

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

Regular Meeting

3:30 P.M., October 9, 2018
710 Encinitas Boulevard, Encinitas, CA 92024
District Office Board Room 101

PUBLIC COMMENTS

If you wish to speak regarding an item on the agenda, please complete a "Request to Address the Personnel Commission" slip located at the sign-in table and present it to Personnel Commission staff prior to the start of the meeting. When the Personnel Commission Chair invites you to speak, please state your name, address, and the name of your organization before making your presentation. In the interest of time and order, presentations from the public should be focused and on topic. The Commission Chair will curtail public comments that become repetitive, unfocused or off topic.

Persons wishing to address the Personnel Commission on any Commission-related issue not elsewhere on the agenda are invited to do so when the Commission calls for "Public Comments" under that item of the agenda. Please follow the same directions (above) for speaking to agenda items.

Complaints or charges against an employee are not permitted in an open meeting of the Personnel Commission. Instead, such matters should be provided in writing to the Commission through the Classified Personnel Office.

AGENDA POSTING REQUIREMENTS

In accordance with the Brown Act and Personnel Commission Rules, agenda for Regular Personnel Commission Meetings will be posted at least 72 hours prior to the meeting. Agendas for Special Meetings will be posted at least 24 hours prior to the meeting.

PUBLIC INSPECTION OF DOCUMENTS

A copy of this agenda with all the supporting documents is available for review in the Classified Personnel Office between 8:00 AM and 4:30 PM, and is available on the district website, www.sduhsd.net. In addition, a copy of the Personnel Commission Rules and Regulations may also be found on the district website.

CELL PHONES/ELECTRONIC DEVICES

As a courtesy to all attendees, please silence all electronic devices to silent mode and engage in conversations outside the meeting room.

REQUESTS FOR DISABILITY-RELATED MODIFICATIONS OR ACCOMODATIONS

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations including auxiliary aids or services, in order to participate in the public meetings of the Personnel Commission, please contact the Classified Personnel Office at (760) 753-6491. Notification 72 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the Commission shall also make available this agenda and all other public records associated with the meeting in appropriate alternative formats for the persons with a disability.

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

Regular Meeting Agenda

3:30 P.M., October 9, 2018

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. Oath of Allegiance for New Personnel Commissioner: Jeffery Charles, for remainder of 2015-2018 term.
4. Approval of the Agenda for the October 9, 2018, Personnel Commission Regular Meeting.

Motion by _____, second by _____, to approve the agenda for the October 9, 2018 Personnel Commission Regular Meeting.
5. Approval of the Minutes for the September 11, 2018 Personnel Commission Regular meeting.

Motion by _____, second by _____, to approve the minutes for the September 11, 2018 Personnel Commission Regular Meeting.
6. Approval of the Minutes for the September 20, 2018 Personnel Commission Special meeting.

Motion by _____, second by _____, to approve the minutes for the September 20, 2018 Personnel Commission Special Meeting.

ACTION ITEMS (See Supplements)

7. ELIGIBILITY LISTS TO BE ESTABLISHED
 - A. Motion by _____, second by _____, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Severe), SR-36, Open/Promotional, six months eligibility.
 - B. Motion by _____, second by _____, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Non-Severe), SR-34, Open/Promotional-Dual Certification, six months eligibility.
 - C. Motion by _____, second by _____, to establish an Eligibility List for NUTRITION SERVICES SUPERVISOR, Supervisory Range 4, Open/Promotional, six months eligibility.
8. DISCIPLINARY HEARING
 - A. Motion by _____, second by _____, to either a) have the Personnel Commission conduct the disciplinary hearing; OR b) appoint a hearing officer to conduct the disciplinary hearing and report findings and recommendations to the Commission.
 - B. Motion by _____, second by _____, to discuss possible dates for the employee disciplinary hearing. Availability of all parties to be discussed.

9. JOB DESCRIPTION UPDATES

- A. Motion by _____, second by _____, to approve class description revisions for Receptionist as proposed.
- B. Motion by _____, second by _____, to approve class description revisions for Executive Assistant as proposed.

DISCUSSION/INFORMATION ITEMS (See Supplements)

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report
- B. Personnel List Report
- C. Other

11. CORRESPONDENCE

12. 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

13. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, November 13, 2018, at 3:30 P.M. in the San Dieguito UHSD Board Room, 710 Encinitas Blvd., Encinitas, CA 92024.

14. CLOSED SESSION

- A. Annual Evaluation of Director, Classified Personnel
- B. Administrative Process

15. ADJOURNMENT

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

Regular Meeting Minutes

3:30 P.M., September 11, 2018
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 3:33 p.m. by JOHN BAIRD. As Vice-Chair, Commissioner Baird chaired the meeting.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Baird.

Members in Attendance

John Baird
Justin Cunningham

Staff in Attendance

Susan Dixon, Director
Barbara Bass, Human Resources Analyst
Kathy Potter, Human Resources Technician

Guests

Carmen Blum
Matt Colwell
Debbie Johnson
April Llamas
Jose Sanchez

3. APPROVAL OF THE AGENDA FOR THE SEPTEMBER 11, 2018, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the agenda for the September 11, 2018, Personnel Commission Regular Meeting. Commissioner Baird clarified before making a second that he had some serious problems with one of the agenda items and by seconding the motion to approve the agenda it did not mean he concurred with one of the agenda items. He stated that there were very serious concerns and there could be some maleficence even to the point of fraudulent behavior. He seconded the motion with that reservation.

Passed unanimously

4. APPROVAL OF THE MINUTES FOR THE AUGUST 7, 2018, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve the minutes for the August 7, 2018, Personnel Commission Regular Meeting.

Passed unanimously

5. APPROVAL OF THE MINUTES FOR THE AUGUST 23, 2018, PERSONNEL COMMISSION SPECIAL MEETING.

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the minutes for the August 23, 2018, Personnel Commission Special Meeting.

Passed unanimously

ACTION ITEMS

6. ELIGIBILITY LISTS TO BE ESTABLISHED

- A. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT-BILINGUAL, SR-31, Open/Promotional-Dual Certification, six months eligibility.
Passed unanimously

7. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for ADMINISTRATIVE SECRETARY, SR-40, Open/Promotional-Dual Certification, eligibility from 8/10/18.

Commissioner Baird started by stating he was not going to second the motion because this was the item he had a problem with and explained that essentially the eligibility list is unapproved. He further stated that anybody hired from that list would have been hired invalidly and would have to be removed from that position. Commissioner Baird was reminded that Matt Colwell submitted a speaker slip to address this item. Mr. Colwell stated that he was recently made aware that there was at least one applicant who applied for the position who did not receive written notification (presumably that he/she was screened out) therefore did not have any appeal rights to the decision. Director Dixon asked for the applicant's name but it was not provided so she could not check to see if correspondence had been sent to that particular applicant. Commissioner Baird stated that this had come to his attention before the meeting and, as he looked through the rules, there appeared to be numerous violations. Commissioner Baird referenced and read several sections of The Rules & Regulations for Classified Service as well as the Education Code and stated that these violations were the reasons he would not make a second to approve the eligibility list. Commissioner Cunningham suggested that Director Dixon be able to respond to the allegation. Director Dixon reiterated that without the name of the applicant it was hard to respond but she read the email that was sent to all applicants who were screened out during the screening for minimum qualifications, including the portion about appealing the decision within seven days. Her response included an explanation of how candidates are provided written notification throughout the recruitment/examination process as to their status via email using the Edjoin online application system. Mr. Colwell asked for clarification as to which email address is used and exited the meeting to follow up with the applicant. During this time, Director Dixon explained to the commissioners each step of the notification process used during recruitments and also explained that candidates must pass all exam parts to advance to an eligibility list. Commissioner Baird stated that he did not agree with that practice. Mr. Colwell returned and apologized to the commissioners and staff stating that he asked the applicant to check their spam folder and the email was there. Director Dixon stated that as discussed last month, once the commission is fully staffed, issues related to the timing of recruitments and eligibility lists will be an agenda item for discussion at a future meeting. Commissioner Cunningham stated that the need was to focus back to the purpose of this meeting and, given that the charges against Director Dixon were shown to be untrue, asked to move forward with this eligibility list. Commissioner Baird said he still had concerns about doing this prospectively and he wants to ensure that the people who are not being accepted are getting their notice of their rejection and their right to appeal within seven days. Commissioner Baird stated he does not have a problem with having a discussion when there are three commissioners on the process and wants the discussion to include reviewing the current practice that candidates must pass all exam components. Commissioner Cunningham asked if they could move ahead with item 7.A. and Commissioner Baird seconded the motion to approve the eligibility list. Commissioner Baird then asked that the discussion in the future include how recruitments are posted (e.g. open/promotional).

- B. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for PLUMBER, SR-49, Open/Promotional-Dual Certification, eligibility from 8/21/18.
Commissioner Baird asked Director Dixon to explain to Commissioner Cunningham the process used when an eligibility list has fewer than three ranks.
- C. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for HEALTH TECHNICIAN, SR-35, Open/Promotional-Dual Certification, eligibility from 8/30/18.
All passed unanimously

8. JOB DESCRIPTION UPDATES

- A. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve class description revisions for Theater Technician as proposed.
Commissioner Baird suggested several grammar revisions be applied to the revision.
Passed unanimously

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report
- B. Personnel List Report
- C. Other-Next Steps for Personnel Commissioner Appointment
Director Dixon asked the commissioners if she should prepare the packet to send to the State Superintendent of Instruction for him to make a decision given that the commissioners had not been able to announce their intended appointee. Commissioner Baird asked Commissioner Cunningham if he had any comments. Commissioner Cunningham replied that unless there was a change on Commissioner Baird's perspective, he couldn't see that Jeff Charles' experience and training and being an alumni of the District didn't trump that Commissioner Baird has known Ms. Dabney for 26 years. Commissioner Baird explained that in a way they are in a good situation because this person will only be serving in the commissioner position until December so it could be revisited in December. Commissioner Baird then stated that he decided to support Jeff Charles at this point. Director Dixon expressed concern that the announcement of a joint appointee was not on the agenda and that in order to follow the Brown Act, a special meeting to make the announcement may be in order as well as a change in date to the October meeting to allow for a 30 day notice of a public hearing. There was considerable discussion including a phone call to George Cole, Executive Director of the California School Personnel Commissioners Association, to clarify the appropriate process. The commissioners agreed that given the short term of this assignment (two months as opposed to three years), the announcement of the joint-appointee would be made at today's meeting and a special meeting would be scheduled for September 20, 2018 to allow for a public hearing prior to appointing Mr. Charles.

- 10. CORRESPONDENCE- Director Dixon has been attending Back to School programs at the school sites and corresponding with parents to recruit for hard-to-fill part time Classified positions.

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 – Carmen Blum expressed appreciation that a consensus was reached to select the joint-appointed Personnel Commissioner.
- 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, October 9, 2018, at 3:30 P.M. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024. A special meeting has been scheduled for Thursday, September 20, 2018, at 3:30 P.M. to conduct the public hearing to appoint Jeff Charles to fill the vacant Joint-Appointee Personnel Commissioner seat for the remainder of the 2015-2018 term.

13. ADJOURNED TO CLOSED SESSION – 5:22 p.m. to discuss the annual evaluation of the Director of Classified Personnel.

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

Special Meeting-Public Hearing Minutes

3:30 PM, September 20, 2018
710 Encinitas Boulevard, Encinitas, CA 92024
District Office Board Room 101

SPECIAL MEETING/OPEN SESSION

1. Call to Order
The meeting was called to order at 3:30 P.M. by John Baird, Commission Chair.
2. Pledge of Allegiance
The pledge of allegiance was led by Commissioner Baird.

Members in Attendance

John Baird
Justin Cunningham

Staff in Attendance

Susan Dixon, Director
Barbara Bass, Human Resources Analyst
Kathy Potter, Human Resources Technician

Guests

Jeffery Charles
Matt Colwell
Jose Sanchez

1. **APPROVAL OF THE AGENDA**
It was moved by Justin Cunningham, seconded by John Baird, to approve the agenda for the September 20, 2018 Personnel Commission Special Meeting.
Passed unanimously
2. **PUBLIC HEARING: APPOINTMENT OF PERSONNEL COMMISSIONER**
At the regularly scheduled Personnel Commission meeting held on September 11, 2018, John Baird (CSEA appointed commissioner) and Justin Cunningham (Board appointed commissioner) publicly announced that Jeffery Charles is their intended appointee to the Personnel Commission for the remainder of the 2015-2018 term of service.
 - A. Commissioner Baird opened the Public Hearing.
 - B. There were no comments from the public.
 - C. The Public Hearing was closed by Commissioner Baird.
3. **APPOINTMENT OF PERSONNEL COMMISSIONER**
The Appointee of the Governing Board and the Appointee of the Classified Employees appoint Jeffery Charles to finish the 2015-2018 term as their appointee to the Personnel Commission.

It was moved by Justin Cunningham, seconded by John Baird, to appoint Jeffery Charles to the Personnel Commission for the remainder of the 2015-2018 term.
Passed unanimously

4. **NEXT MEETING OF THE PERSONNEL COMMISSION**

The next regular meeting of the Personnel Commission is scheduled for Tuesday, October 9, 2018, at 3:30 P.M. in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

5. **ADJOURNMENT**

The meeting adjourned at 3:35 P.M.

Secretarial Series Job Description Updates

As you have heard at multiple personnel commission meetings, the Personnel Commission staff has spent a significant amount of time over the last couple of years working to update the job descriptions for all the classifications in the secretarial series. The descriptions were last reviewed and updated in 2001. The updates involved:

- Meeting with incumbents in the secretarial series to discuss the tasks they perform on a regular basis and how those tasks can best be captured through essential function statements. The meetings included a discussion of the knowledge and abilities required to perform the essential functions and the minimum experience typically necessary to gain the specified knowledge and abilities.
- Meeting with administrators who supervise classifications within the secretarial series to obtain their perspective on the data described above.
- Drafting of proposed job description revisions followed by additional meetings with incumbents and administrators to ensure that the data we captured was presented accurately.
- Comparing each of our classifications to similar classifications within our comparison school districts.

At its May meeting, the Personnel Commission approved one revised job description in the series – Administrative Assistant – High School. That classification was brought to the commission in advance of the others due to the Director's interest in using an updated job description for a pending recruitment.

Today we will be presenting the Receptionist and Executive Assistant classifications. The remaining updates will be presented in November.

| Classification Review Report | |
|---|--|
| Classification | Receptionist |
| Classification Type | Classified |
| Salary Range | 32 |
| Prepared By | Susan Dixon, Director, Classified Personnel Barbara Bass, Human Resources Analyst |
| Submission to Classification Advisory Committee | January 23, 2018 February 27, 2018 March 27, 2018 April 24, 2018 October 2, 2018 |
| Submission to Personnel Commission | October 9, 2018 |
| Agenda Item | Job Description Update #9 |

Background Information

The Receptionist job description was last updated in 2001. Proposed revisions have been made to update the description to facilitate ease of reading (using a bulleted format) and to update terminology (e.g., typewriting is now keyboarding and a switchboard is now a telephone system). Additionally, some knowledge and abilities described were not applicable to this assignment. For example, knowledge of accounting/bookkeeping principles, payroll preparation, labor contracts related to payroll, and State Education codes and laws.

There are a number of essential functions, knowledge and abilities common among several or all classifications within the Secretarial/Clerical job family. When this occurs, an effort has been made to standardize the phrasing across the classifications and present the essential functions in the same order to assist in determining distinctions in assignments.

Sources of Information

- Incumbents in the job class
- Administrators
- Joint Powers of Authority, San Diego County Office of Education
- Comparable districts in San Diego County

Salary Compensation Review

The classifications below have been reviewed and determined to be viable comparisons in terms of evaluating whether the District’s rate of pay is appropriate.

Receptionist

| District | Salary Range | Job Title | Minimum | Maximum |
|-------------------|--------------|--------------------------------------|----------------|----------------|
| Carlsbad USD | 13 | School Office Assistant | \$2,803 | \$3,404 |
| Grossmont UHSD | 37 | Office Assistant | \$3,086 | \$3,915 |
| Oceanside USD | 17 | Office Assistant | \$2,791 | \$3,522 |
| Poway USD | 22 | Office Assistant II | \$2,676 | \$3,262 |
| San Marcos USD | 31 | Typist Clerk III | \$2,965 | \$3,792 |
| Sweetwater UHSD | 42 | Office Assistant I | \$2,870 | \$3,532 |
| Vista USD | 42 | Switchboard Operator/Receptionist HS | \$2,797 | \$3,761 |
| Average | | | \$2,855 | \$3,598 |
| | | | | |
| San Dieguito UHSD | 32 | Receptionist | \$2,997 | \$3,997 |

Recommendation

Revise the class description for Receptionist as presented.

Retain the currently salary allocation of Range 32 on the Classified Salary Schedule.

Vote by Committee Members:

| Vote | Member | Vote | Member |
|------|----------------------|------|----------------------|
| Yes | Carmen Blum, CSEA | Yes | Dan Love, Admin |
| Yes | Matt Colwell, CSEA | Yes | Marley Nelms, Admin |
| Yes | Debbie Johnson, CSEA | Yes | Tina Peterson, Admin |

RECEPTIONIST

OVERALL JOB PURPOSE STATEMENT SUMMARY

The job of Receptionist is done for the purpose of receiving-receives and directing-directs calls and visitors to appropriate parties;- , taking-takes and transmitting-transmits messages; ensuring-efficiency; ensuring-provides prompt responses to requests;- , communicating-communicates information; and performing-performs a variety of routine clerical and typing-duties-as-required. The Receptionist receives direction from an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: Positions in the secretarial/clerical series provide clerical and more 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 **Receptionist** the central point of contact for phone calls and visitors, in addition to performing a variety of routine clerical duties, such as typing, filing and maintaining records and reports. Supervision from a higher level secretarial position, program staff professional or administrator is readily available. Assignments and tasks are repetitive and/or have clear instructions, guidelines and parameters. This class differs from **Secretary** classes which provide secretarial support of a District and/or school department or program.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Receptionist may perform any combination of the following:

- Answers telephone calls, typically on a telephone switchboard console, for the purpose of directing calls to appropriate parties and/or taking messages.
- Maintains phone system and other office equipment as may be required (e.g. calls for service copy machine, telephone system, etc.) for the purpose of ensuring efficiency and availability of equipment.
- Greets students, parents, employees, public for the purpose of ensuring prompt response to requests and referring to appropriate parties.
- Prepares/processes mail, correspondence, fees, memoranda, leave forms, timecards, calendars, directories, newsletters, and reports as assigned for the purpose of communicating/documenting information and ensuring that materials are disseminated to appropriate personnel in a timely manner.
- Inputs data (e.g. enters requisitions, etc.) for the purpose of documenting and generating reports and activities.

CLASSIFIED

- ~~• Maintains various items (e.g. master schedules, calendars, District directories, files, etc.) for the purpose of communicating information.~~
- ~~• Maintains inventory of forms for the purpose of providing adequate supplies for distribution upon demand.~~
- ~~• Processes mail for the purpose of routing materials for appropriate parties for action.~~
- ~~• Performs a variety of clerical functions (e.g. calling for express mail pickup, stocking copy machine/storage area, disseminating mail, faxing, filing, etc.) for the purpose of supporting the staff in maintaining files and providing necessary materials.~~
- ~~• Provides information and assistance to substitute teachers (e.g. filling out timecards, providing schedules, etc.) for the purpose of assisting them in registering and orienting them to the campus.~~

Note: on each job description, sentences in the "Essential Functions," "Knowledge Of," and "Ability To" are now listed in the same order across all job descriptions in the Admin. Support job family, as applicable to the job. This makes it easier for the reader to compare a job description to another job description in the job family.

- Receives, screens and processes visitors, telephone calls, and mail.
- Provides information and directs inquiries to appropriate staff.
- Provides clerical assistance to assigned administrators.
- Evaluates situations and determines appropriate action to take.
- Composes written communications.
- Maintains current, organized, and secure records, complying with established practices and policies.
- Prepares and processes information and transactions.
- Compiles, enters and verifies data and produces reports.
- Schedules and provides information regarding meetings, activities and events.
- Applies and clearly explains District and worksite policies and procedures.
- Performs a variety of clerical functions such as stocking copy machine, fixing copy machine jams, scanning documents, calling a vendor for office equipment repairs, and filing.
- Assists with substitutes, timecards and payroll-related tasks.
- Assists other office staff in completing work assignments.
- Performs other job-related duties as assigned.

OTHER FUNCTIONS

- ~~• Trains student assistants for the purpose of providing necessary guidance for the satisfactory performance of their duties.~~
- ~~• Performs other related duties as assigned.~~

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF:

is required to perform algebra and/or geometry; 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: accounting/bookkeeping principles; principles and techniques involved in payroll preparation, monitoring and control; labor contracts and their unique characteristics affecting payroll; applicable sections of the State Education Codes and other applicable laws; and concepts of grammar and punctuation.

- Current, up-to-date office practices and procedures.
- Telephone techniques and etiquette.
- Electronic and manual recordkeeping practices.
- Computer-based applications such as word processing, databases, spreadsheets, calendars, and email.
- Workplace math such as arithmetic operations, percents, rounding, and problem solving.
- English usage, grammar, spelling, punctuation and vocabulary.
- Business writing, proofing and editing.

SKILLS are required to perform single 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; performing accounting procedures; preparing and maintaining accurate records.

ABILITY TO: is required to schedule activities; often 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 standard 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, 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; meeting deadlines and schedules; working as part of a team; working with detailed information/data; and type at 45 net words per minute from a clear copy.

- Schedule activities, meetings and events.
- Compose written communications applying correct English usage, grammar, spelling, punctuation and vocabulary.
- Adapt to changing work priorities.
- Operate a variety of office equipment.
- Use current, up-to-date computer-based applications such as wordprocessing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.
- Keyboard information accurately and at a rate of speed sufficient to complete required tasks.
- Provide information to staff, students, parents and the public.
- Communicate with courtesy, diplomacy and tact.
- Learn, apply and clearly explain District and worksite policies and procedures.
- Understand and resolve issues, complaints and problems.
- Work effectively and independently as part of a team with minimum supervision.

CLASSIFIED

- Maintain confidentiality of sensitive information.
- Establish and maintain cooperative working relationships with others.
- Organize, safeguard, and comply with recordkeeping practices and policies.
- Compile, enter and verify data and produce reports.
- Perform accurate math calculations.
- Plan, prioritize and organize work, schedules and timelines.
- Work with constant interruptions.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.

RESPONSIBILITY

~~Responsibilities include: working under standardized instructions and/or routines focusing primarily on results; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. There is an opportunity to impact the Organization's services.~~

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties, typically consistent with graduation from high school or equivalent. One year of clerical experience involving frequent contact with the public. Experience operating a telephone system preferred.

DISTINGUISHING CHARACTERISTICS

The Receptionist is the entry-level job classification in the Administrative Support series. Positions in this series provide clerical and progressively more responsible secretarial and administrative support as the series progresses.

The **Receptionist** is the central point of contact for phone calls and visitors and provides general clerical support to an office. Assigned duties require general knowledge of office functions, policies and procedures. Tasks and assignments have clear instructions, guidelines and parameters.

Differentiation between Receptionist and the position above is distinguished as follows:

The **Secretary** performs a variety of clerical and secretarial tasks to support department or school program administrators and staff. Assigned duties require knowledge of policies and procedures related to the department or program.

REQUIRED TESTING

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

CERTIFICATES

None

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLASSIFIED

CLEARANCES

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

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 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.~~

EDUCATION

High School Diploma or Equivalent.

EXPERIENCE

~~One year general clerical experience including switchboard operation and receiving the general public.~~

REQUIRED TESTING

None Specified

CERTIFICATES AND LICENSING

None Specified

CONTINUING EDUCATION/TRAINING

None Specified

OTHER REQUIREMENTS

Criminal Justice/Fingerprint Clearance; TB Clearance

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions requires the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:
Never = 0%

CLASSIFIED

Seldom = 1-10% (<45 minutes)

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

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

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

| | |
|-------------------------|--|
| Seldom | stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back |
| Seldom/Occasionally | pushing and pulling, reach above shoulder, reach at shoulder |
| Occasionally | walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet |
| Occasionally/Frequently | handling/simple grasping, sitting, neck flexation/rotation, fingering/fine manipulation, reach below shoulder |

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to communicate with students, staff, parents, phones; respond to safety bells and emergencies. Vision ability to see near, distant, color, depth and peripherally

ENVIRONMENTAL CONDITIONS

None

RECEPTIONIST

JOB SUMMARY

The Receptionist receives and directs calls and visitors to appropriate parties, takes and transmits messages, provides prompt responses to requests, communicates information, and performs a variety of routine clerical duties. The Receptionist receives direction from an assigned supervisor.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Receptionist may perform any combination of the following:

- Receives, screens and processes visitors, telephone calls, and mail.
- Provides information and directs inquiries to appropriate staff.
- Provides clerical assistance to assigned administrators.
- Evaluates situations and determines appropriate action to take.
- Composes written communications.
- Maintains current, organized, and secure records, complying with established practices and policies.
- Prepares and processes information and transactions.
- Compiles, enters and verifies data and produces reports.
- Schedules and provides information regarding meetings, activities and events.
- Applies and clearly explains District and worksite policies and procedures.
- Performs a variety of clerical functions such as stocking copy machine, fixing copy machine jams, scanning documents, calling a vendor for office equipment repairs, and filing.
- Assists with substitutes, timecards and payroll-related tasks.
- Assists other office staff in completing work assignments.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Current, up-to-date office practices and procedures.
- Telephone techniques and etiquette.
- Electronic and manual recordkeeping practices.
- Computer-based applications such as word processing, databases, spreadsheets, calendars, and email.
- Workplace math such as arithmetic operations, percents, rounding, and problem solving.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Business writing, proofing and editing.

ABILITY TO:

- Schedule activities, meetings and events.
- Compose written communications applying correct English usage, grammar, spelling, punctuation and vocabulary.
- Adapt to changing work priorities.
- Operate a variety of office equipment.

RECEPTIONIST

- Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.
- Keyboard information accurately and at a rate of speed sufficient to complete required tasks.
- Provide information to staff, students, parents and the public.
- Communicate with courtesy, diplomacy and tact.
- Learn, apply and clearly explain District and worksite policies and procedures.
- Understand and resolve issues, complaints and problems.
- Work effectively, independently and as part of a team with minimum supervision.
- Maintain confidentiality of sensitive information.
- Establish and maintain cooperative working relationships with others.
- Organize, safeguard, and comply with recordkeeping practices and policies.
- Compile, enter and verify data and produce reports.
- Perform accurate math calculations.
- Plan, prioritize and organize work, schedules and timelines.
- Work with constant interruptions.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. One year of clerical experience involving frequent contact with the public is required. Experience operating a telephone system is preferred.

DISTINGUISHING CHARACTERISTICS

The Receptionist is the entry-level job classification in the Administrative Support series. Positions in this series provide clerical and progressively more responsible secretarial and administrative support as the series progresses.

The **Receptionist** is the central point of contact for phone calls and visitors and provides general clerical support to an office. Assigned duties require general knowledge of office functions, policies and procedures. Tasks and assignments have clear instructions, guidelines and parameters.

Differentiation between Receptionist and the position above is distinguished as follows:

The **Secretary** performs a variety of clerical and secretarial tasks to support department or school program administrators and staff. Assigned duties require knowledge of policies and procedures related to the department or program.

REQUIRED TESTING

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

RECEPTIONIST

CERTIFICATES

None

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

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

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

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

Never = 0%

Seldom = 1-10% (<45 minutes)

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

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

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

| | |
|-------------------------|--|
| Seldom | stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back |
| Seldom/Occasionally | pushing and pulling, reach above shoulder, reach at shoulder |
| Occasionally | walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet |
| Occasionally/Frequently | handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder |

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

None

| Classification Review Report | |
|---|--|
| Classification | Executive Assistant |
| Classification Type | Confidential |
| Salary Range | 1 |
| Prepared By | Susan Dixon, Director, Classified Personnel Barbara Bass, Human Resources Analyst |
| Submission to Classification Advisory Committee | October 2, 2018 |
| Submission to Personnel Commission | October 9, 2018 |
| Agenda Item | Job Description Update #9 |

Background Information

The Executive Assistant is designated as a "confidential" classification and reports to a senior administrator (Associate Superintendent) who manages one or more of the District's major organizational units. The Executive Assistant job description was last updated in 2001. Proposed revisions have been made to update the description to facilitate ease of reading (using a bulleted format) and to update terminology (e.g., typewriting is now keyboarding). Additionally, an effort has been made to standardize the phrasing across administrative support classifications and to present the essential functions in the same order to assist in determining distinctions in assignments.

Sources of Information

Incumbents in the job class

Administrators

Joint Powers of Authority, San Diego County Office of Education

Comparable districts in San Diego County

Salary Compensation Review

The classifications below have been reviewed and determined to be viable comparisons in terms of evaluating whether the District’s rate of pay is appropriate.

Executive Assistant

| District | Salary Range | Job Title | Minimum | Maximum |
|--|--------------|--|----------------|----------------|
| Carlsbad Unified School District* | 70 | Executive Assistant (C) | \$21.54 | \$26.79 |
| Escondido Union School District | 44 | Administrative Asst (C) | \$22.97 | \$27.91 |
| Grossmont Union High School District | 62 | Executive Assistant (C) | \$27.74 | \$35.40 |
| Oceanside Unified School District | 31 | Executive Assistant (C) | \$22.84 | \$28.93 |
| Poway Unified School District | 15 | Executive Assistant to the Associate Superintendent (C) | \$23.63 | \$28.79 |
| Ramona Unified School District | 1 | Administrative Assistant to the Assistant Superintendent | \$28.87 | \$34.32 |
| San Marcos Unified School District | n/a | Administrative Assistant II (C) | \$26.05 | \$33.24 |
| Sweetwater Union High School District | 64 | Sr Executive Assistant (C) | \$31.49 | \$36.51 |
| Vista Unified School District | 14 | Administrative Secretary I (C) | \$26.28 | \$33.54 |
| <i>Average</i> | | | \$25.71 | \$31.72 |
| San Dieguito Union High School District as displayed on salary schedule | 1 | Executive Assistant | \$36.70 | \$43.32 |
| San Dieguito Union High School District adjusted for flex on salary schedule | 1 | Executive Assistant | \$31.47 | \$38.07 |

*Carlsbad USD's minimum and maximum pay includes a monthly Confidential stipend of \$442.00.

Recommendation

Revise the Executive Assistant class description as presented. Retain the salary allocation of Range 1 of the Confidential Salary Schedule.

Vote by Committee Members:

| Vote | Member | Vote | Member |
|------|----------------------|------|----------------------|
| Yes | Carmen Blum, CSEA | Yes | Dan Love, Admin |
| Yes | Matt Colwell, CSEA | Yes | Marley Nelms, Admin |
| Yes | Debbie Johnson, CSEA | Yes | Tina Peterson, Admin |

CLASSIFIED

JOB TITLE EXECUTIVE ASSISTANT

OVERALL JOB PURPOSE STATEMENT

The job of Executive Assistant is done for the purpose of supporting a senior administrator who is responsible for the management of **manages** one or more of the District's major organizational components **units** (e.g., Human Resources, Business Services, ~~Curriculum, etc or Educational/Administrative Services~~). The position is designated as **within the** "confidential" ~~class of employees~~ in accordance with the State Education Code. The Executive Assistant performs **duties of an administrator and complex secretarial nature administrative support duties to assist the administrator in**, carrying out his/her functional responsibilities **and relieves him or her of administrative detail**. **Within established guidelines, the Exeductive Assistant initiates action** on behalf of the administrator to ensure **ing** the efficiency of office operations, ~~and overseeing the work activities of other personnel;~~ documenting and communicating information to staff, the public, other districts and various agencies; providing interpretations, comparisons and/or recommendations; coordinating and directing inquiries to appropriate parties; ensuring compliance with financial, legal and administrative requirements; and representing the administrator as appropriate.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: Positions in the confidential series provides administrative support to a District Administrator, in the management of their assigned functional organizational components. The class of Executive Assistant performs a variety of responsible complex secretarial and progressively responsible administrative duties to coordinate program, office or other activities in supporting District operations. 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 Assistant class which is not designated as a "confidential" classification, but which also performs a variety of responsible complex secretarial and administrative duties to coordinate program, office and other activities that are the responsibility of an assigned district level director or school principal.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Executive Assistant may perform any combination of the following:

- Audits various process and programs (e.g. regulatory requirements, agenda items, budgets, licenses, etc.) for the purpose of providing information and communicating requests and changes within specified time frames in accordance with established guidelines.
- Compiles information from various sources (e.g. employment applications, employee data, program assessments, training files, a variety of funds, contract requirements, etc.) for the purpose of organizing information for report preparation or data entry.

CLASSIFIED

JOB TITLE EXECUTIVE ASSISTANT

- Coordinates various office and inter-department functions, activities and communications (e.g. meetings, workshops, presentation of materials, schedules, appointments, calendars, supply orders, license applications, hiring processes, etc.) for the purpose of maintaining efficiency of operations and productivity of personnel within assigned area.
- Maintains files and records (e.g. employment applications, fees, curriculum materials, historical information, etc.) for the purpose of providing systems to access information, ensuring completeness of records for possible audits, addressing regulatory needs, performing statistical and financial analysis, etc.
- Monitors assigned activities and/or program components (e.g. applicable codes and requirements, budget components, critical timelines, etc.) for the purpose of preventing assessment of penalties, ensuring compliance with financial, legal and/or administrative requirements.
- Oversees assigned District program activities and departmental workload for the purpose of providing appropriate orientation, training and/or supervision to other personnel; coordinating activities; identifying potential additional resources and/or possible intervention required to ensure that departmental services are provided efficiently in accordance with District objectives.
- Prepares a variety of documents of varying levels of complexity (e.g. correspondence, agendas, minutes of meetings, board summaries, reports, memoranda, etc.) for the purpose of documenting and communicating program activities and actions to other staff, various outside agency representatives and/or community groups.
- Processes documents and materials (e.g. applications, reports, schedules, agendas, evaluations, requisition, fees, etc.) for the purpose of disseminating information to appropriate parties for follow-up action as appropriate.
- Produces a variety of materials (e.g. brochures, reports, memoranda, letters, records, flyers, forms, booklets, etc.) for the purpose of communicating information to local, State and/or Federal agencies.
- Provides information to students, teachers, parents, special groups and general public for the purpose of conveying policies, procedure changes and time lines.
- Provides guidance to other personnel and vendors (e.g. bargaining unit representatives, insurance representatives, consultants, etc.) for the purpose of assisting them in performing special procedures and/or functions required to address specific departmental activities and/or District requirements.
- Researches a variety of information (e.g. records, policies, codes, standards, comparative salary data, attendance patterns, contact information, financial data, etc.) for the purpose of providing clarifications, comparisons and/or recommendations to other parties and/or interpreting information required for follow-up activities.

CLASSIFIED

JOB TITLE EXECUTIVE ASSISTANT

- Responds to inquiries and/or concerns of individuals, outside agencies, community groups, etc. (e.g. telephone calls, personal visits, correspondence, etc.) for the purpose of evaluating the inquiry and determining the appropriate action.
- Reviews reports, forms, correspondence, records and other data for the purpose of verifying their accuracy, completeness and compliance with established standards and making corrections as appropriate.
- Serves as a resource to other employees and other non-District parties (e.g. parents, regulatory agency personnel, professional consultants, vendors, etc.) for the purpose of providing interpretation, guidance and/or required support as may be necessary.
- Supports administrator and other designated personnel, vendors, etc. for the purpose of assisting them in carrying out their functional responsibilities and addressing the overall needs of the department.

OTHER FUNCTIONS

- Presents a variety of information to other parties for the purpose of providing required coordination, training and/or support necessary to implement departmental activities.
- Performs other related duties as assigned.
 - Assists the Administrator in carrying out his or her functional responsibilities.
 - Relieves the Administrator of routine administrative detail.
 - Communicates information, advice and instructions on behalf of the Administrator.
 - Assists the Executive Assistant to the Superintendent in the collection and preparation of Board agenda items.
 - Serves as the office manager, ensuring procedures and processes are efficient.
 - Receives, screens and processes visitors, telephone calls, and mail.
 - Provides information and directs inquiries to appropriate staff.
 - Evaluates situations and determines appropriate action to take.
 - Composes written communications.
 - Maintains current, organized, and secure records that comply with established practices and policies.
 - Compiles, enters and verifies data and produces reports.
 - Coordinates activities such as events, meetings, and schedules.
 - Applies and clearly explains District and worksite policies and procedures.
 - Oversees and monitors a complex budget for the administrator.
 - Manages the process of ordering, receiving and inventorying a variety of supplies, equipment and other items.
 - Oversees personnel processes such as timesheets, evaluations, and employee records.
 - Takes meeting minutes and prepares agendas.
 - Assists other office staff in completing work assignments.
 - Performs other job-related duties as assigned.

~~JOB TITLE~~ EXECUTIVE ASSISTANT

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

~~KNOWLEDGE OF;~~ SKILLS AND ABILITIES

- Current, up-to-date office practices and procedures.
- Telephone techniques and etiquette.
- Electronic and manual recordkeeping practices.
- Computer-based applications such as word processing, databases, spreadsheets, calendars, and email.
- Workplace math such as arithmetic operations, percents, rounding and problem solving.
- English usage, grammar, spelling, punctuation and vocabulary.
- Business writing, proofing and editing.

~~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, personnel practices and accounting/bookkeeping practices.

~~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, interpretation and application of relevant laws, codes and/or policies.

ABILITY TO:

- Plan and oversee clerical office projects.
- Develop efficient office procedures and processes.
- Monitor budget expenses, process payments, and order supplies.
- Coordinate and schedule activities, meetings and events.
- Compose written communications applying correct English usage, grammar, spelling, punctuation and vocabulary.
- Adapt to changing work priorities.
- Operate a variety of office equipment.
- Use current, up-to-date computer-based applications such as wordprocessing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.
- Keyboard information accurately and at a rate of speed sufficient to complete required tasks.
- Provide information to staff, students, parents and the public.
- Communicate with courtesy, diplomacy and tact.
- Learn, apply and clearly explain District and worksite policies and procedures.
- Understand and resolve issues, complaints and problems.

JOB TITLE EXECUTIVE ASSISTANT

- Work effectively, independently and as part of a team with minimum supervision.
- Maintain confidentiality of sensitive information.
- Establish and maintain cooperative working relationships with others.
- Organize, safeguard, and comply with recordkeeping practices and policies.
- Compile, enter and verify data and produce reports.
- Perform accurate math calculations.
- Plan, prioritize and organize work, meeting schedules and timelines.
- Work with constant interruptions.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.

~~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 wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standard 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, 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: dealing with work assignments requiring the analysis of a variety of complex issues; adapting to changing work priorities; communicating with diverse groups and/or individuals with varied cultural and educational backgrounds; 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; and working with constant interruptions under minimal supervision.~~

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. Three years of increasingly responsible clerical and secretarial experience involving recordkeeping and frequent contact with the public is required. Office management experience is preferred.

DISTINGUISHING CHARACTERISTICS

The Executive Assistant provides administrative support to a senior administrator who is responsible for the management of one or more of the District's major organizational units. The Executive Assistant has knowledge of the organizational unit's operations, policies and procedures.

Differentiation between the Executive Assistant and positions above and below are as follows:

The Executive Assistant to the Superintendent coordinates functions, activities, and administrative support of the Superintendent's Office and communicates information to staff, the public and other districts and agencies on behalf of the Superintendent. This is the highest confidential administrative support classification.

CLASSIFIED

JOB TITLE EXECUTIVE ASSISTANT

The Administrative Assistant-High School assist a Principal of a high school and has knowledge of high school operations, policies and procedures. This is the highest non-confidential administrative support classification.

RESPONSIBILITY

~~Responsibilities include: working under limited supervision focusing primarily on results; directing other persons within a small work unit; and monitoring the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.~~

REQUIRED TESTING

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

CERTIFICATES

None

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

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

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

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

Never = 0%

Seldom = 1-10% (<45 minutes)

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

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

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

| | |
|-------------------------|--|
| Seldom | stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back |
| Seldom/Occasionally | pushing and pulling, reach above shoulder, reach at shoulder |
| Occasionally | walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet |
| Occasionally/Frequently | handling/simple grasping, sitting, neck flexation/rotation, fingering/fine manipulation, reach below shoulder |

CLASSIFIED

~~JOB TITLE~~ EXECUTIVE ASSISTANT

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

None

~~WORKING ENVIRONMENT~~

~~The usual and customary methods of performing the job's functions require 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 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.

EXPERIENCE

~~Job related experience with increasing levels of responsibility.~~

~~REQUIRED TESTING~~

None Specified

CERTIFICATES

None Specified

~~CONTINUING EDUCATION/TRAINING~~

None Specified

CLEARANCES

~~Criminal Justice Fingerprint/Background Clearance; TB Clearance~~

EXECUTIVE ASSISTANT

OVERALL JOB PURPOSE STATEMENT

The Executive Assistant supports a senior administrator who manages one or more of the District's major organizational units (e.g., Human Resources, Business Services, or Educational/Administrative Services). The position is designated as "confidential" in accordance with the State Education Code. The Executive Assistant performs complex administrative support duties to assist the administrator in carrying out his/her functional responsibilities and relieves him or her of administrative detail. Within established guidelines, the Executive Assistant initiates action on behalf of the administrator to ensure the efficiency of office operations.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Executive Assistant may perform any combination of the following:

- Assists the Administrator in carrying out his or her functional responsibilities.
- Relieves the Administrator of routine administrative detail.
- Communicates information, advice and instructions on behalf of the Administrator.
- Assists the Executive Assistant to the Superintendent in the collection and preparation of Board agenda items.
- Serves as the office manager, ensuring procedures and processes are efficient.
- Receives, screens and processes visitors, telephone calls, and mail.
- Provides information and directs inquiries to appropriate staff.
- Evaluates situations and determines appropriate action to take.
- Composes written communications.
- Maintains current, organized, and secure records that comply with established practices and policies.
- Compiles, enters and verifies data and produces reports.
- Coordinates activities such as events, meetings, and schedules.
- Applies and clearly explains District and worksite policies and procedures.
- Oversees and monitors a complex budget for the administrator.
- Manages the process of ordering, receiving and inventorying a variety of supplies, equipment and other items.
- Oversees personnel processes such as timesheets, evaluations, and employee records.
- Takes meeting minutes and prepares agendas.
- Assists other office staff in completing work assignments.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Current, up-to-date office practices and procedures.

EXECUTIVE ASSISTANT

- Telephone techniques and etiquette.
- Electronic and manual recordkeeping practices.
- Computer-based applications such as word processing, databases, spreadsheets, calendars, and email.
- Workplace math such as arithmetic operations, percents, rounding and problem solving.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Business writing, proofing and editing.

ABILITY TO:

- Plan and oversee clerical office projects.
- Develop efficient office procedures and processes.
- Monitor budget expenses, process payments, and order supplies.
- Coordinate and schedule activities, meetings and events.
- Compose written communications applying correct English usage, grammar, spelling, punctuation and vocabulary.
- Adapt to changing work priorities.
- Operate a variety of office equipment.
- Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.
- Keyboard information accurately and at a rate of speed sufficient to complete required tasks.
- Provide information to staff, students, parents and the public.
- Communicate with courtesy, diplomacy and tact.
- Learn, apply and clearly explain District and worksite policies and procedures.
- Understand and resolve issues, complaints and problems.
- Work effectively, independently and as part of a team with minimum supervision.
- Maintain confidentiality of sensitive information.
- Establish and maintain cooperative working relationships with others.
- Organize, safeguard, and comply with recordkeeping practices and policies.
- Compile, enter and verify data and produce reports.
- Perform accurate math calculations.
- Plan, prioritize and organize work, meeting schedules and timelines.
- Work with constant interruptions.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. Three years of increasingly responsible administrative support experience involving recordkeeping and frequent contact with the public is required. Office management experience is preferred.

EXECUTIVE ASSISTANT

DISTINGUISHING CHARACTERISTICS

The Executive Assistant provides administrative support to a senior administrator who is responsible for the management of one or more of the District's major organizational units. The Executive Assistant has knowledge of the organizational unit's operations, policies and procedures.

Differentiation between the Executive Assistant and positions above and below are as follows:

The Executive Assistant to the Superintendent coordinates functions, activities, and administrative support of the Superintendent's Office and communicates information to staff, the public and other districts and agencies on behalf of the Superintendent. This is the highest confidential administrative support classification.

The Administrative Assistant-High School assists a Principal of a high school and has knowledge of high school operations, policies and procedures. This is the highest non-confidential administrative support classification.

REQUIRED TESTING

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

CERTIFICATES

None

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

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

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

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

Never = 0%

Seldom = 1-10% (<45 minutes)

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

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

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

CLASSIFIED

EXECUTIVE ASSISTANT

| | |
|-------------------------|--|
| Seldom | stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back |
| Seldom/Occasionally | pushing and pulling, reach above shoulder, reach at shoulder |
| Occasionally | walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet |
| Occasionally/Frequently | handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder |

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

None

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT VACANCY REPORT 10/04/18

Classified Personnel

8 current/pending vacancies in 6 different job classifications

| SITE | SLOT | JOB TITLE | Hrs/Wk | FTE | STATUS |
|----------|-------|---|--------|------|--------------------------------------|
| EW | AI918 | Nutrition Services Assistant I | 10 | 0.25 | Continuous recruitment |
| TRANS | AA506 | School Bus Driver | 20 | 0.50 | Continuous recruitment |
| PT | AA427 | Instructional Assistant SpEd (Severe) | 30 | 0.75 | Selection interview late October |
| TP | AG369 | Instructional Assistant SpEd (Severe) | 30 | 0.75 | Selection interview late October |
| LCC | AJ186 | Instructional Assistant SpEd (Non-Severe) | 30 | 0.75 | Selection interview late October |
| DG | AI665 | Instructional Assistant SpEd (Non-Severe) | 19.5 | 0.49 | Selection interview late October |
| CCA Café | AA281 | Nutrition Services Supervisor | 40 | 1.00 | Selection interview October 15, 2018 |
| OC | AL628 | Instructional Assistant-Bilingual | 18.75 | 0.47 | Selection interview October 11, 2018 |

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Classified Artist in Residence**, employment for the 2018-19 school year per attached supplement through 06/30/19.
2. **Classified Substitutes**, per attached supplement.
3. **Coaches**, employment for the 2018-19 school year per attached supplement through 06/30/19.
4. **Classified A.V.I.D. Tutors**, employment for the 2018-19 school year per attached supplement through 06/30/19.
5. **Carrillo, Xavier**, Theater Technician, SR41, 100.00% FTE, La Costa Canyon High School, effective 08/27/18.
6. **Newman, Heather**, Occupational Therapist, SR60, 100.00% FTE, District Office-Special Education Department, effective 08/20/18.
7. **Liu, Min**, Nutrition Services Assistant I, SR25, 25.00% FTE, Oak Crest Middle School, effective 08/27/18.
8. **Strickland, Andrea**, Administrative Secretary, SR40, 100.00%, San Dieguito High School Academy, effective 8/28/18.
9. **Loomer, Preston**, Theater Technician, SR41, 100.00% FTE, Canyon Crest Academy, effective 9/4/18.

Change in Assignment

1. **Chan, Sui**, from Nutrition Services Assistant I, SR25, 43.75% FTE, Carmel Valley Middle School, to Nutrition Services Assistant II, SR27, 48.75% FTE, Carmel Valley Middle School, effective 08/27/18.
2. **Lopez Jr., Miguel**, from Nutrition Services Supervisor, Supervisory, SR4, 87.50% FTE, Oak Crest Middle School to 100.00% FTE, Canyon Crest Academy, effective 08/16/18.
3. **Serrano, Marisela**, from Nutrition Services Assistant I, SR25, 31.25% FTE, Carmel Valley Middle School to 37.50% FTE, Carmel Valley Middle School, effective 08/27/18

Resignation

1. **Murray, Mary**, Instructional Assistant-SpEd (NS), SR34, 75.00% FTE, La Costa Canyon High School-ATP, effective 08/13/18.
2. **Paulin, Anthony**, Theater Technician, SR41, 100.00% FTE, Canyon Crest Academy, effective 08/10/18.
3. **Reeve, Meredith**, Instructional Assistant-SpEd (NS), SR34, 75.00% FTE La Costa Canyon High School-ATP, effective 08/13/18.
4. **Scull, Sarah**, Instructional Assistant-SpEd (BI), SR36, 68.75% FTE, La Costa Canyon-ATP, effective 08/14/18.

5. **Jahed, Yasaman**, Instructional Assistant-SpEd (S), SR36, 75.00% FTE, La Costa Canyon-ATP, effective 08/15/18.
6. **Flores, Christian**, School Bus Driver, SR38, 71.00% FTE, Transportation, effective 08/16/18.

sj
09/13/18
classbdagenda

Classified Artist in Residence

Dicce, Anne-Marie, Canyon Crest Academy, Envision Vocal Music with Anne Whattoff, effective 08/20/2018

Dunnan, Nikki, Canyon Crest Academy, Envision Dance with Rayna Stohl, effective 08/01/2018

Lumba, Christian, Torrey Pines High School, Dance with Sarah Kaye, effective 08/20/18

O'Neil, Helen, Canyon Crest Academy, Writing & Production with Tim Stiven, effective 08/28/18

Shifren, Robyn, Canyon Crest Academy, Envision Dance with Rayna Stohl, effective 08/01/2018

Weinberg, Sadie, Canyon Crest Academy, Envision Dance with Rayna Stohl, effective 08/01/2018

Classified Substitutes

Baca, Claudia, effective 08/27/2018

Bohlken, Denise, effective 08/27/2018

Coaches

CCA – Walk-on

Bigrigg, Michael, Wrestling, Varsity, Canyon Crest Academy, Winter Season, effective 8/30/2018

Macias, David, Boys Water Polo, Junior Varsity, Canyon Crest Academy, Fall Season, effective 8/16/2018

Steinberg, Jesse, Girls Tennis, Varsity Assistant, Canyon Crest Academy, Fall Season, effective 7/26/2018

LCC – Walk-on

Connelly, Michael, Football, Varsity Assistant, La Costa Canyon High School, Fall Season, effective 8/21/2018

SDA – Walk-on

Caulfield, Jennifer, Girls Volleyball, Junior Varsity Head, San Dieguito High School Academy, Fall Season, effective 8/27/2018

Glass, Hank, Cross Country, Varsity Assistant, San Dieguito High School Academy, Fall Season, effective 8/1/2018

Ramirez, Alexia, Girls Basketball, Varsity Assistant, San Dieguito High School Academy, Winter Season, effective 08/20/18

TP – Walk-on

Keith, Mitchell, Field Hockey, Junior Varsity Head, Torrey Pines High School, Fall Season, effective 8/27/2018

Kessler, Nicole, Girls Volleyball, Varsity Assistant, Torrey Pines High School, Fall Season, effective 8/10/2018