

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

Regular Meeting

3:30 P.M., May 8, 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., May 8, 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. Approval of the Agenda for the May 8, 2018, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the May 8, 2018 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the April 24, 2018 Personnel Commission Regular meeting.
Motion by _____, second by _____, to approve the minutes for the April 24, 2018 Personnel Commission Regular Meeting.

ACTION ITEMS (See Supplements)

5. ELIGIBILITY LISTS TO BE ESTABLISHED
 - A. Motion by _____, second by _____, to establish an Eligibility List for ADMINISTRATIVE ASSISTANT- HS, SR-44, Open/Promotional, six months eligibility.
 - B. Motion by _____, second by _____, to establish an Eligibility List for DIRECTOR OF NUTRITION SERVICES, Classified Management Salary Group 5, Range 4, Open/Promotional-Dual Certification, six months eligibility.
6. 2018-19 PROPOSED PERSONNEL COMMISSION BUDGET APPROVAL
 - A. Open Public Hearing
 - B. Call for Public Comment
 - C. Close Public Hearing
 - D. Motion by _____, second by _____, to approve the 2018-19 Personnel Commission Budget as proposed.
7. JOB DESCRIPTION UPDATE
Motion by _____, second by _____, to approve class description revisions for Administrative Assistant-High School as proposed.
Motion by _____, second by _____, to retain the current salary allocation of Range 44 on the Classified Salary Schedule.

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES
 - A. Vacancy Report
 - B. Personnel List Report
 - C. Other
9. CORRESPONDENCE

10. PUBLIC COMMENTS

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

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

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, June 12, 2018, at 3:30 P.M. in the San Dieguito UHSD Board Room, 710 Encinitas Blvd., Encinitas, CA 92024.

12. CLOSED SESSION

To consider an administrative matter relative to Personnel Commission staff

13. ADJOURNMENT

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

Regular Meeting Minutes

3:30 P.M., April 24, 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 PATRICIA SPIRIT, Commission Chair.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Spirit.

Members in Attendance

Kamran Azimzadeh
John Baird
Patricia Spirit

Staff in Attendance

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

Guests

Carmen Blum
Sheila Graciano
April Llamas
Tanya Maxwell
Tina Peterson
Leah Ryan Sonnich

3. APPROVAL OF AGENDA FOR THE APRIL 24, 2018, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve the agenda for the April 24, 2018, Personnel Commission Regular Meeting.
Passed unanimously

4. APPROVAL OF THE MINUTES FOR THE MARCH 13, 2018, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by KAMRAN AZIMZADEH, to approve the minutes for the March 13, 2018, Personnel Commission Regular Meeting.
Passed unanimously

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE ESTABLISHED

- A. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to establish an Eligibility List for CUSTODIAN FLOATER, SR-33, Open/Promotional-Dual Certification, six months eligibility.
Passed unanimously
- B. It was moved by JOHN BAIRD, seconded by KAMRAN AZIMZADEH, to establish an Eligibility List for THEATER TECHNICIAN, SR-41, Open/Promotional-Dual Certification, six months eligibility.

Passed unanimously

6. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve an Eligibility List for MAINTENANCE WORKER II, SR-40, Open/Promotional-Dual Certification, ELIGIBILITY FROM 3/15/18.
- B. It was moved by JOHN BAIRD, seconded by KAMRAN AZIMZADEH, to approve an Eligibility List for NUTRITION SERVICES ASSISTANT I, SR-25, Open/Promotional-Dual Certification, eligibility from 3/29/18.
- C. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve an Eligibility List for ACCOUNTING ASSISTANT-ASB, SR-40, Open/Promotional-Dual Certification, eligibility from 3/30/18.
- D. It was moved by JOHN BAIRD, seconded by KAMRAN AZIMZADEH, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Non Severe), SR-34, Open/Promotional-Dual Certification, eligibility from 3/30/18.
- E. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve an Eligibility List for CAMPUS SUPERVISOR, SR-32, Open/Promotional-Dual Certification, eligibility from 4/12/18.

All passed unanimously

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. PROPOSED 2018-19 PERSONNEL COMMISSION BUDGET REPORT

Director Dixon presented the first read of the proposed budget for next fiscal year. It is generally the same as this year's budget although there is a \$500 reduction in materials and supplies and a \$400 combined increase in advertising and interview panel expenses. A brief discussion followed the presentation. Commissioner Azimzadeh requested a detailed breakdown of benefits. The public hearing was set for May 8, 2018 at the regularly scheduled Personnel Commission meeting.

8. EXAM DEVELOPMENT PROCESS

Director Dixon presented a thorough overview of the exam process to provide the Personnel Commissioners and employees in attendance a better understanding of the measures taken to assess the minimum qualifications of applicants. Director Dixon responded to questions.

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report- Commissioner Spirit commented on the low number of vacancies this month.
- B. Personnel List Report- Commissioner Baird requested an inquiry as to the use of "substitute" rather than "limited-term" on the report.
- C. Other

10. CORRESPONDENCE- A training brochure from PCASC will be emailed to Personnel Commissioners.

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 – Tanya Maxwell: Concordia University Scholarships

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, May 8, 2018, at 3:30 p.m. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024. The Employee of the Year Program will precede the Commission meeting at 2:30 PM to celebrate site-level employees and the district-level employee chosen.

13. ADJOURNMENT- 5:28 pm.

May 8, 2018

TO: Personnel Commission
FROM: Susan Dixon
Director of Classified Personnel
SUBJECT: Agenda Item #6, Public Hearing, Proposed Personnel Commission Budget for 2018-19

Education Code 45253 and the Rules and Regulations for the Classified Service provide that the Personnel Commission shall prepare and adopt an annual budget for the Commission operations. The budget must be prepared for a public hearing prior to May 30 of each year. The Personnel Commission cannot take action to adopt its budget prior to a public hearing of the budget. At the April 24, 2018 Personnel Commission meeting, the proposed budget was shared and discussed with no suggestions for revisions as presented. It was announced that the public hearing for the 2018-19 Personnel Commission budget was set for May 8, 2018 at the regularly scheduled Personnel Commission meeting.

Recommendation: Approve the 2018-19 Personnel Commission Budget as proposed.

Two spreadsheets of the proposed budget are included in this packet. Both spreadsheets contain the same data; however, the first has been reformatted from what was received from Finance for ease of readability.

After the first reading, the Director, Classified Personnel met with the Chief Financial Officer and Associate Superintendent of Business Services to review each budget line item. The proposed amount for each line was approved.

No changes have been made since the first reading. Each line of the proposed Personnel Commission budget is explained below:

Object 1900001 is the line to be used if a commissioner is a certificated employee. This is how Terry King was compensated. For the upcoming year, we did not budget for this line as we do not have any certificated commissioners. When a change of commissioner occurs mid-year (Kamran replacing Terry), the SDCOE automatically transfers the money from certificated to classified or vice-versa as needed when the new commissioner is processed. We have been informed that this transfer is still in process as it takes several months to complete.

Object 2300000 is the line for the Director's salary. As noted previously, the Management Salary Schedule now includes the District Credit for benefits.

Object 2300001 is the line for classified commissioners' meeting stipend. As noted above, at this time all commissioners are coded as classified so this line item is higher than in previous years. The budget for next year allows for four special meetings in addition to the 12 regularly scheduled meetings.

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

Object 2400056 and 2400058 are for Overtime and Extra Help. We have not had a need to utilize these funds this year, as of yet, but would like to keep these as options for next year should the need arise. The extra help budget is sometimes used to compensate District employees who serve as subject matter experts on Qualifying Appraisal Interviews during school breaks.

The Object Line for Benefits is automatically calculated with an Excel formula provided by the Finance Department. The cost for previous years' benefits expense does not display. As such, when comparing the Personnel Commission Total displayed on the bottom right corner of the spreadsheet with the 2017-18 Budget total, it appears to be considerably higher although it is not.

Object 4300000 is for Materials and Supplies. Last year, we requested a higher amount than usual due to the known expense we were going to incur for keyboards to accompany the Ipads we use for testing. We have no known additional expenses this year so we have reverted to the amount used previously.

Object 4300012 is for Refreshments. This is to provide our Qualifications Appraisal Interview (QAI) panel members with lunch. We project the same volume of recruiting to occur in the coming fiscal year as we experienced this year. Finance staff has verified that the negative \$50 displayed as our 2017-18 remaining balance does not include money that is encumbered from this budget line at the start of each fiscal year and placed on an open purchase order (PO) with our known vendor. Leucadia Pizza in Encinitas is utilized for lunch service as they offer delivery and have a variety of items at reasonable prices. Payments from this open PO can take a couple months to process so the balance displayed on the spreadsheet for this year is not up-to-date. It is anticipated that we will spend a little over \$800 in this area this current fiscal year. As such, we are requesting increasing this amount by \$100 for next year.

Object 4300013 is for Classified Employee Recognition. The \$150 will once again be used for the May celebration event.

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

Object 5200020 is for Conference, Workshops, and Seminars. The primary expense for this budget line is attendance at the California School Personnel Commission Association (CSPCA) annual conference. This coming year the conference will be in Anaheim. While the dollar amount for attendance at this conference fluctuates each year depending on location and the associated cost of transportation and accommodations, each year we budget the maximum amount which may be necessary in any given year that would allow the commissioners and director to attend this event to ensure it remains properly funded. In addition to the conference, these funds can be used for staff members and commissioners to attend the Merit Academy and for commission staff to attend test development and classification trainings sponsored by professional organizations such as WRIPAC.

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

Object 5300000 is for Dues and Memberships. Agencies to which we belong include the Cooperative Organization for the Development of Employee Selection Procedures (CODESP, testing materials, \$2,050), California School Personnel Commissioners Association (CSPCA, \$800), CSPCA-San Diego (our local chapter, \$50), and the Association of California School Administrators (ACSA, commissioner membership, \$200).

Object 5600002 is for Rents & Leases and Object 5600008 is for Copy Charges. These budget items are directly related as they cover our copier machine lease and the associated cost of each copy/scan. In 2016-17 we saw an increase due to the lease of a new copier. The Personnel Commission contributes 1/3 the cost of the machine used by the Human Resources Department (1/3 is paid by Certificated Personnel, 1/3 is paid by HR Operations). We do not anticipate any change to this expense for the coming year. The Personnel Commission staff is moving towards paperless processes whenever possible including increased use of Ipads for panel interviews.

Object 5800001 is for Professional/Consult Services. We did not budget any money for this expense and we did not incur any expenses in this area this year although the spreadsheet indicates we did. We are working with Finance staff to make this correction.

Object 5800004 is for Legal Expenses. The amount budgeted is based on the actual cost from a recent year. While the amount spent each year fluctuates considerably, the practice is to allocate funding which would allow for legal services for several issues should the need arise. At the start of the fiscal year, the total amount budgeted is encumbered in a purchase order. As services are provided, money is moved from the encumbered column to the expense column.

Object 5800008 is for Computer Licensing. This has been utilized in the past for an online testing service. At this time, we do not have a need for this service but we keep it as a line item in case we modify our testing process.

Object 5800010 is for Advertising. Approximately half of this expense (\$915) is for the use of Edjoin as our online application system. We anticipate the cost for the use of Edjoin next fiscal year to be similar but have not yet been billed. The remaining amount is used each year as needed depending upon recruiting needs. We regularly post ads on Craigslist as well as in local publications. We recently transferred money from Conferences & Training to this budget line to purchase an advertising package with Government Jobs. We are requesting an additional \$300 this year in the event specialized positions become vacant which may require placing ads in specific trade publications or websites to attract a sufficient pool of qualified applicants.

Object 5900002 is for Communications-Postage.

Personnel Commission
2018-2019 Budget

| Object | Object Description | 2016-17 Actuals | 2017-18 Budget | 2017-18 Expenses | 2017-18 Remaining Balance | 2018-19 Budget |
|---------|---------------------------------|--------------------|-------------------|---------------------|---------------------------------|-------------------|
| 1900001 | Cert Board Members Salary | 550 | 800 | 300 | 253 | 0 |
| 2300000 | Class Superv & Admin Salaries | 127,371 | 128,751 | 75,105 | (0) | 143,057 |
| 2300001 | Class Board Members Salary | 1,200 | 1,600 | 750 | 100 | 2,400 |
| 2400000 | Clerical And Office Salaries | 128,067 | 133,364 | 76,013 | 2,279 | 134,468 |
| 2400056 | Clerical Overtime Wages | 768 | 1,500 | | 1,500 | 1,500 |
| 2400058 | Clerical-Extra Help | | 500 | | 500 | 500 |
| 3xxx | Benefits | | | | | 64,843 |
| 4300000 | Materials And Supplies | 143 | 1,700 | 427 | 1,077 | 1,200 |
| 4300012 | Refreshments | 829 | 750 | 177 | (50) | 850 |
| 4300013 | Classified Employee Recognition | 249 | 150 | | 150 | 150 |
| 4400009 | Non-Capitalized Tech Equipment | 1,279 | | | 0 | 0 |
| 5200020 | Conferences & Trainings | 5,299 | 5,400 | 650 | 4,395 | 5,400 |
| 5200030 | Mileage | | 500 | | 500 | 500 |
| 5300000 | Dues And Memberships | 2,800 | 3,100 | 3,100 | 0 | 3,100 |
| 5600002 | Rents & Leases | 2,476 | 3,000 | 598 | 527 | 3,000 |
| 5600008 | Copy Charges | 1,113 | 2,000 | 182 | 754 | 2,000 |
| 5800001 | Professional/Consult Svs | | | 705 | (1,100) | 0 |
| 5800004 | Legal Expense | 5,035 | 14,275 | 330 | 0 | 14,275 |
| 5800008 | Computer Licensing | | | | 0 | 0 |
| 5800010 | Advertising | 1,783 | 1,800 | 1,190 | 610 | 2,100 |
| 5900002 | Communications-Postage | | 25 | | 25 | 25 |
| | | 278,961 | 299,215 | 159,527 | 11,520 | 379,368 |

2018-2019 Budget
Personnel Commission

| Resource Description | Resource | Goal | Func | Object | Site | Unit | Oper | Object Description | 2016-17 Actuals | | 2017-18 Budget | | 2017-18 Expenses | | 2017-18 Encumbrances | | 2017-18 Pre-Encumbrances | | 2017-18 Remaining Balance | | 2018-19 Budget | | | |
|-----------------------------------|----------|------|------|---------|------|------|------|--------------------------------|-----------------|----------------|----------------|----------------|------------------|---------------|----------------------|--|--------------------------|--|---------------------------|--|----------------|--|--|--|
| | | | | | | | | | | | | | | | | | | | | | | | | |
| PERSONNEL COMMISSION | | | | | | | | | | | | | | | | | | | | | | | | |
| 0100 | 0000641 | 0000 | 7490 | 1900001 | 016 | 001 | 001 | Cart Board Members Salary | 550 | 800 | 300 | 247 | 253 | 0 | | | | | | | | | | |
| 0100 | 0000641 | 0000 | 7490 | 2300000 | 016 | 001 | 001 | Class Superv & Admin Salaries | 127,371 | 128,751 | 75,105 | 53,646 | (0) | 143,057 | | | | | | | | | | |
| 0100 | 0000641 | 0000 | 7490 | 2300001 | 016 | 001 | 001 | Class Board Members Salary | 1,200 | 1,600 | 750 | 750 | 100 | 2,400 | | | | | | | | | | |
| 0100 | 0000641 | 0000 | 7490 | 2400000 | 016 | 001 | 001 | Clerical And Office Salaries | 128,067 | 133,364 | 76,013 | 55,073 | 2,279 | 134,468 | | | | | | | | | | |
| 0100 | 0000641 | 0000 | 7490 | 2400056 | 016 | 001 | 001 | Clerical Overtime Wages | 768 | 1,500 | | | 1,500 | 1,500 | | | | | | | | | | |
| 0100 | 0000641 | 0000 | 7490 | 2400058 | 016 | 001 | 001 | Clerical-Extra Help | | 500 | | | 500 | 500 | | | | | | | | | | |
| | | | | | | | | Benefits | | | | | | | | | | | | | | | | |
| 0100 | 0000641 | 0000 | 7490 | 4300000 | 016 | 001 | 001 | Materials And Supplies | 143 | 1,700 | 427 | 196 | 1,077 | 64,843 | | | | | | | | | | |
| 0100 | 0000641 | 0000 | 7490 | 4300012 | 016 | 001 | 001 | Refreshments | 829 | 750 | 177 | 623 | (50) | 1,200 | | | | | | | | | | |
| 0100 | 0000641 | 0000 | 7490 | 4300013 | 016 | 001 | 001 | Classif.Empl,Recognition | 249 | 150 | | | 150 | 850 | | | | | | | | | | |
| 0100 | 0000641 | 0000 | 7490 | 4400009 | 016 | 001 | 001 | Non-Capitalized Tech Equipment | 1,279 | | | | 0 | 150 | | | | | | | | | | |
| 0100 | 0000641 | 0000 | 7490 | 5200020 | 016 | 001 | 001 | Conference,Workshop,Seam. | 5,299 | 5,400 | 650 | 355 | 4,395 | 5,400 | | | | | | | | | | |
| 0100 | 0000641 | 0000 | 7490 | 5200030 | 016 | 001 | 001 | Mileage | | 500 | | | 500 | 500 | | | | | | | | | | |
| 0100 | 0000641 | 0000 | 7490 | 5300000 | 016 | 001 | 001 | Dues And Memberships | 2,800 | 3,100 | 3,100 | | 0 | 3,100 | | | | | | | | | | |
| 0100 | 0000641 | 0000 | 7490 | 5600002 | 016 | 001 | 001 | Rent & Leases | 2,476 | 3,000 | 598 | 1,876 | 527 | 3,000 | | | | | | | | | | |
| 0100 | 0000641 | 0000 | 7490 | 5600008 | 016 | 001 | 001 | Copy Charges | 1,113 | 2,000 | 182 | 1,084 | 754 | 2,000 | | | | | | | | | | |
| 0100 | 0000641 | 0000 | 7490 | 5800001 | 016 | 001 | 001 | Professional/Consult Svs | | | 705 | 395 | (1,100) | 2,000 | | | | | | | | | | |
| 0100 | 0000641 | 0000 | 7490 | 5800004 | 016 | 001 | 001 | Legal Expense | 5,035 | 14,275 | 330 | 13,945 | 0 | 14,275 | | | | | | | | | | |
| 0100 | 0000641 | 0000 | 7490 | 5800008 | 016 | 001 | 001 | Computer Licensing | | | | | 0 | 0 | | | | | | | | | | |
| 0100 | 0000641 | 0000 | 7490 | 5800010 | 016 | 001 | 001 | Advertising | 1,783 | 1,800 | 1,190 | | 610 | 2,100 | | | | | | | | | | |
| 0100 | 0000641 | 0000 | 7490 | 5900002 | 016 | 001 | 001 | Communications-Postage | | 25 | | | 25 | 25 | | | | | | | | | | |
| PERSONNEL COMMISSION Total | | | | | | | | | 278,961 | 299,215 | 159,527 | 127,567 | 602 | 11,520 | 379,358 | | | | | | | | | |
| Personnel Commission Total | | | | | | | | | 278,961 | 299,215 | 159,527 | 127,567 | 602 | 11,520 | 379,358 | | | | | | | | | |

| Classification Review Report | |
|---|--|
| Classification | Administrative Assistant – High School |
| Classification Type | Classified |
| Salary Range | 44 |
| Prepared By | Susan Dixon, Director, Classified Personnel Barbara Bass, Human Resources Analyst |
| Submission to Classification Advisory Committee | February 27, 2018 March 27, 2018 April 24, 2018 |
| Submission to Personnel Commission | May 8, 2018 |
| Agenda Item | #7 Job Description Update |

Background Information

Job descriptions for the classifications in the clerical/secretarial series were last updated in 2001. Personnel Commission staff have been meeting with many incumbents in the clerical/secretarial series, as well as the administrators who oversee these assignments, for approximately the last 18 months to gather data necessary to update these job descriptions. As a result of this data, drafts of proposed revisions to all classifications in the series have been prepared and are in the process of being reviewed and finalized. Due to the number of job descriptions presented to the Classification Advisory Committee, these descriptions were on the CAC agenda on three separate occasions to give sufficient time to review and discuss the changes made and the distinctions from classification to classification as well as to ensure that the revisions are appropriate, the essential functions listed are representative of the duties performed and the knowledge and abilities required are consistent with those essential functions.

At this time, due to a retirement, the District has a current opening for an Administrative Assistant – High School. In light of the fact that we will be posting this as a recruitment and will be administering an examination to establish an eligibility list for the classification, the Director, Classified Personnel is bringing this job description update to you in advance of the others in the series. The proposed revised job description has been reviewed with both principals and the incumbents in the classification and those individuals have verified that the revised description accurately reflects the essential functions of the assignment and the corresponding knowledge and abilities. As such, it is in the best interest of the District to utilize this updated job description for recruitment purposes.

Proposed revisions include formatting changes to facilitate ease of reading (using a bulleted format) and to update terminology (e.g., typewriting is now keyboarding). In addition, there are a number of essential functions, knowledge and abilities common among several or all classifications within the clerical/secretarial 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. As such, a number of the strikethrough and additions of text are the result of rearranging or rewording content that already existed. Included in this report is a copy of the description which highlights the changes as well as a “clean copy” to assist with ease of reading.

Sources of Information

Incumbents - Administrative Assistant-High School
 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. Based on the information below, there is no recommendation to reallocate the salary range.

| District | Salary Range | Job Title | Minimum | Maximum |
|-----------------|--------------|---|----------------|----------------|
| Carlsbad USD | 23 | School Administrative Assistant - Secondary | \$3,586 | \$4,359 |
| Escondido UHSD | 33 | School Administrative Secretary | \$3,355 | \$4,496 |
| Grossmont UHSD | 47 | Administrative Secretary | \$3,941 | \$5,014 |
| Oceanside USD | 31 | Administrative Secretary II | \$3,862 | \$4,892 |
| Poway USD | 36 | School Administrative Assistant-High School | \$3,784 | \$4,610 |
| Ramona USD | 29 | Secretary VI | \$3,233 | \$4,134 |
| San Marcos USD | 63 | Office Manager III/School Secretary | \$3,686 | \$4,705 |
| Sweetwater UHSD | 60 | School Administrative Assistant | \$4,454 | \$5,479 |
| Vista USD | 52 | School Secretary/Secondary | \$3,687 | \$4,959 |
| <i>Average</i> | | | \$3,732 | \$4,739 |
| | | | | |
| SDUHSD | 44 | Administrative Assistant - High School | \$4,001 | \$5,368 |

Recommendation

Revise the Administrative Assistant-High School class description as presented.
 Retain the current salary allocation of Range 44 on the Classified Salary Schedule.

Vote by Committee Members:

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

CLASSIFIED

ADMINISTRATIVE ASSISTANT – HIGH SCHOOL

~~ADMINISTRATIVE ASSISTANT – HIGH SCHOOL~~

~~OVERALL JOB PURPOSE STATEMENT~~

~~The job of Administrative Assistant High School is done for the purpose of supporting the principal's critical administrative functions and serving on his/her behalf; ensuring efficient operation of support functions; documenting and communicating information, activities and actions; providing interpretation, comparisons and/or recommendations; providing confidentiality and system of access to information; directing correspondence for prompt action; determining appropriate action/referral to achieve resolution.~~

JOB SUMMARY

The Administrative Assistant-High School assists a high school Principal in carrying out his or her functional responsibilities and relieves him or her of administrative detail. The Administrative Assistant-High School initiates action on behalf of a Principal within established guidelines. The Administrative Assistant-High School ensures that office operations run efficiently.

~~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 – High School 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 or academy, where there is a large professional and support staff, of a variety of administrative duties. Supervision is general and incumbents frequently initiate action on behalf of the administrative in accordance with general 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.~~

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Administrative Assistant-High School may perform any combination of the following:

- ~~• Assists the principal in coordinating all projects for the purpose of supporting the critical administrative functions and serving in his/her behalf as defined.~~
- ~~• Evaluates inquiries and/or concerns for the purpose of determining appropriate action/referral to achieve resolution.~~
- ~~• Oversees/directs/implements office functions and activities including meetings, schedules, appointments, calendars, anticipating needs and office equipment repairs for the purpose of ensuring efficient operation and support functions.~~

CLASSIFIED

ADMINISTRATIVE ASSISTANT – HIGH SCHOOL

- ~~Prepares/composes/disseminates a variety of documents including correspondence, confidential evaluations, agendas, minutes of meetings, lists, reports and memoranda for the purpose of documenting and communicating activities, actions and school functions.~~
- ~~Compiles/analyzes employee records, school policies, codes, standards and similar data for the purpose of providing interpretations, comparisons and/or recommendations. Organizes/maintains records/files for the purpose of providing and maintaining confidentially and a system of access to information.~~
- ~~Receives/screens/processes visitors, telephone calls and mail for the purpose of coordinating and directing inquiries to appropriate parties.~~
- ~~Monitors/reconciles/documents budget expenditures for the purpose of maintaining operating expenses within budget and processing of payment.~~
- ~~Designs/produces a variety of materials (e.g. brochures, flyers, forms and booklets, etc.) for the purpose of communicating information.~~
- ~~Guides/trains/coordinates the work of other office personnel and student workers for the purpose of performing their assigned functions.~~
- ~~Monitors/maintains petty cash for the purpose of documenting expenses and accounting for funds.~~
- ~~Reviews/monitors departmental budgets, expenses and payroll records for the purpose of ensuring accuracy and processing for payment.~~
- ~~Serves as the office manager for the purpose of overseeing office workload and ensuring that department objectives are achieved.~~
- ~~Coordinates a wide variety of activities (e.g. meetings, events, etc.) for the purpose of ensuring that department objectives are achieved.~~

OTHER FUNCTIONS

- ~~Performs other related duties as assigned.~~
- Assists the Principal in carrying out his or her functional responsibilities.
- Relieves the Principal of routine administrative detail.
- Communicates information, advice and instructions on behalf of the Principal.
- Serves as the office manager, ensuring procedures and processes are efficient.
- Leads, guides, delegates, and coordinates the work of office staff.
- 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.

CLASSIFIED

ADMINISTRATIVE ASSISTANT – HIGH SCHOOL

- 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 school site.
- Manages the process for 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, SKILLS AND ABILITIES

KNOWLEDGE OF: 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; accounting/bookkeeping principles.

- Current, up-to-date office practices and procedures.
- Telephone techniques and etiquette.
- Electronic and manual recordkeeping practices.
- 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 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 including using pertinent software applications; planning and managing projects; performing accounting procedures; preparing and maintaining accurate records.

ABILITY TO: 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; 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; meeting deadlines and schedules; working as part of a team; maintaining good public relations; learning, interpreting and applying rules, regulations and policies; working with constant interruptions; and type at 55 words net per minute from clear copy.

- Lead, guide, delegate and coordinate the work of office staff.
- Plan and oversee clerical office projects.

CLASSIFIED

ADMINISTRATIVE ASSISTANT – HIGH SCHOOL

- 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 software applications 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.
- Maintain confidentiality of sensitive information.
- Establish and maintain cooperative working relationships with others.
- Organize, safeguard, and comply with recordkeeping practices and policies.
- Collect data, check for accuracy 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.

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 some resources from other work units is 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 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.

EDUCATION

ADMINISTRATIVE ASSISTANT – HIGH SCHOOL

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

EXPERIENCE

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

DISTINGUISHING CHARACTERISTICS

The Administrative Assistant-High School is the highest job classification in the Administrative Support job family. Positions in this series provide clerical and progressively more responsible secretarial and administrative support as the series progresses.

The **Administrative Assistant-High School** assists a Principal of a high school, where there is a larger volume of staff, students, classes and extracurricular programs than are found in a middle school or continuation high school or a department. Positions in the Administrative Assistant-High School class have a broad knowledge of high school operations, procedures and policies. The Administrative Assistant-High school leads, guides, delegates, and coordinates the work to office staff.

Differentiation between Administrative Assistant-High School and the position below is as follows:

The **Administrative Assistant** assists a Principal of a middle school or continuation high school, or an administrator of a department with multiple functions. Positions in the Administrative Assistant class have a broad knowledge of middle or continuation high school or department operations, policies and procedures.

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:

CLASSIFIED

ADMINISTRATIVE ASSISTANT – HIGH SCHOOL

Never = 0%

Seldom = 1-10% (<45 minutes)

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

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

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

| | |
|--------------------------------|---|
| <u>Seldom</u> | <u>stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back</u> |
| <u>Seldom/Occasionally</u> | <u>pushing and pulling, reach above shoulder, reach at shoulder</u> |
| <u>Occasionally</u> | <u>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</u> |
| <u>Occasionally/Frequently</u> | <u>handling/simple grasping, sitting, neck flexation/rotation, fingering/fine manipulation, reach below shoulder</u> |

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

REQUIRED TESTING

None-Specified

CERTIFICATES AND LICENSES

None-Specified

CONTINUING EDUCATION/TRAINING

None-Specified

CLEARANCES

Criminal Justice/Fingerprint Clearance; TB Clearance

ADMINISTRATIVE ASSISTANT-HIGH SCHOOL

JOB SUMMARY

The Administrative Assistant-High School assists a high school Principal in carrying out his or her functional responsibilities and relieves him or her of administrative detail. The Administrative Assistant-High School initiates action on behalf of a Principal within established guidelines. The Administrative Assistant-High School ensures that office operations run efficiently.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Administrative Assistant-High School may perform any combination of the following:

- Assists the Principal in carrying out his or her functional responsibilities.
- Relieves the Principal of routine administrative detail.
- Communicates information, advice and instructions on behalf of the Principal.
- Serves as the office manager, ensuring procedures and processes are efficient.
- Leads, guides, delegates, and coordinates the work of office staff.
- 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 school site.
- Manages the process for ordering, receiving and inventorying a variety of supplies, equipment and other items for the school site.
- 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.
- 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.

ADMINISTRATIVE ASSISTANT-HIGH SCHOOL

ABILITY TO:

- Lead, guide, delegate and coordinate the work of office staff.
- 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.
- 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 clerical and secretarial experience involving recordkeeping and frequent contact with the public is required. Office management experience is preferred.

DISTINGUISHING CHARACTERISTICS

The Administrative Assistant-High School is the highest job classification in the Administrative Support job family. Positions in this series provide clerical and progressively more responsible secretarial and administrative support as the series progresses.

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ADMINISTRATIVE ASSISTANT-HIGH SCHOOL

Differentiation between the Administrative Assistant-High School and the position below is as follows:

The **Administrative Assistant** assists a Principal of a middle school or continuation high school, or an administrator of a department with multiple functions. Positions in the Administrative Assistant class have a broad knowledge of middle or continuation high school or department operations, policies and procedures.

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 |

ADMINISTRATIVE ASSISTANT-HIGH SCHOOL

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

ADMINISTRATIVE ASSISTANT-HIGH SCHOOL

JOB SUMMARY

The Administrative Assistant-High School assists a high school Principal in carrying out his or her functional responsibilities and relieves him or her of administrative detail. The Administrative Assistant-High School initiates action on behalf of a Principal within established guidelines. The Administrative Assistant-High School ensures that office operations run efficiently.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Administrative Assistant-High School may perform any combination of the following:

- Assists the Principal in carrying out his or her functional responsibilities.
- Relieves the Principal of routine administrative detail.
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- Applies and clearly explains District and worksite policies and procedures.
- Oversees and monitors a complex budget for the school site.
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- 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.
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- 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.

ADMINISTRATIVE ASSISTANT-HIGH SCHOOL

ABILITY TO:

- Lead, guide, delegate and coordinate the work of office staff.
- 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.
- Work effectively, independently and as part of a team with minimum supervision.
- Maintain confidentiality of sensitive information.
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EDUCATION AND EXPERIENCE

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DISTINGUISHING CHARACTERISTICS

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ADMINISTRATIVE ASSISTANT-HIGH SCHOOL

Differentiation between the Administrative Assistant-High School and the position below is as follows:

The **Administrative Assistant** assists a Principal of a middle school or continuation high school, or an administrator of a department with multiple functions. Positions in the Administrative Assistant class have a broad knowledge of middle or continuation high school or department operations, policies and procedures.

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.

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

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| 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 |

ADMINISTRATIVE ASSISTANT-HIGH SCHOOL

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 5/03/18

Classified Personnel

5 current/pending vacancies in 5 different job classifications

| SITE | SLOT | JOB TITLE | Hrs/Wk | FTE | STATUS |
|-------|-------|--|--------|------|-------------------------------------|
| LCC | AA479 | Theater Technician | 40 | 1.00 | Recruitment in progress for 2018-19 |
| FAC | AA164 | Custodian Floater | 40 | 1.00 | Recruitment in progress for 2018-19 |
| TRANS | AF521 | School Bus Driver | 20 | 0.50 | Continuous recruitment |
| SDA | AA026 | Administrative Assistant - High School | 40 | 1.00 | Selection interview mid June |
| DO | AB237 | Director of Nutrition Services | 40 | 1.00 | Selection interview June 4, 2018 |

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Classified Artist in Residence**, employment for the 2017-18 school year, effective 03/14/18 through 06/30/18, per attached supplement.
2. **Classified Substitutes**, employment for the 2017-18 school year, effective 03/06/18 through 06/30/18, per attached supplement.
3. **Flores, Samuel**, Maintenance Worker II, SR40, 100.00% FTE, Facilities Department, effective 04/10/18.
4. **Mason, Blanca**, Nutrition Services Assistant I, SR25, 31.25% FTE, Diegueno Middle School, effective 04/16/18.
5. **Munson, Christi**, Receptionist, SR32, 100.00% FTE, La Costa Canyon High School, effective 03/26/18.
6. **Martinez, Christian**, Custodian, SR32, 100.00% FTE, Canyon Crest Academy, effective 02/21/18.
7. **Ritchie, Atsuko**, Nutrition Services Assistant I, SR25, 25.00% FTE, Earl Warren Middle School, effective 04/16/18.
8. **Van Winkle, Anne**, Receptionist, SR32, 100.00% FTE, Canyon Crest Academy, effective 03/12/18.

Change in Assignment

1. **Fernandez, John** from Campus Supervisor, SR32, 48.75% FTE, Pacific Trails Middle School, to 100.00% FTE, Pacific Trails Middle School, effective 03/08/18.
2. **Molina, Fredys**, from Custodian Floater, SR33, 100.00% FTE, Facilities Department, to Custodian, SR32, 100.00% FTE, Carmel Valley Middle School, effective 04/02/18.
3. **Nazareno, Norberto**, from Custodian, SR32, 100.00% FTE, Carmel Valley Middle School, to unpaid status and 39 month re-employment list, effective 03/09/18.
4. **Pearson, Sheilah**, from Instructional Assistant-SpEd (NS), SR34, 37.50% FTE, Diegueno Middle School to 48.75% FTE, Earl Warren Middle School, effective 03/12/18.

Release of Probationary Employee

1. **Employee Number 612-043**, Nutrition Services Assistant I, SR25, 43.75% FTE, Canyon Crest Academy, effective 03/26/18.

Resignation

1. **Burton, Richard**, Campus Supervisor, SR32, 100.00% FTE, Torrey Pines High School, effective 03/05/18.
2. **Cavoulas, John**, Campus Supervisor, SR32, 48.75% FTE, San Dieguito High School Academy, resignation for the purpose of retirement, effective 04/30/18.
3. **Watson, Jay**, Nutrition Services Assistant I, SR25, 31.25% FTE, Diegueno Middle School, effective 03/16/18.
4. **Winters, Joan**, Nutrition Services Assistant I, SR25, 25.00% FTE, Earl Warren Middle School, effective 02/09/18.

Classified Personnel Supplement, April 19, 2018

Classified Artist in Residence

O'Neill, Helen, effective 3/28/2018
Padua, Ronald, effective 03/14/2018

Classified Substitutes

Cardenas, Aaron, effective 3/26/2018
Casebolt, Rose, effective 3/22/2018
Dados, John, effective 3/6/2018
Fisher, Jill, effective 3/22/2018
Reynoso, Jose, effective 3/30/2018
Stepanian, Laura, effective 3/23/18
Struempfer, Laura, effective 3/6/18
Valva, Christopher, effective 3/14/18
Zablow, Connor, effective 3/30/18