Nelson
Date of Request	December 2016 <i>received 4/3/17</i>
Supervisor	Jim Mitroff
School/Department	Maintenance and Operations
Hours Worked Day/Work Year	8 per day / 12 months
Date of Hire	1997 to District.
Date in Classification	May 2011
Education/Training/Certificates Held	High School, 2 Years Junior College, certificate in Child Development. Pre-school to 2 nd grade Certificate in Montessori Teaching. Computer Certification. Red Cross Card

Part 1: Typical Duties Task List (from description)

Relevant (R) OR No Longer Performing (N)	Frequency: Hourly/ Daily/Mont hly/Yearly	Tasks
R	All day with: PWC's, emails to Vendors	<p>1. Check reports, forms, correspondence, records and other data for the purpose of verifying their accuracy, completeness and compliance with established standards and making corrections as necessary. <u>Also check Service Agreements and Public Works Contracts.</u></p>
R	Daily	<p>2. Compiles/analyzes employee records, school policies, codes, standards and similar data for the purpose of providing clarifications, comparisons and/or recommendations. <u>Not at a School Site BUT, maintains records for Maintenance Team. Must know Board Policy rules and regulations as pertaining to Service Agreements for Vendors. Maintain records of all maintenance projects at all SDUHSD Sites. Maintains records for Furniture and equipment needs and special projects at all sites via different budgets.</u></p>
R	Calendars for 3, Knowing all Sites Calendars, Big orders for sites, Capital purchases Gatekeeper in office. We all listen to everything going on.	<p>3. Coordinates/oversees office and inter-departmental functions, activities and communication (e.g. meetings, schedules, appointments, calendars, supply orders, forms for equipment/repairs, etc.) for the purpose of maintaining efficiency of office operations and productivity of personnel. <u>We all need to know a little bit about all the departments under our umbrella, Custodial, Grounds, transportation and maintenance, to be able to help whenever needed. I keep track of all calendars and can set appointments for all. I am in charge of office orders (staples, all Vendor orders for Maintenance work orders or Maintenance Projects. I am the "Gate Keeper" of our Department, the go to person with questions from all sites. I set up all supply orders via Purchase orders or Master Card. I set up Gas Codes and Security codes for all sites as well as our Department.</u></p>
R	DIR, compliance w/ elevators, backflows, fire marshal	<p>4. Designs/produces a variety of materials (e.g. brochures, reports, memoranda, letters, records, flyers, forms, booklets, etc.) for the purpose of communicating information to state, county and federal agencies. <u>I don't produce brochures, flyers or booklets but I maintain compliance records (elevator at all sites), backflow records, fire and inspection record and Safety and Security at all sites as well as Master Card transactions for 3 in Maintenance Department.</u></p>
R	All help each other to learn about our jobs	<p>5. Guides/trains other office personnel, certificated staff and student aides for the purpose of improving their performance of assigned functions and/or assisting them in special procedures and functions. <u>I am go to person for Work Order trainings at all sites and work order status reports. This is part of School Dude and includes the Facility Use portion.</u></p>
R	Help set up Mtc. Budget, reconcile Master Card for Jim Get the OK	<p>6. Monitors/reconciles/documents expenditures (e.g. budget, petty cash, etc.) for the purpose of maintaining operating expenses within budget and processing of payments <u>I keep records and ensure over 45 (ish) Vendor are set up properly and paid timely. Be sure we have W9's, Insurance and Page 18 Vendors are on DIR before we can use them. (District Wide use). Prepare Vendor files for Contacts Analyst to set up Service Agreements or Contracts for</u></p>

	setting up reqs	
R	If this means set up Open PO's for maintaining sites safety, this is daily and hourly for all Sites	7. Organizes and oversees district activities as assigned for the purpose of ensuring that departmental services are provided efficiently in accordance with departmental and district objectives. <u>We set up all Inspections for all sites, yearly and make sure we are in compliance, as well as set up all emergency reqs to correct any deficiencies or problems.AND maintain Preventative Maintenance work orders for all Sites. All Site Safety is number 1 for this department. I set up Fire Extinguisher Inspections each year for all sites and assist Maintenance Supervisor in setting up all Fire Life Safety inspections</u>
R	We have files for all Vendors and any job done for emergency or deficiency	8. Organizes/maintains records and files for the purpose of providing confidentiality and a system of access to information, preparing various statistical and financial reports and posting, matching and processing information. <u>We maintain records for all site issues pertaining to compliancy, corrections and emergencies. All Site Safety is number 1 for this department. We also have confidential files on all Maintenance Team members.</u>
R	Maintain records for Evals, Safety meetings and Capital meetings with all Sites.	9. Prepares/composes/disseminates a variety of documents (e.g. correspondence, agendas, minutes of meetings, lists, reports, memoranda, etc.) for the purpose of documenting and communicating program activities and actions. <u>We maintain records for Capital projects for sites wants/ needs and work with Budgeting for these projects. We also work closely with the Bond / Prop AA projects to maintain and correct problems with sites. Maintain records of Mtc. Meetings and evaluations of Mtc. Department via Safety meetings, Bond meetings and weekly Staff meetings. I also save and send quarterly reports regarding Vandalism and Graffiti to Risk Management</u>
R	We have 6 lines in this office, we all work together to get callers taken care of quickly	10. Receives/screens/processes visitors, telephone calls and mail for the purpose of coordinating and directing inquiries to appropriate parties. <u>Emergency calls for all sites from Simplex and Rancho Santa Fe come through this office as well as potential Vendors and all deliveries. Interdistrict Mail as well as US mail goes through this office for Invoicing or potential new Vendors. Facility Rentals goes through this office too. Again, we each (3 of us) know how to handle each call or visitor.</u>
R	Mtc. Work orders are a constant from all sites and all department	11. Responds to inquiries and/or concerns for the purpose of evaluating and determining the appropriate action/referral. <u>Every Department and Site enter their requests for problems via our School Dude Program. They call and email for status. This on top of Vendors!!! Fire Alarms for all sites go through this office. Knowledge of all sites is imperative; addresses, codes, phone numbers etc.</u>
R	A TON!!!!	12. Support assigned administrator(s) for the purpose of assisting them in carrying out their functional responsibilities and relieving them of administrative detail.
		<u>We are a tight team over here. We count on each other and assist each other with all parts of our jobs.</u>

Below is a list of tasks from the job description. Please indicate whether each task is still relevant (R) or, if you are no longer performing the task(N). Also indicate the frequency that the task is performed.

List any additional task(s) you perform that are not listed on the current job description:

Which task(s) or project(s) would you say are your most challenging in terms of the level of responsibility, the time it takes to complete it, and the consequence for error? 1. Setting up the Public Works Contract is most tedious. PWC is a 3 part project to start then additional functions if the fees are higher than anticipated. 2. Emergency issues, ie water or gas main break, fires etc. Working with "Risk Management" to get all Vandalism / Graffiti information together. 3. Additional work assigned from Bond/ Prop AA projects to keep our Sites Safe. 4. Working with all Sites for their Capital projects or Furniture / Equipment needs. 4. Getting all Vendors information prior to Contracts Analysts to set up Service Agreements and Contracts. All of the above tasks are done daily. With 12 plus sites in our District, each day has emergencies and needs that must be addressed quickly and accurately. Each task generally has a number of moving parts and a number of people who need to know what is going on. From Scheduled power outages to Water Main breaks and how quick can porta pottys get there. From air conditioning and heating issues to freezers not working in all Food Service areas. From lights not working properly to plugged toilets to alarms going off, Our Department is non stop!!!

Part 2: Knowledge of (from description)

The table below lists the knowledge required to perform the numbered "Tasks" listed on p. 2.

- 1) In the first column, indicate if this knowledge is no longer required (NA), somewhat useful to have this knowledge (S), important to have this knowledge (I), or essential to have this knowledge (E).
- 2) In the second column, indicate the numbered task(s) on page 2 that require this knowledge.

Importance Rating: NA, S, I or E	Task # associated with the knowledge requirement in the third column. (see numbered "Tasks" p. 2)	Knowledge Required
E	1-12	perform basic math including calculation of fractions, percent's and/or ratios;
S	1-4, 6,9	read technical information,
E	1-12	Compose a variety of documents and/or facilitate group discussions; and solve practical problems. <u>Work with all sites from AC not working to bells not working to roof leaks, power outage, mold anything that is a fear at the moment. Keep them calm and guide them!!!</u>
E	1-12 Lots of eyes read our emails, gotta look professional, right!!	Concepts of grammar and punctuation. <u>Professionalism is important, from the phone call to the email to the handshake when they come in!! This is more of a business over here at M/O.</u>
E	1-4,6,9 In keeping Budgets current.	accounting/bookkeeping principles <u>I work closely with the Finance Department, Purchasing Department and Contracts Department. Especially Finance to be sure budgets are ok for future payments.</u>

Policies and Procedures

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

	Examples
<p>Policies (District, State, or Federal Agency):</p> <ul style="list-style-type: none"> • Knowledge only for application to assigned duties • Referred to frequently in the course of work and/or explained to others 	<p>This is more than an “assigned duty” this is on a daily basis</p> <ol style="list-style-type: none"> 1. Knowing the DIR Process is part of every Public Works Contract. I enter them for Maintenance Department and all Sites (even if their Foundation is paying for project.) I enter them for Bond / Prop AA project if they turn it over to us (often). I help others in office for this too. 2. Knowing Board Policy as it applies to Maintenance Projects, Service Agreements and Getting information in to Contracts Analysts in time to get information on the Board Agenda. 3. Elevator Compliancy, Hazardous materials, ie mold issues, Air Quality, Air Filters exchange times.
<p>Procedures (Work Site Manual, Desk Manual):</p> <ul style="list-style-type: none"> • Knowledge only for application to assigned duties • Referred to frequently in the course of work and/or explained to others 	<p>This knowledge is not just for assigned duties, it’s knowledge to share with all sites on a daily basis</p> <p>Knowing Hazardous Waste procedures for all Sites, who to contact.</p> <p>Surplus Procedures for all sites</p> <p>Vehicle Accidents and personal accident procedures</p> <p>School Dude for Work Orders and Facility Use and IT work orders</p> <p>Rancho Santa Fe Codes for all sites</p>

Tools

What tasks require knowledge of a particular electronic device, software(s), office equipment, or maintenance equipment? List the tool and examples of tasks that would require this tool knowledge below.

Tools	Example(s) of Task(s) Performed
Calculator	Calculations for budgeting or purchases
Copy machines	Making maps and blueprints bigger, scanning to other departments
P Drive	To get PO’s, PWC’s—OR - Items about sites from Bond Office
Google Drive	To share Docs like Staff Meetings or works in progress
Excel	Maintain budgets for Master Card, Open PO’s etc
People Soft	District / County use to maintain State records

Part 3: Skills and Abilities (from description)

Below is a list of the skills and abilities required to perform the numbered "Tasks" listed on p. 2.

1) In the first column, indicate if the skill or ability is no longer required (NA), somewhat useful (S), important to have (I), or essential to have (E).

2) In the second column, indicate the numbered task(s) on page 2 that require this skill or ability.

Importance Rating: NA, S, I or E	Task # associated with the skill or ability requirement listed in the third column. (see numbered "Tasks" p. 2)	Skill
E	1-12	operate standard office equipment – <u>every job requires computer, phone or copy machine</u>
E	1-12	prepare and maintain accurate records – <u>all projects require accuracy</u>
E	3-7, 9-12	use pertinent software applications – <u>People Soft, excel, Schoodude, Word</u>
E	2,4,6-9,11-12	plan and manage projects <u>setting up inspection dates, notifying sites, final payment</u>
		Ability to...
E	1-12	schedule a significant number of activities – <u>Keeping calendars, knowing site calendars and site needs via work orders</u>
E	1-12	routinely gather, collate and/or classify data – <u>setting up PWC's, Service Agreements, site Work orders</u>
E	1-12	use basic, job-related equipment – <u>Daily calculator, email, computer, phones, copier use</u>
E	1-12	work with others under a variety of circumstances – <u>Available to all sites and departments all day – everyday, from emergencies to routine inspections</u>
E	1-12	analyze data utilizing defined, but different processes – <u>comparing prices from vendor to vendor, know sites calendars for inspections or room availabilities for repairs.</u>
E	1-12	operate equipment using standards methods of operation – <u>copies and scans of all work</u>
E	1-12	work with a significant diversity of individuals and/or groups – <u>able to work with all sites equals being available to 100's of people daily – students, staff, parents, vendors</u>
E	1-12	work with data of different types and/or purposes – <u>websites, school dude, calendars</u>
E	1-12	problem solving to analyze issues and create plans of action and reach solutions – <u>how many people at a site and how many porta pottys needed when water shut off or a fire happens?! How will a power outage affect a site, how many people involved? What to do when the City calls about Graffiti, what equipment needed to change light bulbs in gyms, Work with Supervisor in supporting and creating solutions.</u>
E	1-12	adapt to changing work priorities- <u>Water Main break trumps all work previously scheduled! A call from Simplex Grinnell saying there is a fire alarm at a site, dictates immediate call to site for verification etc etc. Stay calm move forward!!</u>
E	1-12	communicate with diverse groups – <u>100's at each site, 100's in each department, we are a diverse organization, communicating with all respectfully is important.</u>
E	1-12	maintain confidentiality and working with discretion;- <u>Industrial Accidents, someone fails a Pull Notice, all employees deserve respect and confidentiality.</u>
E	1-12	meet deadlines and schedules – <u>Compliance Reports, invoice payments, Inspections dates, communication to all sites so everyone on same page, important</u>

E	1-12	work as part of a team – <u>Team needs to trust each other, respect each other and work well with each other. Maintenance/ Operations / Transportation- Work well together</u>
E	1-12	maintain good public relations- <u>Each of our sites are our public, we need to have open communication and work quickly with their needs.</u>
E	1-12	learn, interpret and apply rules, regulations and policies- <u>Board Policies, compliance policies</u>
S		perform basic first aid- <u>Be available with whatever and whenever</u>
E	1-12	work with constant interruptions – <u>emails, phones and walk ins -constant interruptions</u>
I	1-12	type at 55 words net per minute from clear copy – <u>makes job easier!!</u>

Part 4: Contacts

Types of contacts (supervisor, staff, vendors, and community members) are listed below. In the second column, indicate the frequency that you have contact with this contact type. In the third column, provide an example of the interaction you would have with this contact.

CONTACTS	FREQUENCY (Minimal, Occasional, Frequently)	EXAMPLE OF INTERACTION
Supervisor	Frequently	Daily basis, keep him aware of emergencies at sites, aware of Budgets. Open and thorough communication
Staff	Frequently	We listen to each other’s conversations all day to stay in the know of each other’s emergencies to help out at all times, from purchases, finding a supervisor or helping with a Facility rental. We need to know what’s going on at our sites, from a vendor repair to a Custodial need to a broken sprinkler head. We need to be able to advise
Vendors	Frequently	Daily calls from Vendors we use or Vendors who want us to use them! Pay for items with P-card or setting up requisitions.
Community Members	Minimal –	People come in to rent our fields but someone else handles that now. Sometimes a complaint but we all work on that!
Other- Staff from all sites	Frequently	Daily calls to check on work order status, how to use School Dude, how to help with an emergency toilet clog or give out Budget string for a Capital purchase.

Part 5: Decision Making/Complexity/Guidance Received

Check the 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.
XXX	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. Getting Service Contracts set up, setting up Open PO's, knowing DIR guidelines.
	Receives guidance in terms of broad goals and overall objectives and is responsible for establishing the methods to attain them. Requires extensive policy considerations, decision making and problem solving. Incumbent typically formulates new and amended policies and procedures for an area of responsibility but, does not necessarily have final authority for policy approval.

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

Check the statement that best applies to this position.

	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.
XX	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. If all work not done correctly on a PWC or wrong budget # in People Soft or wrong amount on re.-payment can be held up, work could be slowed.

Part 7: Organization – Supervisory Responsibilities

Check the 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
XX	Directs and coordinates the operation of a program or programs of sufficient size to require the use of subordinate supervisors. Helping all sites with School dude, People soft, Budget strings for purchases
	Directs and coordinates the operation of a sizable, diverse and /or major function(s).

Employees Directly Supervised:

Name	Classification Title	Regular (R) or Limited Term (LT)
N/A		

Supervision:

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

X	Train employees – School dude, people soft
X	Interview applicants – Have helped at other Districts
X	Make hiring recommendations – When filling an office position
X	Make hiring decisions – when filling an office position
	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
X	Evaluate the work of others – only when asked or if see something wrong
	Conduct formal performance evaluations
	Resolve employee grievances in accordance with organizational policy
	Other (specify)

Part 8: Minimum Qualifications (from description)

Below are requirements listed in the job description:

EDUCATION

High School Diploma or equivalent supplemented by college courses in secretarial science or related field.

EXPERIENCE--****

Three years of increasingly responsible clerical and secretarial experience involving frequent contact with the public.

REQUIRED TESTING

None Specified.

CERTIFICATES

None Specified.

CONTINUING EDUCATION/TRAINING

None Specified.

List below what you believe should be required if different from above:

Licenses/Certificates:	
Education:	<input type="checkbox"/> Less than High School diploma or equivalent <input type="checkbox"/> High School diploma or equivalent <input type="checkbox"/> Certificate/License: <input type="checkbox"/> Trade/vocational school, formal apprenticeship Program: <input type="checkbox"/> Associate's Degree Major: <input type="checkbox"/> Bachelor's Degree Major: <input type="checkbox"/> Graduate work or advanced degree Major:
Years of Experience:	<input type="checkbox"/> No previous experience <input type="checkbox"/> One year or less <input type="checkbox"/> Over one year and up to 2 years <input type="checkbox"/> Over two up to and including 4 years <input type="checkbox"/> Over four years up to and including 6 years <input type="checkbox"/> Over six years
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

Please indicate your reason(s) for the different requirements that you have listed above:

*****For Experience, really need basic bookkeeping and accounting including 3 years at a School Site as an Admin Assistant working with community, staff, and people of all diversities. Work in Facility Planning helpful. People skills are imperative. Excel and be tested with numerous situational questions to determine organizational skills and confidence.

Part 9: Physical Requirements/Work Environment

The job description describes the physical requirements/work environment as:

The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant reaching. Generally the job requires 50% sitting, 30% walking and 20% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Check all that apply regarding your physical activity:

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

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

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

Other Factors: _____ Train goes by 20 times a day, dusty!!!

In general, what would you estimate is the percentage of time you spend sitting, standing, and walking during your work day? 10___% sitting; ___75___% standing; ___15___% walking (total of 100%) **I HAVE A STAND UP DESK!!!**

List any abilities needed to push, pull or lift objects:

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

San Dieguito Union High School District Personnel Commission

Classification Review

Merit System Rule 3.12 Review of Positions

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

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

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

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

POSITION TITLE	Administrative Secretary
Employee	Donna Greenbaum
Date of Request	4/3/17
Supervisor	Dan Love, Javier Lopez
School/Department	Maintenance and Operations
Hours Worked Day/Work Year	8 / 260
Date of Hire	4/1/98
Date in Classification	8/10/2001
Education/Training/Certificates Held	Bachelor of Business Administration in Business from Pace University, Lubin School of Business

Part 1: Typical Duties Task List (from description)

Below is a list of tasks from the job description. Please indicate whether each task is still relevant (R) or, if you are no longer performing the task(N). Also indicate the frequency that the task is performed.

Relevant (R) OR No Longer Performing (N)	Frequency: Hourly/Daily/Monthly/Yearly	Tasks
R	Daily	1. Assists assigned administrator for the purpose of supporting the administrator in carrying out his/her functional responsibilities and in relieving him/her of routine administrative detail.
R	Daily	2. Compiles/analyzes employee records, school policies, codes, standards and similar data for the purpose of providing interpretations, comparisons and/or recommendations.
R	Daily	3. Coordinates/oversees office and inter-departmental functions, activities and communication (e.g. meetings, schedules, appointments, calendars, supply orders, forms for equipment/repairs, etc.) for the purpose of maintaining efficiency of office operations and productivity of personnel.
R	Daily	4. Designs/produces a variety of materials (e.g. brochures, reports, memoranda, letters, records, flyers, forms, booklets, etc.) for the purpose of communicating information.
R	Regularly	5. Guides/trains other office personnel for the purpose of assisting them in performing assigned functions.
R	Daily	6. Maintains a variety of files and/or records (e.g. annual, monthly, quarterly reports) for the purpose of maintaining an up-to-date trail for reference and ensuring compliance with established regulations.
R	Daily	7. Monitors/reconciles/documents budget expenditures for the purpose of maintaining operating expenses within budget and processing payments.
R	Regularly	8. Organizes records and files for the purpose of providing confidentiality and a system of access to information.
R	Daily	9. Oversees work-related activities (e.g. purchasing requisitions, payroll time sheets, etc.) for the purpose of ensuring timely and accurate submission to and coordination with appropriate departments.
R	Regularly	10. Prepares/composes/disseminates a variety of documents (e.g. correspondence, agendas, minutes of meetings, lists, reports, memoranda, mail, calendars, newsletters, daily bulletins, schedules, forms, flyers, charts, etc.) for the purpose of documenting and communicating activities and actions.
R	Daily	11. Receives/screens/processes visitors, telephone calls and mail for the purpose of coordinating and directing inquiries to the appropriate parties

List any additional task(s) you perform that are not listed on the current job description:

See attached

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

Prepare budget for next fiscal year based on prior year expenditures. Takes considerable time to track budget throughout the year, see trends, make recommendations for next year...

Also preparation of contracts and gathering the information needed for the contracts AND getting them processed.

Part 2: Knowledge of (from description)

The table below lists the knowledge required to perform the numbered "Tasks" listed on p. 2.

1) In the first column, indicate if this knowledge is no longer required (NA), somewhat useful to have this knowledge (S), important to have this knowledge (I), or essential to have this knowledge (E).

2) In the second column, indicate the numbered task(s) on page 2 that require this knowledge.

Importance Rating: NA, S, I or E	Task # associated with the knowledge requirement in the third column. (see numbered "Tasks" p. 2)	Knowledge Required
E	All but 11	perform basic math including calculation of fractions, percents and/or ratios
E	1 2 3 5 6 9 10	read a variety of manuals
E	1 3 4 5 6 8 9 10	write documents following prescribed formats
E	1 3 4 5 8 10	present information before groups
E	1 2 3 4 5 7 8 9 11	analyze situations to define issues and draw conclusions
E	1 2 4 5 8 9 10	concepts of grammar and punctuation
E	1 3 4 6 7 8 9 10	accounting/bookkeeping principles

Policies and Procedures

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

	Examples
Policies (District, State, or Federal Agency): <ul style="list-style-type: none"> Knowledge only for application to assigned duties Referred to frequently in the course of work and/or explained to others 	Pesticide Regulations and Training DIR for contracts Stormwater Training
Procedures (Work Site Manual, Desk Manual): <ul style="list-style-type: none"> Knowledge only for application to assigned duties Referred to frequently in the course of work and/or explained to others 	Board Policies Digital Schools People Soft School Dude – work orders

Tools

What tasks require a knowledge of a particular electronic device, software(s), office equipment, or maintenance equipment? List the tool and examples of tasks that would require this tool knowledge below.

Tools	Example(s) of Task(s) Performed
SEMS	Monitor absences, create reports, do monthly reconciliation, update when incorrect
Digital Schools	Update attendance, monthly reconciliation, track absences, reports. Monitor and enter overtime, create EWA's

People Soft	Create requisitions, update, monitor purchase orders, compare bills to reqs, monitor balances in each purchase order
Excel / Google Sheets	Monitor budgets / expenses by vendor / budget / PCard, orders for trash, pest control, etc. to reconcile invoices (budget/orders/expenses), create budget for next fiscal year
Word / Google Docs	Create Documents / correspondence / forms
Email	Correspondence with staff as necessary / set up meetings / set up trainings (IPM) (stormwater)
Websites	Ability to purchase items as needed using a variety of websites to find product needed and place order, research items such as stormwater resources
School Dude	Create work orders, close out, prepare assignments
Calculator	Figure costs
Google Drive	Set up the drive, train staff in usage
Train staff	Documents, SEMS, Google Drive, School Dude, Workmen's comp, Calendar, Excel, Word

Part 3: Skills and Abilities (from description)

Below is a list of the skills and abilities required to perform the numbered "Tasks" listed on p. 2.

1) In the first column, indicate if the skill or ability is no longer required (NA), somewhat useful (S), important to have (I), or essential to have (E).

2) In the second column, indicate the numbered task(s) on page 2 that require this skill or ability.

Importance Rating: NA, S, I or E	Task # associated with the skill or ability requirement listed in the third column. (see numbered "Tasks" p. 2)	Skill
E	1 3 4 5 6 7 9 10	operate standard office equipment
E	1 2 3 4 5 6 7 8 9 10	prepare and maintain accurate records
E	1 2 3 4 5 6 7 8 9 10	use pertinent software applications
E	1 2 6 7 8 9 10	perform standard bookkeeping
E		prepare and maintain accurate records
		Ability to...
I	1 3 7 9	schedule a significant number of activities
E	1 2 3 5 6 7 8 9 10	routinely gather, collate and/or classify data
E	1 2 4 5 6 7 9 10	use basic, job-related equipment
E	1 3 6 7 8 9 10	work with others under a variety of circumstances
E	1 2 6 7 9 10	analyze data utilizing defined, but different processes
E	1 4 5 6 7 9 10	operate equipment using standards methods of operation
E	1 3 5 6 7 9	work with a significant diversity of individuals and/or groups
E	1 2 3 4 5 6 7 8 9 10	work with data of different types and/or purposes
E	1 2 3 4 6 7 9	problem solving to analyze issues and create plans of action and reach solutions
E	1 3 4 5 6 7 9	adapt to changing work priorities
E	1 3 4 5 6 7 9 10	communicate with diverse groups
E	1 6 7 9 10	maintain confidentiality and working with discretion;
E	1 2 3 6 7 8 9 10	set priorities
E	1 3 4 5 6 7	work as part of a team
E	1 4 5 6 7	work with constant interruptions
E	1 3 6 7	work with detailed information
E	1 3 4 6 7	meet deadlines and schedules
E	1 4 6	type at 50 words net per minute from clear copy

Part 4: Contacts

Types of contacts (supervisor, staff, vendors, and community members) are listed below. In the second column, indicate the frequency that you have contact with this contact type. In the third column, provide an example of the interaction you would have with this contact.

CONTACTS	FREQUENCY (Minimal, Occasional, Frequently)	EXAMPLE OF INTERACTION
Supervisor	Frequently	Inform re floater schedule, OK to pay invoices, discuss personnel, ordering, attendance, and other issues, budget
Staff	Frequently	Floater assignments, pesticides, attendance, orders, billing, mail, questions on contracts, requisitions
Vendors	Frequently	Place orders, locate new products, locate "better" items, billing
Community Members	Occasional	Rentals, miscellaneous questions
Other	Occasional	UPS / FedEx

Part 5: Decision Making/Complexity/Guidance Received

Check the 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.
x	Receives guidance in terms of broad goals and overall objectives and is responsible for establishing the methods to attain them. Requires extensive policy considerations, decision making and problem solving. Incumbent typically formulates new and amended policies and procedures for an area of responsibility but, does not necessarily have final authority for policy approval.

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

Check the statement that best applies to this position.

	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.
x	Errors may cause a continuous adverse influence on future operations in matters involving important commitments and other matters which may appreciably affect future operations costs/expenses. Actions would affect highly critical programs or attainment of long-range goals or objectives. Will result in major monetary affect.

Part 7: Organization – Supervisory Responsibilities

Check the statement that best applies to this position.

	No employees supervised
x	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
x	Directs and coordinates the operation of a sizable, diverse and /or major function(s).

Employees Directly Supervised:

Name	Classification Title	Regular (R) or Limited Term (LT)
Vicente Ruiz, Kevin Quebedeaux, Jose Castellon, Alex Buckley, Joe Lemken, Omar Mendoza (now elsewhere)	Floater Custodian	Regular ... Assign them their daily assignment (site to work at and hours). Make decision as to which absences to cover
Fredys Molina, Eufrazio Madueno, etc.	Substitute Custodians	Subs .. Assign them their daily assignment (site to work at and hours), monitor timecards and payroll

Supervision:

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

x	Train employees
x	Interview applicants
	Make hiring recommendations
	Make hiring decisions
x	Plan and/or schedule work for others
x	Assign or delegate work to others
x	Monitor work of others
x	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)

Below are requirements listed in the job description:

EDUCATION

High School Diploma or equivalent.

EXPERIENCE

One year of increasingly responsible clerical experience involving frequent contact with the public.

REQUIRED TESTING

None Specified.

CERTIFICATES

None Specified.

CONTINUING EDUCATION/TRAINING

None Specified.

List below what you believe should be required if different from above:

Licenses/Certificates:	
Education:	<input type="checkbox"/> Less than High School diploma or equivalent <input type="checkbox"/> High School diploma or equivalent <input type="checkbox"/> Certificate/License: <input type="checkbox"/> Trade/vocational school, formal apprenticeship Program: <input checked="" type="checkbox"/> Associate's Degree Major: Business or similar <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
Other Language:	Are you required to use a foreign language? no Which one(s)? <input type="checkbox"/> Speak; <input type="checkbox"/> Read; <input type="checkbox"/> Write

Please indicate your reason(s) for the different requirements that you have listed above:

Employee needs to make judgments utilizing training and experience. Employee needs to be proficient in Word, Excel, bookkeeping, record keeping, typing, grammar, punctuation, telephone skills, interpersonal relationships.

Part 9: Physical Requirements/Work Environment

The job description describes the physical requirements/work environment as:

The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Check all that apply regarding your physical activity:

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

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

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

Other Factors: _____

In general, what would you estimate is the percentage of time you spend sitting, standing, and walking during your work day? 80 % sitting; 10 % standing; 10 % walking (total of 100%)

List any abilities needed to push, pull or lift objects:

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

San Dieguito Union High School District Personnel Commission Classification Review

Merit System Rule 3.12 Review of Positions

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

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

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

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

POSITION TITLE	Administrative Secretary
Employee	Laura Hernandez
Date of Request	12/16 <i>received 4/3/17</i>
Supervisor	Dan Love
School/Department	Maintenance & Operations / Facilities
Hours Worked Day/Work Year	8 hours a day
Date of Hire	8/22/2005
Date in Classification	
Education/Training/Certificates Held	CPR Training, Aeries training, IPM training,

Part 1: Typical Duties Task List (from description)

Relevant (R) OR No Longer Performing (N)	Frequency: Hourly/Daily/Monthly/Yearly	Tasks
R	1 hr as needed	1. Assists assigned administrator for the purpose of supporting the administrator in carrying out his/her functional responsibilities and in relieving him/her of routine administrative detail.
R	2 hours	2. Compiles/analyzes employee records, school policies, codes, standards and similar data for the purpose of providing interpretations, comparisons and/or recommendations. Insurance verification, 501C3 verification, scheduling overtime & reviewing utility bills, contracts, Foundation rules & guidelines
R	Throughout the day, at least 3-4 hours	3. Coordinates/oversees office and inter-departmental functions, activities and communication (e.g. meetings, schedules, appointments, calendars, supply orders, forms for equipment/repairs, etc.) for the purpose of maintaining efficiency of office operations and productivity of personnel. Meetings, Checking FSDirect calendar, daily calendar, Digital School calendar
R	At least 2 hour per day	4. Designs/produces a variety of materials (e.g. brochures, reports, memoranda, letters, records, flyers, forms, booklets, etc.) for the purpose of communicating information. Emails, requisitions & invoices
R	Throughout day at 2 hour minimal	5. Guides/trains other office personnel for the purpose of assisting them in performing assigned functions. Industrial accident reports, attendance, emails, cell phone use, google docs, receiving packages, assignments for scheduled events & support to site staff w/FSDirect.
R	Done throughout day at least 2 hours	6. Maintains a variety of files and/or records (e.g. annual, monthly, quarterly reports) for the purpose of maintaining an up-to-date trail for reference and ensuring compliance with established regulations. Utilities Direct, weekend reports to RSF, Industrial Accident, requisitions & SEMS. Assist the Director in preparing the budget for utilities.
R	1 hour	7. Monitors/reconciles/documents budget expenditures for the purpose of maintaining operating expenses within budget and processing payments. Utilities direct
R	Due to attendance this is done continuously, minimal 2 ½ hours	8. Organizes records and files for the purpose of providing confidentiality and a system of access to information. SEMS report, digital school report, IA notes & Calendar. Work with HR to make sure they have accurate information/hours when reporting/entering long term illness and workers' compensation absences.
R	3 hours, if doing report longer	9. Oversees work-related activities (e.g. purchasing requisitions, payroll time sheets, etc.) for the purpose of ensuring timely and accurate submission to and coordination with appropriate departments. Requisitions, Digital Schools, SEMS, over time sheets & Civic Center Act/Facilities, contracts with community. Work with HR to make sure they have accurate information/hours when reporting/entering long term illness and workers' compensation absences.
R	1-2 hours	10. Prepares/composes/disseminates a variety of documents (e.g. correspondence, agendas, minutes of meetings, lists, reports, memoranda, mail, calendars, newsletters, daily bulletins, schedules, forms, flyers, charts, etc.) for the purpose of documenting and communicating activities and actions. Emails, calendars, event schedules, report RSF, invoice & payments recording.
R	3-4 hour all depends on day	11. Receives/screens/processes visitors, telephone calls and mail for the purpose of coordinating and directing inquiries to the appropriate parties

Below is a list of tasks from the job description. Please indicate whether each task is still relevant (R) or, if you are no longer performing the task(N). Also indicate the frequency that the task is performed.

List any additional task(s) you perform that are not listed on the current job description:

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

Requisitions: New job assigned to me. Have no experience, still learning. Very important, involves money, time sensitive, small room for error.

Attendance recording: No room for error as working with people's time and money.

Scheduling events: Scheduling events for community members. They want to pay least possible, while I have to cover with employees making time & half. Have to make sure 501 C3 forms turned in are legit. My estimated coverage on an event has to be correct or we problems.

Part 2: Knowledge of (from description)

The table below lists the knowledge required to perform the numbered "Tasks" listed on p. 2.

- 1) In the first column, indicate if this knowledge is no longer required (NA), somewhat useful to have this knowledge (S), important to have this knowledge (I), or essential to have this knowledge (E).
- 2) In the second column, indicate the numbered task(s) on page 2 that require this knowledge.

Importance Rating: NA, S, I or E	Task # associated with the knowledge requirement in the third column. (see numbered "Tasks" p. 2)	Knowledge Required
E	2,3,4,7	perform basic math including calculation of fractions, percents and/or ratios
E	4,8,9	read a variety of manuals
E	2,3,4,5	write documents following prescribed formats
I	5	present information before groups
E	2,3,5,6,7,8,9,11	analyze situations to define issues and draw conclusions
E	3,4,11	concepts of grammar and punctuation
I	4,6,7	accounting/bookkeeping principles

Policies and Procedures

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

	Examples
Policies (District, State, or Federal Agency): <ul style="list-style-type: none"> • Knowledge only for application to assigned duties • Referred to frequently in the course of work and/or explained to others 	SDUHSD Board policies, IRS web site, DIR
Procedures (Work Site Manual, Desk Manual): <ul style="list-style-type: none"> • Knowledge only for application to assigned duties • Referred to frequently in the course of work and/or explained to others 	People Soft, SEMS, School Dude, Digital School, Attendance(SEMS use), When helping site sec use FSDirect,

What tasks require a knowledge of a particular electronic device, software(s), office equipment, or maintenance equipment? List the tool and examples of tasks that would require this tool knowledge below.

Tools	Example(s) of Task(s) Performed
Digital Schools, School Dude	Software knowledge to enter work orders
SEMS, FS Direct, People Soft	Software knowledge to enter daily attendance, report attendance to D.O., place requisitions

Importance Rating: NA, S, I or E	Task # associated with the skill or ability requirement listed in the third column. (see numbered "Tasks" p. 2)	Skill

Google, Excel, Word, copy machine	Software knowledge, email, create google docs, copies, scan & fax
Internet web	501 C3, verify customers & resources

Part 3: Skills and Abilities (from description)

Below is a list of the skills and abilities required to perform the numbered "Tasks" listed on p. 2.

- 1) In the first column, indicate if the skill or ability is no longer required (NA), somewhat useful (S), important to have (I), or essential to have (E).
- 2) In the second column, indicate the numbered task(s) on page 2 that require this skill or ability.

I	1-11	operate standard office equipment
E	1-11	prepare and maintain accurate records
I	1-11	use pertinent software applications
E	4,5,7&9	perform standard bookkeeping
E	1-11	prepare and maintain accurate records
		Ability to...
E	4 &5	schedule a significant number of activities
E	1-11	routinely gather, collate and/or classify data
E	1-11	use basic, job-related equipment
E	1-11	work with others under a variety of circumstances
I	3,4,6,8,9,10,11	analyze data utilizing defined, but different processes
I	1-11	operate equipment using standards methods of operation
E	1-11	work with a significant diversity of individuals and/or groups
E	1-11	work with data of different types and/or purposes
E	1-11	problem solving to analyze issues and create plans of action and reach solutions
E	1-11	adapt to changing work priorities
E	1-11	communicate with diverse groups
E	1-11	maintain confidentiality and working with discretion;
I	1-11	set priorities
I	1-11	work as part of a team
E	1-11	work with constant interruptions
I	1-11	work with detailed information
E	1-11	meet deadlines and schedules
I	1-11	type at 50 words net per minute from clear copy

Part 4: Contacts

Types of contacts (supervisor, staff, vendors, and community members) are listed below. In the second column, indicate the frequency that you have contact with this contact type In the third column, provide an example of the interaction you would have with this contact.

CONTACTS	FREQUENCY (Minimal, Occasional, Frequently)	EXAMPLE OF INTERACTION
Supervisor	Minimal	Weekly meetings, When I have any questions/concerns When they need to ask me to do something
Staff	Frequently	Attendance, Injury report, calls with quest./concerns or schedule needs, scheduling overtime for community schedule events, looking for availability on site for community events. Maintain open communication between two locations
Vendors	Occasional	Work I do related to bill auditing/Monthly review. Setting up contracts with vendors. When vendors call in to office. Package delivery.
Community Members	Frequently	When calls come in about concerns at school sites or our employees. Calls come in to inquire about rental of a school property. Verifications of 501 C3, insurance requirements
Service Providers	Frequently	Revising & inquiring Utilities

Part 5: Decision Making/Complexity/Guidance Received

Check the 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.
X	Receives guidance in terms of broad goals and overall objectives and is responsible for establishing the methods to attain them. Requires extensive policy considerations, decision making and problem solving. Incumbent typically formulates new and amended policies and procedures for an area of responsibility but, does not necessarily have final authority for policy approval.

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

Check the statement that best applies to this position.

	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.
X	Errors may cause a continuous adverse influence on future operations in matters involving important commitments and other matters which may appreciably affect future operations costs/expenses. Actions would affect highly critical programs or attainment of long-range goals or objectives. Will result in major monetary affect.

Part 7: Organization – Supervisory Responsibilities

Check the statement that best applies to this position.

	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
X	Directs and coordinates the operation of a program or programs of sufficient size to require the use of subordinate supervisors
	Directs and coordinates the operation of a sizable, diverse and /or major function(s).

Employees Directly Supervised:

Name	Classification Title	Regular (R) or Limited Term (LT)
N/A		

Supervision:

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

X	Train employees Guide/train staff in district technology (e.g. emails, SEMS, PeopleSoft, Digital Schools, FSDirect etc.) for the purpose of accessing, acquiring and/or using as needed.
	Interview applicants
	Make hiring recommendations
	Make hiring decisions
X	Plan and/or schedule work for others when it comes to facilities events
X	Assign or delegate work to others " "
X	Monitor work of others " "
X	Establish rules, procedures, and/or standards when it comes to facilities events
	Discipline others
	Recommend promotion
	Make promotion, demotion or discharge decisions
X	Evaluate the work of others when it comes to facilities events
	Conduct formal performance evaluations
	Resolve employee grievances in accordance with organizational policy
	Other (specify)

Part 8: Minimum Qualifications (from description)

Below are requirements listed in the job description:

EDUCATION

High School Diploma or equivalent.

EXPERIENCE

One year of increasingly responsible clerical experience involving frequent contact with the public.

REQUIRED TESTING

None Specified.

CERTIFICATES

None Specified.

CONTINUING EDUCATION/TRAINING

None Specified.

List below what you believe should be required if different from above:

Licenses/Certificates:	
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
Other Language:	Are you required to use a foreign language? Which one(s)? <input checked="" type="checkbox"/> Speak; Spanish <input checked="" type="checkbox"/> Read; <input checked="" type="checkbox"/> Write

Please indicate your reason(s) for the different requirements that you have listed above:

I feel the experience is outweighs the education. I felt confident coming in and running facilities due to the experience I received while running our family business. At this particular job I also realize having worked at a school site made the transition to Maintenance/Facilities a lot smoother. Speaking another language is of great benefit, as I have customers being able to communicate and coming in for rentals.

Part 9: Physical Requirements/Work Environment

The job description describes the physical requirements/work environment as:

The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Check all that apply regarding your physical activity:

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

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

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

Other Factors: **Train & traffic pollution** _____

In general, what would you estimate is the percentage of time you spend sitting, standing, and walking during your work day? 60 % sitting; 30 % standing; 10 % walking (total of 100%)

List any abilities needed to push, pull or lift objects:

	Weight in pounds	Distance (in feet)/Height	Example
Push	50	2-3 feet	Moving equipment, packages, boxes
Pull	30		File cabinets, equipment, packages
Lift	30		Adjustable desk, water containers, paper boxes, packages

CLASSIFIED

ADMINISTRATIVE ASSISTANT

OVERALL JOB PURPOSE STATEMENT

The job of Administrative Assistant is supporting an administrator in carrying out his/her functional responsibilities and serving on behalf of the administrator; ensuring and maintaining efficiency of office operations and productivity of personnel; documenting and communicating information, activities and actions; providing interpretations, comparisons and/or recommendations; providing confidentiality and system of access to information; coordinating and directing inquiries to appropriate parties; maintaining operating expenses within budget and processing of payments.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: Positions in the secretarial/clerical series provide clerical and progressively more responsible secretarial and administrative support to a supervisor, school or district administrator, in the collection, compiling, processing and reporting of program data and in the day-to-day organization and implementation of program functions and activities. The class of Administrative Assistant performs a variety of responsible complex secretarial and administrative duties to coordinate program, office and other activities in relieving an assigned district level director (e.g. maintenance/operations, special programs, finance or pupil services) or a principal of a middle school, adult education program or continuation school of a variety of administrative duties. Supervision is general and incumbents frequently initiate action on behalf of the administrator in accordance with general directions or existing policy. This class differs from the Administrative Secretary which performs a variety of clerical and secretarial duties to coordinate office and other activities in relieving the assigned administrator (e.g. assistant principal of a senior high school or a district wide program director) of a variety of administrative duties.

ESSENTIAL FUNCTIONS

- Check reports, forms, correspondence, records and other data for the purpose of verifying their accuracy, completeness and compliance with established standards and making corrections as necessary.
- Compiles/analyzes employee records, school policies, codes, standards and similar data for the purpose of providing clarifications, comparisons and/or recommendations.
- Coordinates/oversees office and inter-departmental functions, activities and communication (e.g. meetings, schedules, appointments, calendars, supply orders, forms for equipment/repairs, etc.) for the purpose of maintaining efficiency of office operations and productivity of personnel.
- Designs/produces a variety of materials (e.g. brochures, reports, memoranda, letters, records, flyers, forms, booklets, etc.) for the purpose of communicating information to state, county and federal agencies.
- Guides/trains other office personnel, certificated staff and student aides for the purpose of improving their performance of assigned functions and/or assisting them in special procedures and functions.

CLASSIFIED

- Monitors/reconciles/documents expenditures (e.g. budget, petty cash, etc.) for the purpose of maintaining operating expenses within budget and processing of payments.
- Organizes and oversees district activities as assigned for the purpose of ensuring that departmental services are provided efficiently in accordance with departmental and district objectives.
- Organizes/maintains records and files for the purpose of providing confidentiality and a system of access to information, preparing various statistical and financial reports and posting, matching and processing information.
- Prepares/composes/disseminates a variety of documents (e.g. correspondence, agendas, minutes of meetings, lists, reports, memoranda, etc.) for the purpose of documenting and communicating program activities and actions.
- Receives/screens/processes visitors, telephone calls and mail for the purpose of coordinating and directing inquiries to appropriate parties.
- Responds to inquiries and/or concerns for the purpose of evaluating and determining the appropriate action/referral.
- Support assigned administrator(s) for the purpose of assisting them in carrying out their functional responsibilities and relieving them of administrative detail.

OTHER FUNCTIONS

- Performs other related duties as assigned

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE is required to perform basic math including calculation of fractions, percents and/or ratios; read technical information, compose a variety of documents and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; and accounting/bookkeeping principles.

SKILLS are required to perform multiple non-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: operating standard office equipment; preparing and maintaining accurate records; using pertinent software applications; planning and managing projects.

ABILITY is required to schedule a significant number of activities; routinely gather, collate and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others under a variety of circumstances; analyze data utilizing defined, but different processes; and operate equipment using standards methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create plans of action and reach solutions; with data it is moderate; and with equipment it is limited. Specific abilities

CLASSIFIED

required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality and working with discretion; meeting deadlines and schedules; working as part of a team; maintaining good public relations; learning, interpreting and applying rules, regulations and policies; performing basic first aid; working with constant interruptions; and type at 55 words net per minute from clear copy.

RESPONSIBILITY

Responsibilities include: working under limited supervision focusing primarily on results: leading, guiding and/or coordinating other persons; and operating within a defined budget and/or financial guidelines. 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 requires the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant reaching. Generally the job requires 50% sitting, 30% walking and 20% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

EDUCATION

High School Diploma or equivalent supplemented by college courses in secretarial science or related field.

EXPERIENCE

Three years of increasingly responsible clerical and secretarial experience involving frequent contact with the public.

REQUIRED TESTING

None Specified.

CERTIFICATES

None Specified.

CONTINUING EDUCATION/TRAINING

None Specified.

CLEARANCES

Criminal Justice Fingerprint/Background Clearance; TB Clearance

ADMINISTRATIVE SECRETARY

OVERALL JOB PURPOSE STATEMENT

The job of Administrative Secretary is done for the purpose of supporting the administrator in carrying out the functional responsibilities of the office; maintaining efficiency of office operations and productivity of personnel; documenting and communicating activities and actions; providing interpretations, comparisons and/or recommendations; providing confidentiality and a system of access to information; coordinating and directing inquiries to appropriate parties; maintaining operating expenses within budget and processing of payments.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: Positions in the secretarial/clerical series provide clerical and progressively more responsible secretarial and administrative support to a supervisor, school or district administrator, in the collection, compiling, processing, and reporting of program data and in the day-to-day organization and implementation of program functions and activities. Positions in the Administrative Secretary class perform a variety of clerical and secretarial duties to coordinate office and other activities in relieving the assigned administrator (e.g. an assistant principal of a senior high school or a district wide program director) of a variety of administrative duties. Supervision is general and incumbents frequently initiate action on behalf of the administrator in accordance with general directions or existing policy. This class differs from the Secretary which performs responsible secretarial and clerical support in a school or district office or serves as a secretary to an assistant principal at a middle school.

ESSENTIAL FUNCTIONS

- Assists assigned administrator for the purpose of supporting the administrator in carrying out his/her functional responsibilities and in relieving him/her of routine administrative detail.
- Attends meetings as required for the purpose of taking minutes and/or dictation, and receiving and/or conveying information.
- Compiles/analyzes employee records, school policies, codes, standards and similar data for the purpose of providing interpretations, comparisons and/or recommendations.
- Coordinates/oversees office functions and activities (e.g. meetings, schedules, appointments, calendars, office equipment repair, etc.) for the purpose of maintaining efficiency of office operations and productivity of personnel.
- Designs/produces a variety of materials (e.g. brochures, flyers, forms, booklets, etc.) in both English and Spanish for the purpose of communicating information.
- Guides/trains other office personnel for the purpose of assisting them in performing their assigned functions.

CLASSIFIED

- Maintains a variety of files and/or records (e.g. annual, monthly, quarterly reports) for the purpose of maintaining an up-to-date trail for reference and ensuring compliance with established regulations.
- Monitors/reconciles/documents budget expenditures for the purpose of maintaining operating expenses within budget and processing payments.
- Organizes records and files for the purpose of providing confidentiality and a system of access to information.
- Oversees work-related activities (e.g. purchasing requisitions, payroll time sheets, etc.) for the purpose of ensuring timely and accurate submission to and coordination with appropriate departments.
- Prepares/composes/disseminates a variety of documents (e.g. correspondence, agendas, minutes of meetings, lists, reports, memoranda, mail, calendars, newsletters, daily bulletins, schedules, forms, flyers, charts, etc.) for the purpose of documenting and communicating activities and actions.
- Receives/screens/processes visitors, telephone calls and mail for the purpose of coordinating and directing inquiries to the appropriate parties. Uses English or Spanish as appropriate.

OTHER FUNCTIONS

- Assists other office personnel for the purpose of supporting them in the completion of their work assignments.
- Performs other related duties as assigned for the purpose of accomplishing work unit tasks, projects, priorities.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE is required to perform basic math including calculation of fractions, percents and/or ratios; read a variety of manuals, write documents following prescribed formats and or present information before groups; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation, both for English and Spanish; accounting/bookkeeping principles.

SKILLS are required to perform multiple non-technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications (word processing, spread sheets, databases, email, scheduler); performing standard bookkeeping; preparing and maintaining accurate records.

ABILITY is required to schedule a number of activities; routinely gather, collate, and/or classify data; and use basic job-related equipment (e.g., computer workstation, copiers, calculator). Flexibility is required

CLASSIFIED

to work with others under a wide variety of circumstances; analyze data using various processes, some of which may be undefined; and operate equipment using standard methods of operations. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is moderate to significant; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality and working with discretion; setting priorities; working as part of a team; working with constant interruptions; working with detailed information/data; meeting deadlines and schedules; and type at 50 net words per minute from clear copy.

RESPONSIBILITY

Responsibilities include: working under standardized instructions and/or routines focusing primarily on results; leading, guiding and/or coordinating other persons; and operating within a defined budget and/or financial guidelines. 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 requires the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

EDUCATION

High School Diploma or equivalent.

EXPERIENCE

One year of increasingly responsible clerical experience involving frequent contact with the public.

REQUIRED TESTING

None Specified

CERTIFICATES AND LICENSES

None Specified

CONTINUING EDUCATION/TRAINING

None Specified

CLASSIFIED

CLEARANCES

Criminal Justice/Fingerprint Clearance; TB Clearance

Proposed Rule Revision – Second Reading

At the October 10, 2017 Personnel Commission meeting, a proposed rule revision was presented for Rule 14.5 of the Rules & Regulations for the Classified Service.

Prior to the first reading, the Director, Classified Personnel met with District and CSEA leadership to discuss the potential effect current salary placement rules may have on existing District employees when promoting from a classification on one salary schedule to a classification on a different salary schedule. Both parties agreed that the proposed rule revision below will result in salary placement which is consistent with the original intent of this rule; namely, that the promotion result in a 5% increase in pay.

At the first reading, no changes were suggested to the revision as presented. Therefore, the recommendation is to revise Rule 14.5 as outlined below.

14.5 Salary Placement When Promoted

An employee who receives a promotion to a class allocated to a higher salary range shall be placed on **the step of the higher** salary range that is one full step above the rate the employee received in the previous class provided that the step permits a minimum of a 5% increase **but does not exceed the maximum on the range. Consideration shall be given when differences in the structure of salary schedules exists (e.g. benefits are embedded into the salary).** Additional advancement will be on the anniversary date established for the previous class, regardless of step placement, and then the above Rule 14.3 for advancement will apply. For the purpose of this Rule, appointment of an employee to a class with a salary range equal to or below the employee's current range shall not be considered a promotion and shall not warrant a salary increase. In such cases, placement will be made on the same rate formerly earned by the employee, not to exceed the maximum of the range of the class to which the employee is appointed.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

VACANCY REPORT 11/08/17

Classified Personnel

9 current/pending vacancies in 6 different job classifications

SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
CCA	AJ703	Grounds Maintenance Worker II	40	1.00	Selection interview 11/14/17
DO	AK183	Loss Control Analyst	40	1.00	Selection interview 11/09/17
CCA	AB226	School Plant Supervisor - High School	40	1.00	Selection interview 12/12/17
TRANS	AK204	School Bus Driver	20	0.50	Continuous recruitment
TRANS	AF521	School Bus Driver	20	0.50	Continuous recruitment
LCC	AK101	Instructional Assistant - Bilingual	19.5	0.49	Selection interview 11/27/17
SDA	AA096	Secretary	40	1.00	Selection interview 11/13/17
SDA	AA111	Secretary	40	1.00	Selection interview 11/13/17
CCA	AC604	Secretary	40	1.00	Selection interview 11/16/17

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Classified Artist in Residence**, employment for the 2017-18 school year, effective 09/01/17 through 06/30/18, per attached supplement.
2. **Classified A.V.I.D. Tutors**, employment for the 2017-18 school year, effective 09/01/17 through 06/30/18, per attached supplement.
3. **Classified Substitutes**, employment for the 2017-18 school year, effective 09/01/17 through 06/30/18, per attached supplement.
4. **Baca, Claudia**, Instructional Assistant-SpEd (S), SR36, 68.75% FTE, La Costa Canyon High School-ATP, effective 09/25/17.
5. **Daher, Janet**, Secretary, SR36, 100.00% FTE, Torrey Pines High School, effective 09/25/17.
6. **Cooley, Timothy**, Maintenance Worker II, SR40, 100.00% FTE, Facilities Department, effective 09/27/17.
7. **Espinoza Aguilar, Daisy**, Instructional Assistant-SpEd (S), SR36, 75.00% FTE, La Costa Canyon High School-ATP, effective 09/18/17.
8. **Hossein, Kambiz**, Nutrition Services Assistant I, SR25, 43.75% FTE, Canyon Crest Academy, effective 09/14/17.
9. **Jahed, Yasaman**, Instructional Assistant-SpEd (S), SR36, 68.75% FTE, La Costa Canyon High School-ATP, effective 09/11/17.
10. **Taamu, Edward**, Campus Supervisor, SR32, 48.75% FTE, San Dieguito High School Academy, effective 09/25/17.
11. **Teague, Colleen**, Instructional Assistant-SpEd (S), SR36, 68.75% FTE, La Costa Canyon High School-ATP, effective 09/25/17.

Change in Assignment

1. **Bulleit, Katharin**, from Instructional Assistant-SpEd (NS), SR34, 48.75% FTE, Torrey Pines High School to Instructional Assistant-SpEd (S), SR36, 68.75% FTE, La Costa Canyon High School-ATP, effective 09/13/17.
2. **Carafa, Robin**, from Nutrition Services Supervisor, Supervisory SR4, 68.75% FTE, Oak Crest Middle School to 100.00% FTE, Canyon Crest Academy, effective 08/21/17.

Release of Probationary Employee

1. **Employee Number 614-117**, Instructional Assistant-SpEd (S), SR36, 68.75% FTE, La Costa Canyon High School-ATP, effective 09/05/17.

Resignation

1. **Arce, Eduardo**, Custodian, SR32, 100.00% FTE, Pacific Trails Middle School, resignation effective 09/20/17.
2. **Hillard, Chamayra**, Nutrition Services Assistant I, SR25, 37.50% FTE, Carmel Valley Middle School, resignation effective 09/27/17.
3. **Villasenor, Andrea**, Nutrition Services Assistant I, SR25, 43.75% FTE, Canyon Crest Academy, resignation effective 09/25/17.

Classified Personnel Supplement, October 12, 2017

A.V.I.D

Ahmadian, Nazanin, effective, 9/18/2017
Mac Manus, Taylor, effective 9/12/2017
Rodriguez, Leizl, effective 09/21/2017

Classified Artist in Residence

Freiman, Alina, effective 9/18/2017

Classified Substitute

Garcia, Ruth, effective 9/25/2017
Nickerson, Virgestine, effective 9/13/2017

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Classified Artist in Residence**, employment for the 2017-18 school year, effective 10/01/17 through 06/30/18, per attached supplement.
2. **Classified Substitutes**, employment for the 2017-18 school year, effective 10/01/17 through 06/30/18, per attached supplement.
3. **Coaches**, employment for the 2017-18 school year, effective 10/01/17 through 06/30/18, per attached supplement.
4. **Chow, Lai Lai**, Nutrition Services Assistant I, SR25, 43.75% FTE, Canyon Crest Academy, effective 10/16/17.
5. **Petrynska, Eva**, Nutrition Services Assistant I, SR25, 25.00% FTE, Diegueno Middle School, effective 11/06/17.

Change in Assignment

1. **Hild, Christina**, from Nutrition Services Assistant I, SR25, 31.25% FTE, Carmel Valley Middle School to 37.50% FTE, effective 10/09/17.
2. **Serrano, Marisela**, from Nutrition Services Transporter I, SR27, 34.37% FTE, Torrey Pines High School to Nutrition Services Assistant I, SR25, 31.25% FTE, Carmel Valley Middle School, effective 10/16/17.

Release of Probationary Employee

1. **Employee Number 606-548**, Instructional Assistant-SpEd (S), SR36, 75.00% FTE, La Costa Canyon High School-ATP, effective 10/12/17.
2. **Employee Number 611-163**, Secretary, SR36, 100.00% FTE, San Dieguito High School Academy, effective 10/25/17.

Resignation

1. **Pierce, Jody**, Custodian, SR32, 100.00% FTE, Torrey Pines High School, resignation for the purpose of retirement, effective 12/19/17.

Classified Personnel Supplement, November 2, 2017

Classified Artist in Residence

Burnworth, Devin, effective 10/19/2017
Dicce, Anne-Marie, effective 10/2/2017

Classified Substitute

Baldwin, Sidney, effective 10/18/2017
Higham, Andrew, effective 10/20/2017
Kondragunta, Swarupa, effective 10/12/2017
McGowan, Joanna, effective 10/4/2017
Morales, Isabel, effective 10/4/2017
Segovia, Sergio, effective 10/12/2017
Tellez, Ruben, effective 10/4/2017

Coaches

CCA – Certificated

Aguilar, Sarah, Girls Soccer, Varsity, Canyon Crest Academy, Winter Season, effective 10/23/17
Baum, Brian, Boys Basketball, Varsity, Canyon Crest Academy, Winter Season, effective 10/23/17
Dickinson, Katherine, Girls Soccer, Varsity Assistant, Canyon Crest Academy, Winter Season, effective 10/23/17
Keenan, Sean, Boys Basketball, Junior Varsity Assistant, Canyon Crest Academy, Winter Season, effective 10/23/17
Lockhart, Tom, Boys Soccer, Varsity, Canyon Crest Academy, Winter Season, effective 10/23/17
Mikkonen, Ryan, Boys Basketball, Freshmen, Canyon Crest Academy, Winter Season, effective 10/23/17
Nesselor, Connor, Wrestling, Varsity, Canyon Crest Academy, Winter Season, effective 10/23/17

CCA – Walk-on

Altobello, Katherine, Girls Basketball, Varsity Assistant, Canyon Crest Academy, Winter Season, effective 10/23/17
Arnesen, Carl, Girls Soccer, Junior Varsity, Canyon Crest Academy, Winter Season, effective 10/23/17
Blackman, Larry, Boys Basketball, Varsity Assistant, Canyon Crest Academy, Winter Season, effective 10/23/17
Dixon, LaSandra, Girls Basketball, Junior Varsity, Canyon Crest Academy, Winter Season, effective 10/23/17
Favor, Matt, Girls Soccer, Varsity Assistant, Canyon Crest Academy, Winter Season, effective 10/23/17
Fleming, Ryan, Boys Basketball, Varsity Assistant, Canyon Crest Academy, Winter Season, effective 10/23/17
Lackey, Dustin, Boys Basketball, Junior Varsity, Canyon Crest Academy, Winter Season, effective 10/23/17
Macauley, Ian, Boys Soccer, Junior Varsity, Canyon Crest Academy, Winter Season, effective 10/23/17
Meltz, Adam, Boys Soccer, Junior Varsity Assistant, Canyon Crest Academy, Winter Season, effective 10/23/17
Muryani, Fred, Boys Soccer, Varsity Assistant, Canyon Crest Academy, Winter Season, effective 10/23/17

Ormsby, Tyler, Girls Water Polo, Varsity, Canyon Crest Academy, Winter Season, effective 10/23/17

Portela, Alex, Boys Soccer, Freshmen, Canyon Crest Academy, Winter Season, effective 10/23/17

Ratekin, Nicholas, Girls Water Polo, Junior Varsity, Canyon Crest Academy, Winter Season, effective 10/23/17

Tucker, Scott, Girls Basketball, Varsity, Canyon Crest Academy, Winter Season, effective 10/23/17

Young, Dallin, Wrestling, Varsity Assistant, Canyon Crest Academy, Winter Season, effective 10/23/17

LCC – Certificated

Buth, Dwayne, Wrestling, Varsity, La Costa Canyon High School, Winter Season, effective 10/23/17

Cassaw, David, Boys Basketball, Varsity, La Costa Canyon High School, Winter Season, effective 10/23/17

Flores, Mario, Girls Basketball, Varsity, La Costa Canyon High School, Winter Season, effective 10/23/17

Eichlin, Caitlin, Girls Basketball, Varsity Assistant, La Costa Canyon High School, Winter Season, effective 10/23/17

Overman, Morgan, Girls Basketball, Junior Varsity, La Costa Canyon High School, Winter Season, effective 10/23/17

LCC – Walk-on

Andelin, Rebecca, Girls Water Polo, Varsity, La Costa Canyon High School, Winter Season, effective 10/23/17

Bigrigg, Mike, Wrestling, Assistant, La Costa Canyon High School, Winter Season, effective 10/23/17

Dean, Craig, Boys Soccer, Varsity, La Costa Canyon High School, Winter Season, effective 10/23/17

Elenz-Martin, Michael, Boys Soccer, Varsity Assistant, La Costa Canyon High School, Winter Season, effective 10/23/17

Elkind, Natalie, Girls Soccer, Varsity, La Costa Canyon High School, Winter Season, effective 10/23/17

Espinoza, Jonny, Girls Soccer, Freshmen, La Costa Canyon High School, Winter Season, effective 10/23/17

Frausto, Sebastian, Boys Basketball, Freshmen, La Costa Canyon High School, Winter Season, effective 10/23/17

Gurley, Trent, Boys Soccer, Junior Varsity, La Costa Canyon High School, Winter Season, effective 10/23/17

Hansen, Scott, Wrestling, Assistant, La Costa Canyon High School, Winter Season, effective 10/23/17

Meeks, Tom, Boys Basketball, Varsity Assistant, La Costa Canyon High School, Winter Season, effective 10/23/17

Murphy, Sean, Boys Soccer, Freshmen, La Costa Canyon High School, Winter Season, effective 10/23/17

Owens, Erica, Girls Soccer, Varsity Assistant, La Costa Canyon High School, Winter Season, effective 10/23/17

Perez, Tony, Wrestling, Assistant, La Costa Canyon High School, Winter Season, effective 10/23/17

Pineda-Reyes, Billy, Wrestling, Junior Varsity, La Costa Canyon High School, Winter Season, effective 10/23/17

Ramirez, Mike, Wrestling, Junior Varsity, La Costa Canyon High School, Winter Season, effective 10/23/17

Randall, Tim, Wrestling, Assistant, La Costa Canyon High School, Winter Season, effective 10/23/17

Samaniego, Corrie, Girls Soccer, Junior Varsity, La Costa Canyon High School, Winter Season, effective 10/23/17

Spears, Brandon, Boys Basketball, Junior Varsity, La Costa Canyon High School, Winter Season, effective 10/23/17

SDA – Certificated

Boyd, Donn, Boys Soccer, Freshmen, San Dieguito High School Academy, Winter Season, effective 10/23/17

Whitmer, Keith, Boys Soccer, Varsity, San Dieguito High School Academy, Winter Season, effective 10/23/17

SDA – Walk-on

Bedford, Craig, Girls Soccer, Junior Varsity, San Dieguito High School Academy, Winter Season, effective 10/23/17

Eyre, Signe, Girls Soccer, Varsity, San Dieguito High School Academy, Winter Season, effective 10/23/17

Jackson, Willie, Boys Basketball, Varsity Assistant, San Dieguito High School Academy, Winter Season, effective 10/23/17

Javey, Anthony, Boys Basketball, Junior Varsity, San Dieguito High School Academy, Winter Season, effective 10/23/17

Kling, Scott, Girls Water Polo, Varsity, San Dieguito High School Academy, Winter Season, effective 10/23/17

Lawrence, Charles, Boys Soccer, Varsity Assistant, San Dieguito High School Academy, Winter Season, effective 10/23/17

Marian, Calin, Girls Soccer, Varsity Assistant, San Dieguito High School Academy, Winter Season, effective 10/23/17

McClain, Michael, Boys Soccer, Junior Varsity, San Dieguito High School Academy, Winter Season, effective 10/23/17

Phillips, Anna, Girls Basketball, Varsity Assistant, San Dieguito High School Academy, Winter Season, effective 10/23/17

Roy, Isaiah, Boys Basketball, Freshmen, San Dieguito High School Academy, Winter Season, effective 10/23/17

Smithey, Aubree, Girls Basketball, Varsity, San Dieguito High School Academy, Winter Season, effective 10/23/17

Stewart, Jason, Boys Basketball, Varsity, San Dieguito High School Academy, Winter Season, effective 10/23/17

Sullivan, Daniel, Girls Water Polo, Junior Varsity, San Dieguito High School Academy, Winter Season, effective 10/23/17

Walton, Akilah, Girls Basketball, Junior Varsity, San Dieguito High School Academy, Winter Season, effective 10/23/17

TP – Certificated

Bouchard, Susan, Girls Soccer, Varsity Assistant, Torrey Pines High School, Winter Season, effective 10/23/17

Lona, Francisco, Boys Soccer, Freshmen, Torrey Pines High School, Winter Season, effective 10/23/17

Moore, Jonathan, Boys Basketball, Junior Varsity, Torrey Pines High School, Winter Season, effective 10/23/17

Olive, John, Boys Basketball, Varsity, Torrey Pines High School, Winter Season, effective 10/23/17

TP – Walk-on

Allard, Clark, Boys Basketball, Varsity Assistant, Torrey Pines High School, Winter Season, effective 10/23/17

Brown, Martin, Wrestling, Varsity, Torrey Pines High School, Winter Season, effective 10/23/17

Carranza, Jose Angel, Boys Soccer, Junior Varsity, Torrey Pines High School, Winter Season, effective 10/23/17

Castro, Jacob, Girls Water Polo, Junior Varsity, Torrey Pines High School, Winter Season, effective 10/23/17

Cormode, Brandon, Boys Soccer, Varsity Assistant, Torrey Pines High School, Winter Season, effective 10/23/17

Diaz, Nick, Boys Basketball, Junior Varsity Assistant, Torrey Pines High School, Winter Season, effective 10/23/17

Hansford, Martin, Girls Soccer, Varsity, Torrey Pines High School, Winter Season, effective 10/23/17

Hargreaves, Andrew, Boys Soccer, Varsity, Torrey Pines High School, Winter Season, effective 10/23/17

Jasper, Elya, Girls Soccer, Freshmen, Torrey Pines High School, Winter Season, effective 10/23/17

Kosakoff, Joel, Boys Soccer, Varsity Assistant, Torrey Pines High School, Winter Season, effective 10/23/17

Lee, Wesley, Wrestling, Varsity Assistant, Torrey Pines High School, Winter Season, effective 10/23/17

Lee, Wesley Jr., Wrestling, Junior Varsity, Torrey Pines High School, Winter Season, effective 10/23/17

McClurg, David, Girls Basketball, Varsity, Torrey Pines High School, Winter Season, effective 10/23/17

McEntee, Tanner, Boys Basketball, Freshmen, Torrey Pines High School, Winter Season, effective 10/23/17

Perry, Megan, Girls Basketball, Junior Varsity, Torrey Pines High School, Winter Season, effective 10/23/17

Praino-Miller, Jeffrey, Girls Soccer, Junior Varsity, Torrey Pines High School, Winter Season, effective 10/23/17

Speed, Mandy, Girls Soccer, Junior Varsity Assistant, Torrey Pines High School, Winter Season, effective 10/23/17

Webster, Dana, Girls Basketball, Varsity Assistant, Torrey Pines High School, Winter Season, effective 10/23/17

Williams, Alex, Girls Water Polo, Varsity, Torrey Pines High School, Winter Season, effective 10/23/17