

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

Regular Meeting Agenda

3:30 P.M., June 11, 2019
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 June 11, 2019, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the June 11, 2019 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the May 14, 2019, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the minutes for the May 14, 2019 Personnel Commission Regular Meeting.

ACTION ITEMS (See Supplements)

5. ELIGIBILITY LISTS TO BE APPROVED
 - A. Motion by _____, second by _____, to approve an Eligibility List for HUMAN RESOURCES TECHNICIAN, SR-42, Open/Promotional-Dual Certification, Open/Promotional-Dual Certification, eligibility from 5/10/19.
 - B. Motion by _____, second by _____, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SPED-BEHAVIOR INTERVENTION, SR-36, Open/Promotional, eligibility from 5/17/19.
6. ELIGIBILITY LISTS TO BE ESTABLISHED
 - A. Motion by _____, second by _____, to establish an Eligibility List for ACCOUNTING ASSISTANT, SR-40, Open/Promotional-Dual Certification, six months eligibility.
 - B. Motion by _____, second by _____, to establish an Eligibility List for CUSTODIAN, SR-32, Open/Promotional-Dual Certification, six months eligibility.
7. CLASSIFICATION REVIEWS
 - A. District Office Secretary to Receptionist
 1. Motion by _____, second by _____, to reclassify the position assigned to the district office Reception area from Secretary, Range 36 to Receptionist, Range 32.
 - B. Visual Communications Specialist
 1. Motion by _____, second by _____, to establish a new classification of Visual Communications Specialist as presented on the attached job description.
 2. Motion by _____, second by _____, to recommend to the SDUHSD Board of Education the establishment of a new salary range of 11, \$80,324-\$94,651, on the Management Salary Schedule for Visual Communications Specialist (steps to be calculated by the Director of Fiscal Services).

C. Payroll Technician

1. Motion by _____, second by _____, to revise the class description for Payroll Technician as proposed.
2. Motion by _____, second by _____, to recommend to the SDUHSD Board of Education reallocation of Payroll Technician from Range 44 to Range 46 based on newly assigned duties with a higher level of responsibility.

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. PROPOSED RULE REVISION 14.3

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

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

10. CORRESPONDENCE

Flyer from George Cole regarding 2020 CSPCA Conference

11. PUBLIC COMMENTS

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

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

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, July 9, 2019, at 3:30 P.M. in the San Dieguito UHSD Board Room, 710 Encinitas Blvd., Encinitas, CA 92024.

13. ADJOURNMENT

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

Regular Meeting Minutes

3:30 P.M., May 14, 2019
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 3:40 p.m. by JOHN BAIRD.

2. PLEDGE OF ALLEGIANCE

Commissioner Baird led the pledge of allegiance.

Members in Attendance

John Baird
Jeff Charles
Justin Cunningham

Staff in Attendance

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

Guests

Laura August	Agustin Lopez Clemente
Carmen Blum	Omar Mendoza
Matt Colwell	Marley Nelms
Tina Douglas	Lori Nelson
Sheila Graciano	Tina Peterson
Debbie Johnson	

3. APPROVAL OF THE AGENDA FOR THE MAY 14, 2019, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve the agenda for the May 14, 2019, Personnel Commission Regular Meeting.

Passed unanimously with 3 Ayes

4. APPROVAL OF THE MINUTES FOR THE APRIL 9, 2019, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the minutes (with edit to include second PERB decision, Item 6C) for the April 9, 2019, Personnel Commission Regular Meeting.

Passed with minor addition, 2 Ayes, Commissioner Charles abstained due to absence April 9, 2019

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE APPROVED

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for NUTRITION SERVICES ASSISTANT I, SR-25, Open/Promotional-Dual Certification, eligibility from 4/30/19.

Passed unanimously with 3 Ayes

6. ELIGIBILITY LISTS TO BE ESTABLISHED

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish an Eligibility List for HUMAN RESOURCES TECHNICIAN, SR-42, Open/Promotional-Dual Certification, six months eligibility.

Passed unanimously with 3 Ayes

- B. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT SP ED-BEHAVIOR INTERVENTION SR-36, Open/Promotional, six months eligibility.

Passed unanimously with 3 Ayes

7. 2019-20 PROPOSED PERSONNEL COMMISSION BUDGET APPROVAL

- A. Opened Public Hearing

- B. Call for Public Comment - No concerns were expressed; a couple questions were asked and clarifications provided.

- C. Closed Public Hearing

- D. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve the 2019-20 Personnel Commission Budget as proposed.

Passed unanimously with 3 Ayes

8. CLASSIFICATION REVIEW-Nutrition Services Operations Supervisor

- A. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a new classification of Nutrition Services Operations Supervisor as presented on the attached job description.

- B. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to recommend to the governing board the establishment of a new salary range on the Supervisory Salary Schedule (Range 11) which compensates the classification at the average maximum rate for comparable classifications among our comparison districts.

Director Dixon explained why this new classification is a better match for the current needs of the Nutrition Services Department than any existing classifications.

Both passed unanimously with 3 Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. NEXT STEPS IN THE CONTINUATION OF THE APPEAL OF EMPLOYEE DISCIPLINE

Director Dixon stated this item is on the agenda today so the commission can direct her as to how the item should appear on the June 11 meeting agenda. Her understanding is that it is a continuation of the ongoing hearing. She had hoped to have heard from the hearing officer as to when the commissioners would receive her recommendation but she has not yet received a reply to an email inquiry. Another point to discuss is whether the commissioners would like the hearing officer to facilitate the deliberations.

Commissioner Baird stated he was a little concerned about the hearing officer being in attendance based on a previous experience. He also inquired if the deliberations would be in closed session. Director Dixon replied that the agenda the commissioners approved on January 16 specified the deliberations would be in closed session. The discussion then progressed to open versus closed deliberations and opportunities for comments from the public. Commissioner Cunningham pointed out that the evidentiary hearing in open session allowed for transparency when this concern was raised by Commissioner Baird. Commissioner Cunningham stated that he prefers the hearing officer facilitate the deliberations to ensure the process is followed correctly. Commissioner Charles believes it will be helpful to have the hearing officer on hand for a number of reasons. Commissioner Charles cited several reasons why he believes it is best to have the deliberations in closed session. Commissioner Baird stated he is okay with conducting deliberations in closed session. The discussion then circled back to public comments and that if the deliberations appear as part of the regular June 11 meeting agenda there will be a public comments section on the agenda. Commissioner Baird emphasized that

you cannot limit someone's right to make public comments. The discussion then progressed to reporting out any decision made during closed session. Commissioner Charles shared his experience from past commission service is that best practice procedurally may be to adjourn the regular meeting and start a new meeting for the deliberations/continuation of the hearing rather than have this within a regular agenda. This was acknowledged and ended the discussion.

10. PROPOSED RULE REVISION 13.1

Commissioner Baird reminded those in attendance that this item was brought back as a discussion item given that Commissioner Charles did not hear the comments or participate in the discussion at the previous meeting.

Public Comments:

Carmen Blum: Provided a history of how this item was first introduced to the commission in January because of the confusion she witnessed at a board meeting related to understanding the language of (13.1 A.1.a.). She felt it would be good to look into this rule and has researched the state guidelines (CSPCA) as well as language used in other districts (handout provided) both of which have (13.1 A.1.a.) separated into different parts.

Commissioner Baird commended Ms. Blum for gathering the data she presented.

Commissioner Charles asked the CSEA chapter if the chapter leadership is posted on the website. Mr. Colwell stated there should be a link on the chapter website to a list of all the officers.

Director Dixon stated in was her intent, after the public comments, to have both District leadership (Cindy Frazee or Tina Peterson) and CSEA leadership (Matt Colwell) speak since she works closely with them on rule revisions. She summarized that there is consensus between the District and CSEA on the majority of the rule and she has relied on their input on this particular revision since they work with the application of this rule and she does not. She shared that neither side wishes to pursue the updated revisions she brought to a previous meeting; the preference is to revert back to the changes proposed initially. The only point of disagreement at this time is the number of days which defines abandonment of position – the District wants to revise it to three days whereas CSEA wants to retain it at more than five days.

Commissioner Baird stated he has concerns with other parts of the rules. Commissioner Charles said it seems this item can be broken into two sections: the non-substantive issue of breaking down the infractions of (13.1 A.1.a.) and the substantive issue of changing the rules.

Director Dixon suggested that the goal today be to listen to all perspectives and then hear from the commission so when she prepares this item for its eventual second reading she can be as close as possible to the final product.

Matt Colwell, CSEA President: The chapter did not want to go down this avenue. Over the last several months the revisions have gotten out of control so much so that he scheduled a meeting with CSEA Leadership which does not support the expanded revisions. Regardless of how someone is charged with an offense, CSEA is going to be there to help them if they request it. No matter how the rule was written, the current case was going to end up with the Personnel Commission. Chapter Leadership is concerned that changing job abandonment to three days could be a problem; for example, if an employee is out of the country and gets hurt and does not have a resource or means to call in.

Tina Peterson, Director of Human Resources: Agrees with Matt that there is not a need to break out (13.1 A.1.a.), there's no substantive change. In regards to 13.1 A. 12., she stated that the District is looking to be more consistent with other districts and the merit system model rules which have a three day definition for job abandonment. HR always reaches out if someone is absent without any communication and makes every attempt to get ahold of the employee or their emergency contacts to make sure they are okay. Three days is sufficient to qualify as job abandonment.

Director Dixon reiterated that at this time, both parties are interested in the revisions as presented in the first version with the exception of the disagreement as to what constitutes job abandonment.

Commissioner Baird stated he is okay with (13.1 A.1.a.) if the District and CSEA leadership want to leave it as is. However, as mentioned last month, he has concerns with (13.1. A. d.) specifically, holding an employee accountable for violating an education code if they have no knowledge of it; you have to have knowledge of it in order to violate it. Director Dixon suggested it is likely since the rule states

“persistent violation” the employee would have been made aware of the Education Code. Director Dixon asked Mr. Colwell if he had any thoughts on that and he stated he would hope the progressive discipline process would sort any situations like that out and if management sought to discipline for an incidental piece of Ed Code the commission would take that into consideration and overturn any sort of discipline. Commissioner Baird stated that sounded reasonable. The discussion then turned to (13.1 A. 3. a.) Points discussed included: clarification of the interpretation, the board policy prohibiting alcohol on district property, new legislation regarding alcohol on school property, whether the discipline is intended for employees at after-school events when they are not working, and distinctions between “under the influence of” and “use of”. Director Dixon stated she would continue to work with District and CSEA leadership on the wording of the rule. (13.1 A. 3.b.) was the next rule discussed, specifically that even though controlled substances such as marijuana are now legal in California, the Federal government has not legalized its use. There was agreement among the commissioners that “use of” or “possession of” an illegal controlled substance, whether under State or Federal law, would be a violation of the rule. Rule (13.1 A. 6.) was the next rule discussed. Commissioner Baird stated the term “excessive absence” was very nebulous to define; he would like to see that clarified. Director Dixon stated she would work on the language for Rule (13.1 A. 7.) based on Commissioner Baird’s concern that it seems contradictory as currently written. Commissioner Charles provided a suggestion for rearranging the order of the wording to make it more logical and have it follow the process. Commissioner Baird expressed concern for (13.1 A. 11.); the current wording seems potentially illegal. Director Dixon stated that the District has not applied the rule in the manner it is written since she has been at the District. The last rule discussed was (13.1 A. 12.). Commissioner Baird questioned the need to change the definition of job abandonment. Commissioner Cunningham stated that three days seems to be appropriate and that if there had been an accident that was keeping an employee from reporting to work, the District would understand that. Director Dixon reminded the commissioners that (13.1 A.) states “may” so the District could use its discretion if an employee had a reasonable explanation for why they had not reported to work. Director Dixon asked for direction from the commission as to how many days should define job abandonment. Further discussion included whether the Education Code or other government code provides a definition for job abandonment and that local districts had a mix of three and five days. In light of the inability of the District and CSEA to come to agreement on how many days constitutes job abandonment, the parties are asking the commission to make the determination. Further discussion from the commissioners about the likelihood of finding a legal definition prompted the Director to say she will do additional research before bringing the item back.

11. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report
- B. Personnel List Report
- C. Other: Reminder to come next Tuesday at 2:30pm for Classified Employee of the Year Celebration

12. CORRESPONDENCE- None

13. 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 – CSEA President, Matt Colwell thanked Director Dixon for facilitating the conversation regarding rule revision.
- B. San Dieguito Union High School District – Tina Peterson reiterated that Mr. Colwell, Ms. Dixon and herself have a great working relationship and she appreciates the collaboration.
- C. Public – Carmen Blum shared that CSEA is going to develop a process to address requesting a rule revision.

14. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, June 11, 2019, at 3:30 P.M. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

15. ADJOURNED – 5:24 PM

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

Effective: 05/10/19
Expiration: 11/10/19

Human Resources Technician

Applicant ID	Rank
2579180	1
1598723	2
4453663	3
3428412	4
4449739	5
2671623	6

S. Dixon

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

**Instructional Assistant-
 SpEd (Behavior Intervention)**

**Effective: 5-17-19
 Expiration: 11-17-19**

PROMO	Rank	Applicant ID			
	1	2827025			
	2	1694340			

OPEN	Rank	Applicant ID			
	1	3592753			
	2	3908810			

S.Dixon

Classification Review Report	
Classification	Secretary (District Office)
Classification Type	Classified
Salary Range	36
Prepared By	Susan Dixon, Director of Classified Personnel
Submission to Classification Advisory Committee	May 28, 2019
Submission to Personnel Commission	June 11, 2019
Agenda Item	Classification Revisions

Background Information

Historically, the District has staffed a position in the front reception area of the District Office with a receptionist. In the fall of 2017, after a brief period of time without a reception area staff member, the District decided to move forward with staffing the position. At that time, in addition to standard receptionist duties such as: providing information, screening and processing visitors, providing clerical assistance, filing and maintaining records, the District planned on having the incumbent perform a number of duties that would be beyond the scope of responsibility of the Receptionist classification. The planned new duties would be more consistent with the classification of Secretary. For example, as needed, the incumbent would travel to various school sites to support the work of secretarial assignments by filling in for absent employees or assisting during peak periods. As the District has determined that it is necessary to have a staff member physically located in the reception area at all times, those additional duties are not being assigned. As such, the classification of Receptionist is the appropriate classification for this assignment.

The Rules & Regulations for Classified Service specify the process by which a position is reclassified downward. The rules are copied below. Personnel Commission action for reclassification is one of those steps.

3.10 Changes in Duties of Positions

When the duties of a position are permanently changed, the District shall prepare a position description and submit such data to the Commission. The Personnel Director shall investigate the data and make a determination if the position should be reclassified. If the Director finds that a position should be reclassified to an existing class, such data shall be presented to the Commission for action including class

description, proposed class salary, proposed occupational ranking and a determination regarding gradual assignment of duties.

3.11 Effect of Classification Changes on Incumbents

- D. When a position is reclassified downward, the incumbent shall be given the opportunity to be reassigned to an available vacant position in the present class.*
- E. When a position is reclassified downward and the incumbent chooses to retain placement in the position rather than reassignment to a vacant position in the present class, he or she shall receive the salary in the salary range of the lower class closest to the former salary and shall not be granted reemployment rights.*

Sources of Information

Cindy Frazee, Associate Superintendent of Human Resources

Recommendation

It is recommended the position assigned to the District Office reception area be reclassified from Secretary, Range 36, to Receptionist, Range 32.

This item was presented to the Classification Advisory Committee as informational only. The determination as to assignment of duties is not subject to review by the CAC.

CLASSIFIED

SECRETARY

JOB SUMMARY

The Secretary provides clerical and secretarial assistance to department or program administrators and staff. Secretaries may be assigned to a school counseling office, high school athletics program, school attendance office, or a District department, and receive direction from an assigned supervisor.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Secretary may perform any combination of the following:

- Monitors assigned activities, operations and/or program components such as student records, attendance, and budget expenditures.
- Prepares and processes program-related information and transactions.
- Receives, screens and processes visitors, telephone calls, and mail.
- Provides information and directs inquiries to appropriate staff.
- Provides clerical and secretarial assistance to a department or school program administrator and staff. Clerical and secretarial tasks vary depending upon the program or office needs.
- Evaluates situations and determines appropriate action to take.
- Composes written communications.
- Maintains current, organized, and secure records, complying 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.
- 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.
- Correct 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:

- Coordinate and schedule activities, meetings and events.
- Compose written communications applying correct English usage, grammar, spelling, punctuation and vocabulary.

SECRETARY

- 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, 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 recordkeeping and frequent contact with the public is required.

DISTINGUISHING CHARACTERISTICS

Secretary is a classification within the Administrative Support series. Positions in this series provide clerical and progressively more responsible secretarial and administrative support as the series progresses.

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.

Differentiation between Secretary and positions above and below are distinguished as follows:

The **Administrative Assistant I** provides secretarial support to a middle school Assistant Principal and staff. Assigned duties require a working knowledge of the program or functions for which the Administrative Assistant I supports. Additionally, the Administrative Assistant I maintains the Associated Student Body (ASB) financial records which requires knowledge of basic bookkeeping and accounting practices and regulations.

The **Receptionist** is the central point of contact for phone calls and visitors and provides general clerical

CLASSIFIED

SECRETARY

support to an office. Assigned duties require general knowledge of office functions, policies and procedures. Tasks and assignments have clear instructions, guidelines and parameters.

REQUIRED TESTING

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

CERTIFICATES

None

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as needed.

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

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.

CLASSIFIED

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)

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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 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	Visual Communications Specialist
Classification Type	Classified Management
Salary Range	Proposed New Range 11
Prepared By	Susan Dixon, Director of Classified Personnel
Submission to Classification Advisory Committee	May 28, 2019, June 3, 2019
Submission to Personnel Commission	June 11, 2019
Agenda Item	Establishment of New Classification

Background Information

Personnel Commission staff met with Superintendent Haley and Tina Douglas, the Associate Superintendent of Business Services, to discuss the District’s intent to add a new classified position with essential functions specific to managing a communication program and performing related tasks. Communication is an area in our District which has been identified as needing improvement. At this time, the District does not employ any staff whose primary responsibility is focused on communication. The addition of a staff member devoted to performing a broad range of communication duties will improve all stakeholders’ access to information about District events, programs, and accomplishments. Dr. Haley and Ms. Douglas shared the type of tasks which will be assigned to the new position and this information was used to draft the proposed job description included in this report.

Duties will include: designing, producing, enhancing and managing content on the District’s website and social media accounts; producing publications; and marketing and branding of the District to publicize District programs, services and accomplishments. The incumbent in the classification will serve as a member of the Administrative Council (leadership team) with significant strategic planning and decision-making responsibility as it relates to information on the District’s website and all forms of social media. The position will report to the Superintendent.

Sources of Information

- Robert A. Haley, Ed.D., Superintendent
- Tina Douglas, Associate Superintendent of Business Services
- Joint Powers Authority, San Diego County Office of Education
- Comparable districts in San Diego County

Salary Compensation Review

It was a challenge to find assignments which matched this classification. Although this type of classification seems to be a growing trend among school districts, there does not appear to be a benchmark type assignment. Some large school districts staff a communications unit with a director who has responsibility for planning and managing the communications functions and overseeing a group of employees who perform a variety of hands-on tasks to implement a communications plan. Other districts may employ a single communications specialist who is often within the technology department and reports to the IT director. Incumbents may perform the full range of

communication duties including: verbal, (e.g. serving as the spokesperson for a district); written, (e.g. writing speeches or correspondence to parents); visual, (e.g. photography, videography, graphic design); website and social media management; as well as branding and marketing of the district. There are even some communication classifications with responsibility for determining crisis response plans, or planning/coordinating large-scale events. Still others, perhaps because the district is large enough to staff a communications unit, have a more narrow scope of responsibility.

The proposed SDUHSD classification of Visual Communications Specialist is a hybrid type assignment in that it will have responsibility for hands-on production and artistic tasks (photography, videography, design) combined with the overall management of the District's visual communication program with significant autonomy in planning and decision-making related to branding and marketing the District. As a direct report to the superintendent, this incumbent will be tasked with primary responsibility for managing a large portion of the District's overall communication program.

In light of not being able to find a comparable assignment, the classifications reported below for salary allocation consideration are to capture the value of the production-type duties that are part of this assignment. They are not represented as exact matches to this classification for a number of reasons; most notably because they do not have the level of responsibility inherent in the SDUHSD assignment. In other words, it serves as a starting point for salary allocation consideration.

District	Salary Range	Job Title	Minimum Salary	Maximum Salary
Escondido Union	Range 52	Digital Communications Specialist	\$58,201	\$74,281
MiraCosta College	Management 23	Digital Marketing Coordinator	\$69,935	\$77,964
Sweetwater Union	Office/Technical 68	Web/Video Services Specialist	\$64,968	\$79,932
Average			\$64,368	\$77,392

The average range of pay for a director in our comparison districts who oversees a program that is specific to communications is \$101,214 - \$123,454. Director-level classifications should not be used as comparisons, similar to the production classifications listed above, because the incumbent in this classification will not manage a staff of employees, serve as district spokesperson, or manage all aspects of a communication program. However, this incumbent will be the designated manager to plan and make decisions related to communications. As such, a 10% differential to credit the assignment with the appropriate level of responsibility and decision making it will have would place the value of the assignment at a range of \$70,805 - \$85,132. As is the case with management and supervisory assignments reviewed, due to the District's change in the benefits structure by moving from flex dollars to an on salary schedule formula, the posted range on the management salary schedule to achieve the net value of the assignment would be approximately \$80,324 - \$94,651.

Recommendation

Establish a new classification of Visual Communications Specialist as presented on the attached job description. Recommend to the SDUHSD Board of Education, the establishment of a new salary range of 11, \$80,324 – \$94,651, on the Management Salary Schedule for Visual Communications Specialist (steps to be calculated by the Director of Fiscal Services).

Vote by Committee Members:

Vote	Member	Vote	Member
NA	Matt Colwell, CSEA	Yes	Dan Love, Admin
NA	Debbie Johnson, CSEA	Yes	Marley Nelms, Admin
NA	Margy Lara, CSEA	Yes	Tina Peterson, Admin

VISUAL COMMUNICATIONS SPECIALIST

JOB SUMMARY

Under general direction from the Superintendent, the Visual Communications Specialist administers the District's digital communications program by designing, producing, implementing and managing digital content on the District's website, social media accounts and print publications; serves as a member of the Administrative Council (Leadership Team) in determining the strategic plan related to marketing District events, services, and achievements and the branding of the District; develops methods and processes to ensure the highest level of District communications.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Visual Communications Specialist may perform any combination of the following:

- Collaborates with school site and district administration to identify programs, events, and other activities to highlight; determines priorities and plans work schedule accordingly.
- Develops and implements communication and social media standards, goals and priorities; coordinates and maintains the District's digital presence, marketing, and branding goals and objectives; reviews and updates as necessary.
- Takes photos and records videos to provide information as well as highlight and market District events, services and accomplishments.
- Edits photos and videos using standard editing techniques and software; creates and produces digital products to inform students, parents, staff, and the public; markets the attributes of the District.
- In collaboration with others, creates, posts, and updates content on the District Website and social media accounts; determines appropriate style and layout to effectively communicate desired outcomes.
- Determines the artistic and visual layout for District website pages, social media, and print materials. Reviews and updates District website pages and social media accounts to improve overall aesthetics.
- Reviews legislation, stays current with changes, and ensures compliance related to government mandates and best practices for displaying information (e.g. online accessibility).
- Develops training materials and delivers trainings to users on various systems (e.g. web, communication) to inform users of best practices, current/standardized templates and professional etiquette when using systems for communication.
- Performs programming and coding tasks to ensure functionality of website and related links, forms, and documents; works with representatives from the web provider and other staff members to resolve issues related to the website.
- Monitors and tracks website and social media activity to gather data; analyzes data to inform decisions related to optimizing exposure and improving the capacity for communications.
- Monitors digital communications to ensure delivery of the communication and marketing strategic plan.
- Designs graphics using standard design techniques and software.
- Collaborates with District administration to add visuals to print content for brochures and other promotional materials.
- Develops timelines and priorities for visual communications projects and publications.

VISUAL COMMUNICATIONS SPECIALIST

- Oversees and manages a budget for visual communications.
- Records and posts District board meetings to website.
- Keeps current with visual media communications software, technologies and trends. Maintains organized electronic files of content and associated records.
- Communicates orally and in writing with a wide variety of staff, agencies and District stakeholders.
- Develops effective working relationships with District staff, vendors, and others contacted in the course of performing assigned duties.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Principles and practices of visual communications, marketing and branding.
- Current technologies, methods and channels for delivering effective visual communications.
- Fundamentals of graphics, photography, video, layout and production for print, web, and social media.
- Photography, videography, and related imaging and editing software.
- Web design, development and associated software programs and programming languages.
- Principles, practices and legislation related to maintaining content on websites and social media.
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Principles and practices of electronic file management for visual content and associated records.
- Navigation, settings, postings, editing, and professional etiquette when using social media.
- Laws, codes, rules, regulations and policies associated with publishing visual communications such as photographs, videos and graphics.

ABILITY TO:

- Use a variety of visual communications-related technologies, software, equipment, tools and delivery methods.
- Apply best practices when implementing visual communications, marketing and branding for the District.
- Adhere to ethics, standards and laws when publishing visual communications.
- Analyze situations accurately and recommend an effective course of action.
- Plan, initiate, prioritize, and organize work within established timelines.
- Keep current with trends in the visual communications field and associated technology applications.
- Attend District and school events and meetings to take photographs and record videos.
- Maintain organized files of visual content and associated records.
- Develop and maintain cooperative and professional relationships with others.
- Communicate and coordinate activities and project with other agencies and District staff.
- Maintain accurate and organized electronic files and records.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to an Associate's degree in Digital Media Arts or closely related field and four years of experience related to visual and graphic design for print, web, and social media including experience in video production and photography. Experience in a school setting is preferred.

DISTINGUISHING CHARACTERISTICS

VISUAL COMMUNICATIONS SPECIALIST

The Visual Communications Specialist is a single position classification within the Superintendent’s Office. The position is exempt with a work schedule that will vary considerably depending upon District events. Evening and weekend work is a regular part of this assignment. The incumbent serves as a member of the Superintendent’s Administrative Council with significant strategic planning and decision-making responsibility as it relates to information on the District’s website and all forms of social media.

REQUIRED TESTING

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

LICENSING AND CERTIFICATION REQUIREMENTS

Valid California Class C driver license and evidence of insurability.

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

This assignment requires the ability to travel to various locations to interview, photograph and record videos of events, meetings, and other activities. 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.

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, ORAL OR VISUAL REQUIREMENTS

VISUAL COMMUNICATIONS SPECIALIST

Auditory and oral communications ability is required to hear and clearly communicate with others within the course of performing the essential functions of the job. Vision ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Indoor office work environment and outdoor environment for covering events.

FLSA STATUS

Exempt

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 Telephone (760) 753-6491
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Classified Personnel Commission
 John Baird, Commissioner
 Jeffery Charles, Commissioner
 Justin Cunningham, Commissioner
 Susan Dixon, Director

Classification Review Report	
Classification	Payroll Technician
Classification Type	Classified
Salary Range	44
Prepared By	Barbara Bass, Human Resources Analyst Susan Dixon, Director, Classified Personnel
Submission to Classification Advisory Committee	May 28, 2019; June 3, 2019
Submission to Personnel Commission	June 11, 2019
Agenda Item	Classification Review

Background Information

Due to an upcoming retirement in the Payroll Department, Personnel Commission staff met with the Director of Fiscal Services and the Associate Superintendent of Business Services. Payroll is a unit within the Finance Department and is managed by the Director of Fiscal Services. Currently, three employees perform duties to support payroll functions. In light of the retirement, District administration examined how work has been assigned historically to evaluate whether modifications should be made to better align responsibilities or enhance efficiencies. Rather than back fill the upcoming Payroll Analyst position, the duties currently assigned to the Payroll Analyst will be redistributed to others within the Finance Department, including the two Payroll Technicians. The resulting organizational changes impact the existing classification of Payroll Technician. The changes in the essential functions of the classification and the accompanying increase in level of responsibility warrant a revised classification description and reallocation of the classification on the salary schedule. A copy of the proposed revised classification description is attached or your review.

Sources of Information

- Tina Douglas, Associate Superintendent of Business Services
- Dawn Campbell, Director of Fiscal Services
- Barbara Crisostomo, Payroll Technician
- Courtney Fryt, Payroll Technician
- Comparable districts in San Diego County

Salary Compensation Review

As part of the review of this classification, Personnel Commission staff conducted a salary compensation review for the job classification. School districts have a variety of ways they assign human resources, benefits, and payroll tasks, sometimes depending upon whether the payroll unit is within the human resources department. As such, it is difficult to find classifications in other districts which are a solid comparison. There are a number of classifications which have sufficiently similar duties where they can be used as a resource for salary evaluation. They are included below and are from both standard and lead assignments.

Although the study shows that SDUHSD Payroll Technicians are paid higher than the average lead rate of pay, it is acknowledged that with the elimination of the Payroll Analyst position, the technicians will have an increased level of responsibility. The updated class description for Payroll Technician is similar to the former classification of Payroll Specialist which was allocated to Range 48 on the salary schedule. One difference with that assignment is it was a single position classification which had sole responsibility for pushing out the payroll each month. The proposed assignment has the Payroll Technicians alternating months for being responsible for pushing out the payroll. Additionally, the Payroll Specialist served as the lead for the Payroll Unit in that it oversaw and directed the work of the Payroll Technician. With the shared responsibility for the higher level duties, the proposed model does not provide for a lead role.

Payroll Technician				
District	Salary Range	Job Title	Minimum	Maximum
Carlsbad USD	26	Payroll Technician	\$23.58	\$28.66
Escondido UHSD	35	Payroll Technician	\$20.54	\$27.52
Escondido USD	40	Payroll Technician	\$20.60	\$26.29
Grossmont UHSD	47	Payroll Technician	\$22.85	\$29.07
Oceanside USD	26	Payroll Specialist	\$20.36	\$25.72
Poway USD	35	Payroll Technician	\$21.82	\$26.60
Ramona USD	32	Payroll Accountant	\$20.47	\$26.23
San Marcos USD	63	Accounting Technician	\$21.27	\$27.14
Sweetwater UHSD	62	Payroll Technician II	\$26.99	\$33.20
Vista USD	52	Payroll Technician	\$22.13	\$29.76
		AVERAGE	\$22.06	\$28.02
Carlsbad USD	29	Lead Payroll Technician	\$25.40	\$30.87
Poway Unified	38	Lead Payroll Technician	\$23.51	\$28.64
Vista Unified	54	Senior Payroll Technician	\$23.25	\$31.27
		AVERAGE	\$24.05	\$30.26
SDUHSD	44	Payroll Technician	\$23.20	\$31.12
SDUHSD	46	Payroll Technician (proposed)	\$24.44	\$32.71

Recommendation

Revise the class description for Payroll Technician as proposed.

Recommend to the governing board reallocation of Payroll Technician from Range 44 to Range 46 based on newly assigned duties with a higher level of responsibility.

Vote by Committee Members:

Vote	Member	Vote	Member
Yes	Matt Colwell, CSEA	Yes	Dan Love, Admin
Yes	Debbie Johnson, CSEA	Yes	Marley Nelms, Admin
Yes	Margy Lara, CSEA	Yes	Tina Peterson, Admin

PAYROLL TECHNICIAN

JOB SUMMARY

Under the direction of the Director of Fiscal Services, the Payroll Technician prepares District payrolls for certificated and classified employees, monitors payment of employee taxes, benefits and voluntary deductions, prepares and maintains payroll records, files and reports.

ESSENTIAL FUNCTIONS

The Payroll Technician may perform any combination of the following:

- Coordinates and organizes the monthly payroll and special payroll process, assisting sites with closing payroll.
- Runs reports and audits payroll entries and transmits monthly payroll to the San Diego County Office of Education's (SDCOE) payroll system.
- Coordinates and organizes year-end processes (e.g., audit W2s, corrected W2s, generate year-end rollovers and reports).
- Collects, verifies, documents, and maintains payroll records and files.
- Processes pay adjustments (e.g. late start new hires, early terminations, benefits, retiree benefits, tax withholdings, direct deposits, tax shelters).
- Processes a variety of payroll transactions (e.g., insurance waivers, workers' compensation abatements, supplemental life premiums, longevities, cafe plans, garnishments and liens, benefit premium overrides).
- Tracks and monitors changes in payroll-related data (e.g., absences, leaves, accruals, work schedules).
- Calculates and processes retroactive pay increases.
- Verifies employee information for agencies (e.g., employment verifications, STRS sick leave accrual, PERS buybacks)
- Researches, documents and recovers lost warrants and overage warrants.
- Trains and assists new site staff with data entry and payroll procedures to follow when performing timekeeping tasks (e.g., leaves, creating EWAs and School Business Agreements (SBAs)).
- Provides annual refresher training to site personnel.
- Informs the online HR/position control/payroll/budgeting application system vendor of system issues related to payroll processing to facilitate problem resolutions; provides system support for annual projects.
- Follows payroll practices and policies.
- Explains payroll practices and policies to employees, answers their questions and solves payroll-related issues.
- Researches and applies rules and regulations found in the labor contract, state, federal, and Education Code related to payroll.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Principles and practices involved in payroll preparation, monitoring, and control.
- Applicable payroll-related sections of the labor agreement, Education Code and federal and state laws.

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- District policies and procedures related to payroll.
- Databases and associated procedures for entering data and generating reports.
- Current, up-to-date office practices and procedures.
- 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.

ABILITY TO:

- Plan and organize work, meet schedules and timelines.
- Compile and maintain accurate and complete payroll records and reports.
- Follow District payroll policies and procedures.
- Understand, research, reconcile and resolve payroll issues, complaints and problems.
- Serve as a resource to others regarding payroll procedures and entering data into the online system.
- Organize, safeguard, and comply with payroll recordkeeping practices and policies.
- Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.
- Use efficient formulas and functions when working with spreadsheet data.
- Maintain confidentiality of sensitive information.
- Work effectively, independently and as part of a team with minimum supervision.
- Establish and maintain cooperative working relationships with others.
- Perform accurate math calculations (e.g., addition, subtraction, division, multiplication and percents) using a calculator and spreadsheet formulas.
- Compose written communications applying correct English usage, grammar, spelling, punctuation and vocabulary.
- Operate a variety of office equipment.
- Exercise appropriate judgment when making decisions.

EDUCATION AND EXPERIENCE

High School Diploma or equivalent. Courses in accounting and payroll procedures preferred. Two years of payroll processing experience in which researching and resolving payroll issues using an automated payroll system and electronic spreadsheets was a regular part of the assignment. School district payroll experience preferred.

DISTINGUISHING CHARACTERISTICS

Positions in the fiscal series ensure proper processing of accounting and budgeting data and provide necessary financial information to management. They provide for timely delivery of checks, payroll, billing invoices and other accounting-related records, reports and materials and provide audit trails and assist in revolving accounting-related disputes. The Payroll Technician is a specialized classification that performs responsible and complex functions to generate and account for employee pay, withholdings and voluntary deductions for the monthly payroll cycle in accordance with applicable laws and County pay system policies and procedures. Positions in this class have responsibility for organizing the monthly payroll, ensuring payroll is accurate and paychecks are delivered on time. Positions in this class serve as

PAYROLL TECHNICIAN

a resource to other staff at school sites and provide assistance and training related to the payroll system and payroll procedures.

REQUIRED TESTING

Pre-employment testing and assessment is required 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 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

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OVERALL JOB SUMMARY PURPOSE STATEMENT:

Under the direction of the Director of ~~Human Resource~~Fiscal Services, ~~and the day-to-day guidance of the Payroll Specialist,~~ the job of Payroll Technician is done for the purpose of preparing District payrolls for certificated and classified employees; monitoring payment of employee taxes, benefits and voluntary deductions; preparing and maintaining payroll records, files and reports.

DISTINGUISHING CHARACTERISTICS

~~This job is distinguished from similar jobs by the following characteristics: Positions in the fiscal series ensure proper processing of accounting and budgeting data and provide necessary financial information to management. They provide for timely delivery of checks, payroll, billing invoices and other accounting related records, reports and materials and provide audit trails and assist in revolving accounting related disputes. The Payroll Technician is a specialized classification that performs responsible and complex functions to generate and account for employee pay, withholdings and voluntary deductions for the monthly payroll cycle in accordance with applicable laws and county pay system policies and procedures. Positions in this class work under general guidance of a higher level specialist and have responsibility for the accuracy and timeliness of the assigned payroll. This class differs from the Payroll Assistant class which performs complex clerical duties within clearly established systems and procedures in support of functions such as leave accounting or worker's compensation claims tracking and coordinates this information with the payroll system and claims management system.~~

ESSENTIAL FUNCTIONS

The Payroll Technician may perform any combination of the following:

- Coordinates and organizes the monthly payroll and special payroll process, assisting sites with closing payroll.
- Runs reports and audits payroll entries and transmits monthly payroll to the San Diego County Office of Education's (SDCOE) payroll system.
- Coordinates and organizes year-end processes (e.g., audit W2s, corrected W2s, generate year-end rollovers and reports).
- Collects, verifies, documents, and maintains payroll records and files.
- Processes pay adjustments (e.g., late start new hires, early terminations, benefits, retiree benefits, tax withholdings, direct deposits, tax shelters).
- Processes a variety of payroll transactions (e.g., insurance waivers, workers' compensation abatements, supplemental life premiums, longevities, cafe plans, garnishments and liens, benefit premium overrides).
- Tracks and monitors changes in payroll-related data (e.g., absences, leaves, accruals, work schedules).
- Calculates and processes retroactive pay increases.
- Verifies employee information for agencies (e.g., employment verifications, STRS sick leave accrual, PERS buybacks).
- Researches, documents and recovers lost warrants and overage warrants.

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- Trains and assists new site staff with data entry and payroll procedures to follow when performing timekeeping tasks (e.g., leaves, creating EWAs and School Business Agreements (SBAs)).
 - Provides annual refresher training to site personnel.
 - Serves as the primary District contact for the online Accounting/HR system; works with the vendor to troubleshoot and resolve system issues; works with the vendor on annual projects (e.g., calendars, salary and leave rollovers).
 - Follows payroll practices and policies.
 - Explains payroll practices and policies to employees, answers their questions and solves payroll-related issues.
 - Researches and applies rules and regulations found in the labor contract, state, federal, and Education Code related to payroll.
 - Performs other job-related duties as assigned.
-
- ~~Processes district monthly and special payrolls for the purpose of ensuring timely and accurate issuance of pay warrants to classified and certificated employees.~~
 - ~~Coordinates/maintains payroll records and files for the purpose of ensuring proper processing of data and providing necessary information.~~
 - ~~Reconciles/audits differences for the purpose of providing for a timely delivery of paychecks, warrants and other pay and benefit related materials.~~
 - ~~Processes data and payments related to District classified and administrative employees for the purpose of processing of benefit/s, tax information and other data through the Accounting Department.~~
 - ~~Generates/prepares payroll information, reports and individual payroll records for the purpose of providing necessary information, assuring an audit trail and responding to requests from other agencies (e.g. County Office of Education, State unemployment and worker's compensation departments) and to questions or complaints from employees.~~
 - ~~Assists employees, school districts, county, state and others for the purpose of providing information and for resolving individual payroll problems.~~
 - ~~Documents activities/actions for the purpose of providing accurate record/s and an audit trail.~~
 - ~~Monitors payroll for the purpose of verifying computations and time reports, and assuring proper authorization and appropriate accounting coding, determining if wages are subject to retirement.~~

~~OTHER FUNCTIONS~~

- ~~Performs other related duties as assigned~~

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

~~KNOWLEDGE OF: SKILLS AND ABILITIES~~

- Principles and practices involved in payroll preparation, monitoring, and control.
- Applicable payroll-related sections of the labor agreement, Education Code and federal and state laws
- District policies and procedures related to payroll.
- Databases and associated procedures for entering data and generating reports.
- Current, up-to-date office practices and procedures.
- Electronic and manual recordkeeping practices.

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

~~KNOWLEDGE 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.~~

~~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:

- Plan and organize work, meet schedules and timelines.
- Compile and maintain accurate and complete payroll records and reports.
- Follow District payroll policies and procedures.
- Understand, research, reconcile and resolve payroll issues, complaints and problems.
- Serve as a resource to others regarding payroll procedures and entering data into the online system.
- Organize, safeguard, and comply with payroll recordkeeping practices and policies.
- Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.
- Use efficient formulas and functions when working with spreadsheet data.
- Maintain confidentiality of sensitive information.
- Work effectively, independently and as part of a team with minimum supervision.
- Establish and maintain cooperative working relationships with others.
- Perform accurate math calculations (e.g., addition, subtraction, division, multiplication and percents) using a calculator and spreadsheet formulas.
- Compose written communications applying correct English usage, grammar, spelling, punctuation and vocabulary.
- Operate a variety of office equipment.
- Exercise appropriate judgment when making decisions.

~~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;~~

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~~maintaining confidentiality; meeting deadlines and schedules; working as part of a team; and working with detailed information/data.~~

RESPONSIBILITY

~~Responsibilities include: working under limited supervision; leading, guiding and/or coordinating other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units is sometimes 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: occasional 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 AND EXPERIENCE

High School Diploma or equivalent.- **Courses in accounting and payroll procedures preferred. supplemented by course work in general accounting. Two years of payroll processing experience in which researching and resolving payroll issues using an automated payroll system and electronic spreadsheets was a regular part of the assignment. School district payroll experience preferred.**

EXPERIENCE

~~Two years of school district payroll experience.~~

DISTINGUISHING CHARACTERISTICS

Positions in the fiscal series ensure proper processing of accounting and budgeting data and provide necessary financial information to management. They provide for timely delivery of checks, payroll, billing invoices and other accounting-related records, reports and materials and provide audit trails and assist in revolving accounting-related disputes. The Payroll Technician is a specialized classification that performs responsible and complex functions to generate and account for employee pay, withholdings and voluntary deductions for the monthly payroll cycle in accordance with applicable laws and County pay system policies and procedures. Positions in this class ~~work under general guidance of a higher level specialist and~~ have responsibility for organizing the monthly payroll, ensuring payroll is accurate and paychecks are delivered on time. Positions in this class serve as a resource to other staff at school sites and provide assistance and training related to the payroll system and payroll procedures. ~~This class differs from the Payroll Assistant class which performs complex clerical duties within clearly established systems and procedures in support of functions such as leave accounting or worker's compensation claims tracking and coordinates this information with the payroll system and claims management system.~~

REQUIRED TESTING

PAYROLL TECHNICIAN

~~None Specified~~

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

~~CERTIFICATES AND LICENSING~~

~~None. Specified~~

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

~~None Specified~~

~~OTHER REQUIREMENTS~~

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

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

CLASSIFIED

PAYROLL TECHNICIAN

None

First Reading, Revision to Rules & Regulations for the Classified Service – 14.3

The Director of Classified Personnel has met with District and CSEA leadership to review a proposed revision to the Rules & Regulations for the Classified Service as outlined below. The proposed revision is better aligned with salary placement language contained in other District documents.

14.3

~~All~~ New employees shall typically begin at Step 1. Placement on the salary schedule shall be made by the Board of Trustees on the recommendation of the Superintendent or designee. ~~be appointed at the hiring rate for the class as approved by the Commission. The hiring rate shall be the first step of the schedule except for classes where recruitment efforts have indicated difficulty in recruiting at that step. An accelerated hiring rate may be set, with the approval of the Board and the Commission, at any step of the schedule of the class. If an accelerated hiring rate is approved, all current employees in the class shall be advanced to that rate and shall begin a new cycle of step advancement.~~

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

VACANCY REPORT 6/06/19

Classified Personnel

13 current/pending vacancies in 6 different job classifications

SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
DO	AA000	Accounting Assistant	40	1.00	Selection interview end of June 2019
TRANS	AI895	School Bus Driver	20	0.50	Continuous recruitment
TRANS	AA498	School Bus Driver	20	0.50	Continuous recruitment
SDA	AA417	Instructional Assistant SpEd Non-Severe	19.5	0.49	Continuous recruitment
LCC	AJ885	Instructional Assistant SpEd Behavior Intervention	30	75.00	Selection interview June 2019
CV	AF717	Instructional Assistant SpEd Non-Severe	19.5	0.49	Continuous recruitment
DG	AI017	Nutrition Services Assistant I	12.5	0.31	Continuous recruitment
CV	AI916	Nutrition Services Assistant I	12.5	0.31	Continuous recruitment
LCC	AA261	Nutrition Services Assistant I	12.5	0.31	Continuous recruitment
SDA	AL907	Custodian	40	1.00	Selection interview mid July 2019
TP	AL906	Custodian	40	1.00	Selection interview mid July 2019
LCC	AA130	Custodian	40	1.00	Selection interview mid July 2019
EWMS	AA129	Custodian	40	1.00	Selection interview 2019

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. **Chen, Qi**, Nutrition Services Assistant I, SR25, 25.00% FTE, Earl Warren Middle School, effective 03/28/19.
5. **Blasena, Ryan**, Instructional Assistant-SpEd (S), SR36, 68.75% FTE, La Costa Canyon High School-ATP, effective 4/15/19.

Change in Assignment

1. **Garay, Claudia**, from Nutrition Services Assistant I, SR25, 31.25% FTE, Carmel Valley Middle School to 37.50% FTE, effective 03/25/19.
2. **Ramirez, Sandra**, from Custodian, SR32, 100.00% FTE, Earl Warren Middle School to unpaid status and 39 month re-employment list, effective 04/17/19.
3. **Reyes, Lorena**, from Human Resources Technician, SR42, 100.00% FTE, District Office-Human Resources, to Receptionist, R32, 100.00% FTE, La Costa Canyon High School, effective 04/15/19.

Resignation

1. **Blekeberg, Shirley**, Secretary, SR36, 100.00% FTE, Earl Warren Middle School, resignation for the purpose of retirement, effective 06/28/19.
2. **Bottomley, Susan**, Instructional Assistant-SpEd (NS), SR34, 48.75% FTE, Carmel Valley Middle School, effective 03/29/19.
3. **Espinoza, Elizabeth**, Nutrition Services Assistant I, SR25, 43.75% FTE, Diegueno Middle School, effective 04/05/19.
4. **Madvig, James**, Custodian, SR32, 100.00% FTE, San Dieguito High School Academy, effective 04/11/19.
5. **Mosby, Paige**, Instructional Assistant-SpEd (BI), SR36, 75.00% FTE, La Costa Canyon High School, effective 05/10/19.
6. **Swanson Pearson, Dawn**, Payroll Analyst, SR52, 100.00% FTE, District Office-Finance, resignation for the purpose of retirement, effective 06/28/19.

Classified Personnel Supplement, May 9, 2019

Classified Artist in Residence

Atesalp, Michael, San Dieguito HS Academy, Music Department with Jeremy Wuertz, effective 02/26/19

Classified Substitutes

Martin, Brittany, effective 03/22/19

Coaches

CCA – Walk-on

Berquist, Mark, Baseball, Junior Varsity Assistant, Canyon Crest Academy, Spring Season, effective 02/19/19

Goodwin, Nicole, Girls Lacrosse, Junior Varsity Assistant, Spring Season, effective 01/29/2019

Prochnow, Robert, Boys Track, Junior Varsity, Spring Season, effective 02/01/19

Vieth, Michal, Boys Volleyball, Assistant Varsity, Spring Season, effective 01/17/19

LCC – Walk-on

Gillan, James, Boys Lacrosse, Junior Varsity Assistant, Spring Season, effective 03/05/19

Steinberger, Jenalin, Swimming, Junior Varsity Assistant, Spring Season, effective 02/25/19

McNaught-Davis, Michaela, Gymnastics, Assistant, Spring Season, effective 02/18/19

SDA – Walk-on

Ricchiuti, Michael, Boys Basketball, Freshmen, Winter Season, effective 11/01/18

TP – Certificated

Tea, Kristina, Gymnastics, Junior Varsity, Spring Season, effective 01/02/19

TP – Walk-on

DeJesus, Kelsey, Girls Lacrosse, Junior Varsity Assistant, Torrey Pines High School, Spring Season, effective 04/09/19

Heninburg, Jules, Boys Lacrosse, Junior Varsity Assistant, Torrey Pines High School, Spring Season, effective 02/12/19

McKinnon, Kacey, Girls Lacrosse, Varsity Assistant, Torrey Pines High School, Spring Season, effective 02/15/19

Shinto, Stuart, Boys Tennis, Junior Varsity, Torrey Pines High School, Spring Season, effective 02/13/2019