

San Dieguito Union High School District PERSONNEL COMMISSION

Regular Meeting

3:30 P.M., August 11, 2020

Virtual Meeting

PUBLIC COMMENTS

If you wish to speak regarding an item on the agenda, please email the Director of Classified Personnel at susan.dixon@sduhsd.net prior to the start of the meeting. Include in the email your name, organization you represent (if applicable) and the nature of your comment including whether it is related to a specific item number on the agenda or a non-agenda item. If your comment is related to an item on the agenda, it will be heard at the time of the item. All non-agenda items will be heard during the public comments portion of the meeting. 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.

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 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. If you are unable to access the agenda packet on the website, please email susan.dixon@sduhsd.net to request a copy.

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 x5543. 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., August 11, 2020
Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. Call to Order..... Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the August 11, 2020, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the August 11, 2020, Personnel Commission Regular Meeting.
4. Approval of the Minutes for the July 14, 2020, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the minutes for the July 14, 2020, 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 Custodian, SR 32, Open/Promotional-Dual Certification, for six months.
 - B. Motion by _____, second by _____, to establish an Eligibility List for Nutrition Services Assistant II, SR 27, Promotional Only, for six months.
6. CLASSIFICATION REVISIONS
 - A. Motion by _____, second by _____, to revise the job description for Grounds Maintenance Equipment Operator as proposed.
 - B. Motion by _____, second by _____, to revise the job description for Grounds Maintenance Worker II as proposed.

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. LANGUAGE AND FORMAT OF PERSONNEL COMMISSION AGENDA
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, September 15, 2020, at 3:30 P.M. in the San Dieguito UHSD Board Room, 710 Encinitas Blvd., Encinitas, CA 92024. Please note, this meeting may be conducted as a virtual meeting if necessary.

12. ADJOURNMENT

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

Regular Meeting Minutes

3:30 PM, July 14, 2020
Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:42 p.m. by JUSTIN CUNNINGHAM

2. PLEDGE OF ALLEGIANCE

Commissioner Cunningham 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

April Llamas
Tina Peterson

3. APPROVAL OF THE AGENDA FOR THE July 14, 2020, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the agenda for the July 14, 2020, Personnel Commission Regular Meeting.

Commissioner Baird stated he would like to read provisions from the Brown Act during the Public Comments portion of the meeting.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

4. APPROVAL OF THE MINUTES FOR THE June 9, 2020, PERSONNEL COMMISSION REGULAR MEETING.

The original motion was amended after discussion. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve the minutes, with correction of misspelled words in Item 6, for the June 9, 2020, Personnel Commission Regular Meeting.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for Registrar, SR 40, Open/Promotional, effective 6/08/20.
Director Dixon explained that restrictions in the ability to test candidates prompted her to move forward with testing just the “Promotional” candidates via a virtual Qualifications Appraisal Interview (the one rank on the Open list is an employee serving initial probation so that individual does not meet the promotional criteria). As six promotional candidates successfully completed the exam and no additional vacancies in the classification are anticipated, she suggested that external candidates be notified that due to the limitations as a result of COVID-19, we will be unable to qualify them for this eligibility list. Commissioner Baird agreed with the suggestion as well as stating that the Ed Code favors promotional opportunities in a merit system. Director Dixon explained the process for determining how a recruitment is posted such as looking at the data from previous postings to see how many internal candidates applied and successfully completed the exam components. In the case of Registrar, there was hope we would have a minimum of three internals based on past experience but some factors (e.g. current vacancy is a split assignment) led to uncertainty so it was posted open as well so external candidates could be considered if there were fewer than three internal candidates. Erring on the side of caution avoids having to repost which would delay filling the position. Commissioner Charles reiterated Baird’s comment about the importance of providing promotional opportunities for current employees as well as recognizing the need to fill positions in a timely manner. He asked that the process be formalized if it’s not already. In addition, he asked if there could be an additional column on eligibility lists indicating the “source” of the candidate when there are not distinct lists. Commissioner Cunningham acknowledged the value of filling positions with promotional candidates when all other things are equal but when you don’t cast a wide net it’s not necessarily in the best interest of the District. Dixon reminded the commissioners that internal applicants receive up to five preference points based on years of service which also elevates them on the list. Dixon made the suggestion again that for this particular list, due to current challenges and a solid promotional list, the commission approve the list as presented rather than testing external candidates. Commissioner Baird agreed, then reiterated the importance of promoting employees and asked about the practice of rounding scores to the nearest whole number since he sees ties as problematic. Dixon explained that based on the wording of the EdCode, there isn’t an option to waive this practice. Baird suggested that CSEA might want to try to change the Ed Code legislatively since it is a source of complaints. The commissioners then provided direction to notify external candidates that we are unable to qualify them for inclusion on this list. This is an ad-hoc decision based on circumstances.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

- B. The original motion was modified after discussion. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to extend the eligibility list for School Plant Supervisor-HS from 4/23/20 to 8/11/20 with an appropriate footnote of circumstance and remove the word “reestablish”.
The commission discussed and agreed that given the unique circumstances and limitations of testing candidates as a result of COVID-19, this list could be extended to fill the existing vacancy.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

6. ELIGIBILITY LISTS TO BE ESTABLISHED

- A. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish an Eligibility List for Theater Technician, SR 41, Open/Promotional-Dual Certification, six months eligibility. (Anticipated vacancy)
Director Dixon explained the reason for the term “anticipated”, decisions to move forward with staffing may be affected by the District’s ability to conduct in-person instruction. To be fair to

applicants, the commission requested that the posting be clear as to its status as “anticipated”. Commissioner Charles asked for clarification as to what makes a position vacancy anticipated. Dixon also explained that due to remote testing of candidates, it could take longer to establish eligibility lists so getting an advanced start will help ensure positions will be filled once approved.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- B. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish an Eligibility List for Skilled Maintenance Worker, SR49, Open/Promotional-Dual Certification, six months eligibility.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- C. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish an Eligibility List for Student Health Care Specialist, SR38, Open/Promotional-Dual Certification, six months eligibility.

(Anticipated vacancy)

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- D. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish an Eligibility List for Grounds Maintenance Worker II, SR39 Open/Promotional-Dual Certification, six months eligibility.

(Anticipated vacancy)

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- E. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish an Eligibility List for Grounds Maintenance Equipment Operator, SR41, Open/Promotional-Dual Certification, six months eligibility. (Anticipated vacancy)

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. RECORDING PERSONNEL COMMISSION MEETINGS

Director Dixon provided an overview of the events leading to this item and what had been discussed to date and then turned it over to the commissioners for discussion and direction. Commissioner Baird stated that in a discussion with April they talked about posting the meeting in a way for the employees only to view. Commissioner Charles cautioned against limiting access to just employees; if it's available for one group it seems to need to be available to all. He further commented that the virtual meetings haven't generated an increase in attendees but acknowledged the concern of the employee who stated that some employees may not be available at the time of the meeting. Commissioner Baird asked about the technology available to record Zoom and post the meetings. Commissioner Charles responded that it could be done and that even in future meetings, in person, we could conduct meetings with Zoom as an option in the Board Room provided we worked out a few details. Director Dixon stated we would need to address the issue of losing anonymity of attendees or find a workaround. Commissioner Charles provided technical expertise on this issue. Commissioner Baird asked about polling employees to see how many are interested in having it posted. Commissioner Charles commented on the option of surveying employees but wasn't sure if that option was necessary. Commissioner Cunningham

suggested an alternative option because of his experience with individuals using recordings as their own political agendas. If someone is really interested in the content of the meeting that's one thing but to have it posted to the website for the sake of posting it is not something he would support. Commissioner Charles suggested streamlining a process to make the audio available as a first step. Director Dixon stated that she can add to the agenda that is posted and emailed a statement that an audio file can be requested. Commissioner Charles pointed out that we would need to inform attendees at the start of the meeting that they are being recorded and the recording could be distributed. The commissioners requested a draft of the modified agenda to be included in the next meeting.

8. ANNUAL REPORT 2019-2020

Director Dixon commented that the ANNUAL REPORT 2019-2020 is a Barbara Bass production. Commissioner Charles stated the report looked great and he noticed an increase in the number of applicants and candidates over the past year. Dixon said that the increased volume impacts Kathy and Barbara more than her and appreciates the commissions' recognition. Commissioner Cunningham commended the team.

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report – *Classified Personnel is filling vacancies and moving forward as noted.*
- B. Personnel List Report – *This was discussed during the Annual Report. Commissioner Baird commented he thinks the terminology used should state "retirement", rather than "resignation for the purpose of retirement". Commissioner Charles speculated that it is done this way to give a nod to those who are leaving to retire. Some confusion was created by the difference in terminology between this report and the annual report so clarification of headings was provided. Differences in meaning between resigning, termination and retirement were discussed.*
- C. Other – *Director Dixon commented how classified employees are completing their work despite challenges. She further acknowledged all the work Tina Peterson is currently juggling and commended her on a really good job. PC staff is continuing to research options for remote testing (e.g. attended statewide meeting) and Eskills continues to look the most favorable. Commissioner Charles reiterated the efforts of all classified employees who are making adjustments to get work done.*

10. CORRESPONDENCE – None provided in meeting although an employee had sent an email to 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.

Commissioner Baird expressed his concern that this statement is inaccurate. He read from the Brown Act and stated that it needs to be corrected. Reference was Govt Code 54954.2 3.a., 54954.3. Commissioner Charles asked about a legal opinion. Director Dixon shared her belief that we do give the public the option to address the legislative body; they can speak before each agenda item and they can speak at the end during Public Comments. She asked if we should move the Public Comments for non-agenda items to the beginning of the meeting. Commissioner Cunningham informed the group that there are agencies that have "Public Comment" listed on each agenda item. It was agreed by the commissioners that the Director would draft a revised agenda for discussion at the next meeting prior to legal review. Commissioner Cunningham clarified his belief that the public can request that an item be placed on a future agenda but they can't pull the legislative body into a discussion for something that's not on that agenda; however, the public can make a statement about a non-agenda item. Commissioner Baird stated he is in disagreement with Cunningham's statement.

A. California School Employees Association-April Llamas thanked the commission for acknowledging all the work being performed by Classified employees, especially during this time of unpredictability for the coming school year. Eighteen classified employees are part of the reopening work groups. Her goal is to make sure that members are protected, they're safe at work, and they can count on their jobs.

B. San Dieguito Union High School District- Director Dixon reiterated Tina Peterson's volume of work which has made it difficult for her to be active in the PC meetings.

C. Public- None. Note, Commissioner Cunningham asked those in attendance if they had any comments and Director Dixon checked her emails and the Chat feature once again to see if anyone wanted to comment.

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, August 11, 2020, at 3:30 P.M. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024. Please note, this meeting may be conducted as a virtual meeting if necessary

13. ADJOURNMENT – 6:24 PM

Classification Review Report	
Classification	Grounds Maintenance Equipment Operator Grounds Maintenance Worker II
Classification Type	Classified
Salary Range	41 39
Submission to Classification Advisory Committee	July 28, 2020
Submission to Personnel Commission	August 11, 2020
Agenda Item	Classification Revisions

Background Information

The District is adding two new positions to the Grounds Department: a Grounds Maintenance Equipment Operator and a Grounds Maintenance Worker II. The job descriptions for these two classifications have not been updated for a number of years so Personnel Commission staff met with the Grounds Supervisor to review and update the descriptions prior to starting a recruitment to ensure applicants can be properly assessed for knowledge and abilities required and so applicants can have a clear understanding of the duties of the assignments. The revised descriptions are attached for your review and submitted for your approval. A salary study was conducted to ensure the classifications are compensated at an appropriate rate.

Sources of Information

Grounds Supervisor, Cruz Romero
 Executive Director of Planning Services, John Addleman
 Comparable districts in San Diego County

Salary Compensation Review

Salary data from our comparison districts is included in the tables below:

Grounds Maintenance Equipment Operator

District	Salary Range	Job Title	Minimum	Maximum
Carlsbad		NA		
Escondido Union	32	Grounds Maintenance Worker II	\$17.99	\$22.96
Escondido High		NA		
Grossmont Union HS	43	Gardener	\$21.45	\$27.27
Mira Costa CC		NA		
Oceanside		NA includes leading crew		
Poway	31	Grounds Equipment Operator	\$20.28	\$24.70
Ramona		NA		
San Marcos		NA		
SDCOE		NA		
Sweetwater		NA		
Vista	44	Grounds Equipment Operator	\$18.16	\$24.43

Average Salary			\$19.47	\$24.84
SDUHSD	41		\$22.65	\$30.35

Grounds Maintenance Worker II

District	Salary Range	Job Title	Minimum	Maximum
Carlsbad	18	Grounds Maintenance Worker	\$19.36	\$23.52
Escondido Union	30	Grounds Maintenance Worker I	\$17.12	\$21.85
Escondido High	22	Groundskeeper	\$16.84	\$22.57
Grossmont Union HS	39	Groundskeeper/Mower Machine Operator	\$19.44	\$24.73
Mira Costa CC	15	Gardener/Groundskeeper	\$25.32	\$30.89
Oceanside	18	Groundskeeper I	\$17.40	\$21.99
Poway	29	Groundskeeper II	\$19.30	\$23.52
Ramona	22	Groundskeeper II	\$17.41	\$21.19
San Marcos	30	Groundskeeper II	\$18.16	\$23.20
SDCOE		NA		
Sweetwater	50	Gardener	\$20.13	\$24.77
Vista	43	Grounds Maintenance Worker	\$17.72	\$23.83

Average Salary			\$18.93	\$23.82
SDUHSD	39		\$21.55	\$28.89

Recommendation

It is recommended the job descriptions for Grounds Maintenance Equipment Operator and Grounds Maintenance Worker II be revised as proposed.

Based on salary comparisons, there is not a recommendation to change the salary allocation.

Vote by Committee Members:

Vote	Member	Vote	Member
Yes	Matt Colwell, CSEA	Yes	Debbie Kelly, Admin
Absent	Margy Lara, CSEA	Yes	Marley Nelms, Admin
Yes	April Llamas, CSEA	Absent	Tina Peterson, Admin

OVERALL JOB PURPOSE STATEMENT/JOB SUMMARY:

The ~~job of~~ Grounds Maintenance Equipment Operator ~~is done for the purposes of~~ operates a ride-on or tractor mower to mow lawns and athletic fields. Grounds Maintenance Equipment Operators also ~~constructing~~ and ~~maintaining~~ landscaped areas, parking lots, building pads and service roads; ~~demolishing~~ existing structures, ~~clearing~~ an area in preparation for additional work; ~~ensuring-ensure~~ availability of items to complete projects on time; and assist others in coordinating work flow and ensuring safety of workers. Positions in this class apply knowledge of the operation and maintenance equipment used for the beautification, construction and maintenance of grounds and properties.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

DISTINGUISHING CHARACTERISTICS

~~This job is distinguished from similar jobs by the following characteristics: The Grounds/Maintenance Equipment Operator operates grounds maintenance equipment such as graders, Bobcats, gang mowers, tractors, dump trucks, etc. in constructing and maintaining landscaped areas, parking lots and pads and service roads. They are responsible for receiving instructions, scheduling work, carrying out assignments, directing the work of a crew of grounds maintenance workers on a project and providing information about work in progress.~~

ESSENTIAL FUNCTIONS

- Operates a ride-on or tractor mower to mow lawns and athletic fields.
- Operates grounds maintenance equipment (e.g., skip loader, Bob Cat, fork lifts, backhoe, gang mowers, tractors, dump trucks, sweeper). ~~for the purpose of to~~ constructing and maintaining landscaped areas, fences, parking lots, building pads and service roads.
- Operates hydraulically-actuated and tractor-powered attachments to Excavates/excavate/ and moves earth, asphalt, and concrete, clear land and remove heavy debris, load debris and trash, grade, dig holes and trenches, asphalt, concrete, heavy debris for the purpose of demolishing existing structures, and to clearing an area in preparation for additional work.

- Cuts/ and digs drain ditches, back fills, sprinkler trenches, and fence post holes ~~for the purpose of to installing, repairing, improveing and maintaining landscaped areas and fields in a safe and clean condition.~~
- ~~Drives/ transports mowers and other loaded equipment to/ from work site for the purpose of ensuring their availability for performing and completing work schedules.~~
- Drives truck and trailer combination unit used in hauling tractors and other heavy equipment to and from work sites to assist the Maintenance Department in carrying out their projects and/ or fulfilling work orders.
- Performs routine maintenance on tractor and attachments, making minor repairs and adjustments as necessary.
- ~~Assists the Operations Supervisor for the purpose of estimating quantity and type of materials (e.g. sod, fertilizer, pesticides) needed for grounds maintenance projects.~~
- Prepares work order forms and other records for the purpose of documenting work completed or to be scheduled and materials used. Receives work orders, prepares logs and maintains records.
- ~~Oversees/ organizes Works with grounds work crews as assigned so that work flow can be coordinated and safely completed. , including mentoring less experienced crew members, for the purpose of coordinating work flow and ensuring safety of workers.~~
- Applies pesticides for the purpose of controlling insects and weeds.
- ~~Estimates quantity and type of materials (e.g. sod, fertilizer, pesticides, etc.) for the purpose of ensuring availability of items to complete projects on time while avoiding costly waste from excess materials.~~
- Performs a variety of May perform concrete work (e.g., setting forms, pouring, finishing). ~~for the purpose of completing assigned work orders.~~
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: ~~Minimum Qualifications~~ MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities

KNOWLEDGE OF:

- The operation, maintenance and repair of a variety of equipment including power mowers, dump

trucks, backhoes, skip loaders, forklifts, jackhammers and other related equipment.

- Methods, materials, tools used in the operation of large power equipment used in grounds maintenance and construction work.
- Methods used in lawn planting and mowing, and in caring for plants, shrubs, flowers, trees and lawns.
- Health and safety regulations.
- Proper lifting techniques.
- Chemicals used in grounds maintenance.
- Basic math, including calculations using fractions, percent and ratios.

~~SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating a variety of equipment including dump truck, backhoe, skip loader, power mowers, forklifts, jackhammers and other related equipment; and operating, maintaining and making minor repairs to power grounds equipment and tools.~~

~~KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods, materials, tools and operation of large power equipment used in grounds construction and maintenance work; health and safety regulations; methods used in caring for plants, shrubs, flowers, trees and lawns; lawn planting and cutting procedures.~~

ABILITY TO:

- Safely operate, maintain and make minor repairs to a variety of equipment including power mowers, dump truck, backhoe, skip loader, forklift, jackhammer and other related equipment.
- Apply methods, materials, tools and operation of large power equipment used in grounds maintenance and construction work.
- Operate equipment to mow lawns and athletic fields, excavate and move earth, asphalt, concrete and heavy debris, to transport grounds maintenance materials, and to clear areas and demolish

structures.

- Follow health and safety regulations.
- Use proper lifting techniques.
- Read directions to operate, maintain, and make minor repairs to equipment.
- Perform calculations using fractions, percent and ratios that are used in grounds maintenance.
- Plan and organize tasks.
- Work with minimal supervision.
- Establish and maintain effective working relationships with others.
- Solve problems related to equipment operation and associated tasks.
- Understand and follow oral and written directions.
- Prepare accurate records and logs.

~~is required to schedule activities and/or meetings; collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: understanding and following oral and written directions; working independently with little direction; planning and organizing work; establishing and maintaining effective working relationships with others; and preparing accurate records.~~

Responsibility

~~Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.~~

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking and 5% standing. The job is performed under some temperature extremes, some hazardous conditions, and in varying atmospheric conditions.

Experience**EDUCATION AND EXPERIENCE**

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. Journey-level experience in grounds maintenance, preferably in a school, industrial, or commercial setting where knowledge of methods, materials and equipment used in grounds maintenance has been acquired. Experience operating equipment and tools in grounds maintenance. ~~Job~~ Job-related experience with increasing levels of responsibility is requireddesired.

Education ———

High School diploma or equivalent.

DISTINGUISHING CHARACTERISTICS

The Grounds ~~/~~Maintenance Equipment Operator operates grounds maintenance equipment requiring a California Commercial driver license. such as graders, Bobcats, gang mowers, tractors, dump trucks, etc. in constructing and maintaining landscaped areas, parking lots and pads and service roads. Positions in this class apply knowledge of the operation and maintenance equipment used for the beautification, construction and maintenance of grounds and properties. They are responsible for receiving instructions, scheduling work, carrying out assignments, directing the work of a crew of grounds maintenance workers on a project and providing information about work in progress.

Differentiation between Grounds Maintenance Equipment Operator and positions above and below are distinguished as follows:

The **Lead Grounds Maintenance Worker** provides day-to-day work direction to a crew of entry and journey level Grounds Maintenance Workers.

The **Grounds Maintenance Worker II** performs journey level grounds maintenance work. The operation of equipment requires a Class C California driver license.

~~Required Testing~~**REQUIRED TESTING**

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

~~Certificates~~**LICENSING AND CERTIFICATION REQUIREMENTS**

Valid California Commercial Driver License (e.g. Class A or Class B); DMV Air Brake Endorsement and a record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position. The record must be submitted at the time of application. Employees hired in this classification will be enrolled in the DMV Employee Pull Notice program. The district will receive a driver record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against the employee's driving privilege during employment.

~~Valid Commercial California Driver's License; DMV Air Brake Endorsement~~

~~Continuing Education/Training~~**CONTINUING EDUCATION AND TRAINING**

Maintain DMV Air Brake Endorsement; participate in ongoing job-related training as needed.

~~Clearances~~**CLEARANCES**

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

WORKING ENVIRONMENT

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

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

Seldom = 1-10% (<45 minutes)

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

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

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

<u>Seldom</u>	<u>lifting and carrying up to 50 lbs. at knee and waist height, up to 15 feet, reach at or above shoulder level; crawling; balancing; climbing, keyboarding</u>
<u>Seldom/Occasionally</u>	<u>Kneeling, bending, squatting; lifting</u>
<u>Occasionally</u>	<u>lifting and carrying up to 40 lbs. up to 100 feet, carrying up to 50 lbs. up to 10 feet; reach below shoulder level</u>
<u>Occasionally/Frequently</u>	<u>Twisting; fine finger dexterity</u>
<u>Frequently</u>	<u>Sitting for periods of time while operating equipment, using foot and hand controls, neck flexation/rotation</u>

:- significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking and 5% standing. The job is performed under some temperature extremes, some hazardous conditions, and in varying atmospheric conditions.

AUDITORY OR VISUAL REQUIREMENTS

Ability to respond to safety buzzers, communicate with coworkers and staff, operate vehicles safely.

Ability to see near, distant, color, depth and peripherally

ENVIRONMENTAL CONDITIONS

Ability to operate a motor vehicle requiring a Commercial driver license, work near hazardous equipment/machinery, walk on uneven ground, tolerate exposure to dust, gas, fumes, dust/dirt, odors,

noise (required to wear ear protection), vibration, extremes in temperature and humidity, biohazard materials such as sewage, work at heights.

JOB SUMMARY

The Grounds Maintenance Equipment Operator operates a ride-on or tractor mower to mow lawns and athletic fields. Grounds Maintenance Equipment Operators also construct and maintain landscaped areas, parking lots, building pads and service roads; demolish existing structures, clear an area in preparation for additional work; ensure availability of items to complete projects on time; and assist others in coordinating work flow and ensuring safety of workers. Positions in this class apply knowledge of the operation and maintenance equipment used for the beautification, construction and maintenance of grounds and properties.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

- Operates a ride-on or tractor mower to mow lawns and athletic fields.
- Operates grounds maintenance equipment (e.g., skip loader, Bob Cat, fork lifts, backhoe, gang mowers, tractors, dump trucks, sweeper). to construct and maintain landscaped areas, fences, parking lots, building pads and service roads.
- Operates hydraulically-actuated and tractor-powered attachments to excavate and move earth, asphalt, and concrete, clear land and remove heavy debris, load debris and trash, grade, dig holes and trenches, demolish existing structures and to clear an area in preparation for additional work.
- Cuts and digs drain ditches, back fills, sprinkler trenches, and fence post holes to install, repair, improve and maintain landscaped areas and fields in a safe and clean condition.
- Drives truck and trailer combination unit used in hauling tractors and other heavy equipment to and from work sites to assist the Maintenance Department in carrying out their projects and/or in fulfilling work orders.
- Performs routine maintenance on tractor and attachments, making minor repairs and adjustments as necessary.
- Receives work orders, prepares logs and maintains records.
- Works with grounds work crews as assigned so that work flow can be coordinated and safely completed.
- May perform concrete work (e.g., setting forms, pouring, finishing).
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- The operation, maintenance and repair of a variety of equipment including power mowers, dump trucks, backhoes, skip loaders, forklifts, jackhammers and other related equipment.
- Methods, materials, tools used in the operation of large power equipment used in grounds maintenance and construction work.
- Methods used in lawn planting and mowing, and in caring for plants, shrubs, flowers, trees and

lawns.

- Health and safety regulations.
- Proper lifting techniques.
- Chemicals used in grounds maintenance.
- Basic math, including calculations using fractions, percent and ratios.

ABILITY TO:

- Safely operate, maintain and make minor repairs to a variety of equipment including power mowers, dump truck, backhoe, skip loader, forklift, jackhammer and other related equipment.
- Apply methods, materials, tools and operation of large power equipment used in grounds maintenance and construction work.
- Operate equipment to mow lawns and athletic fields, excavate and move earth, asphalt, concrete and heavy debris, to transport grounds maintenance materials, and to clear areas and demolish structures.
- Follow health and safety regulations.
- Use proper lifting techniques.
- Read directions to operate, maintain, and make minor repairs to equipment.
- Perform calculations using fractions, percent and ratios that are used in grounds maintenance.
- Plan and organize tasks.
- Work with minimal supervision.
- Establish and maintain effective working relationships with others.
- Solve problems related to equipment operation and associated tasks.
- Understand and follow oral and written directions.
- Prepare accurate records and logs.

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. Journey-level experience in grounds maintenance, preferably in a school, industrial, or commercial setting where knowledge of methods, materials and equipment used in grounds maintenance has been acquired. Experience operating equipment and tools in grounds maintenance. Job-related experience with increasing levels of responsibility is required.

DISTINGUISHING CHARACTERISTICS

The Grounds Maintenance Equipment Operator operates grounds maintenance equipment requiring a California Commercial driver license. Positions in this class apply knowledge of the operation and maintenance equipment used for the beautification, construction and maintenance of grounds and properties.

Differentiation between Grounds Maintenance Equipment Operator and positions above and below are distinguished as follows:

The **Lead Grounds Maintenance Worker** provides day-to-day work direction to a crew of entry and journey level Grounds Maintenance Workers.

The **Grounds Maintenance Worker II** performs journey level grounds maintenance work. The operation of equipment requires a Class C California driver license.

REQUIRED TESTING

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

LICENSING AND CERTIFICATION REQUIREMENTS

Valid California Commercial Driver License (e.g. Class A or Class B); DMV Air Brake Endorsement and a record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position. The record must be submitted at the time of application. Employees hired in this classification will be enrolled in the DMV Employee Pull Notice program. The district will receive a driver record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against the employee's driving privilege during employment.

CONTINUING EDUCATION AND TRAINING

Maintain DMV Air Brake Endorsement; participate 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's functions requires the following physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

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

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	Lifting and carrying up to 50 lbs. at knee and waist height, up to 15 feet, reach at or above shoulder level; crawling; balancing; climbing, keyboarding
Seldom/Occasionally	Kneeling, bending, squatting; lifting
Occasionally	lifting and carrying up to 40 lbs. up to 100 feet, carrying up to 50 lbs. up

Occasionally/Frequently	to 10 feet; reach below shoulder level
Frequently	Twisting; fine finger dexterity
	Sitting for periods of time while operating equipment, using foot and hand controls, neck flexation/rotation

AUDITORY OR VISUAL REQUIREMENTS

Ability to respond to safety buzzers, communicate with coworkers and staff, operate vehicles safely.
Ability to see near, distant, color, depth and peripherally

ENVIRONMENTAL CONDITIONS

Ability to operate a motor vehicle requiring a Commercial driver license, work near hazardous equipment/machinery, walk on uneven ground, tolerate exposure to dust, gas, fumes, dust/dirt, odors, noise (required to wear ear protection), vibration, extremes in temperature and humidity, biohazard materials such as sewage, work at heights.

OVERALL JOB SUMMARY PURPOSE STATEMENT

~~Under the work coordination of a Lead Grounds Maintenance Worker, t~~The job of Grounds Maintenance Worker II ~~is performing~~ performs the full range of general and varied grounds maintenance and gardening duties at District sites; ~~scheduling work assignments; and overseeing~~ The Grounds Maintenance Worker II may oversee the activities of a grounds crew in the absence of a Lead Grounds Maintenance Worker.

REPRESENTATIVE DUTIES

~~The position description describes the general nature of work performed.~~

DISTINGUISHING CHARACTERISTICS

~~This job is distinguished from similar jobs by the following characteristics: The Grounds Maintenance Worker II performs the full range of journey level general and specialized grounds maintenance and gardening duties. Incumbents are responsible for receiving instructions, carrying out assignments and providing information about work in progress. Positions in this class apply knowledge of horticultural practices and techniques for maintenance of plants and/or beautification of grounds and use a variety of small and medium-sized power and hand tools such as mowers, clippers, hedgers, edgers, string trimmers, blowers, brooms, rakes, shovels, hoes, sprayers and calibration equipment.~~

ESSENTIAL FUNCTIONS

~~The Grounds Maintenance Worker II may perform any combination of the following:~~

- ~~• Cleans grounds and landscaped areas and related spaces for the purpose of preventing flooding, removing hazards.~~
- ~~• Participates on a work crew performing grounds maintenance work (e.g., maintenance of fields, lawns, courtyards, flower beds, lining fields for athletic events); plants, cultivates, transplants, mows, weeds, edges, fertilizes, and waters lawns, trees, shrubs, and flowers.~~
- ~~• Performs minor tree surgery such as removing tree branches below a 7-foot clearance for pedestrians.~~
- ~~• Maintains/install Operates irrigation sprinkler systems and cleans, adjusts and replaces sprinkler heads, adjusts irrigation system settings as directed, digs holes and trenches as needed and waters grounds by operating the irrigation system or by hand. s landscaping and sprinkler heads, sets sprinkler clocks, etc. (e.g., lawns, shrubbery, flowers, ground cover) for the purpose of reducing erosion and preserving and presenting grounds in a healthy, attractive and safe condition.~~
- ~~• Maintains and installs Best Management Practices (BMPs) for preventing contaminants from contacting stormwater runoff. Participates in the inspection, maintenance and monthly training of Best Management Practices (BMPs) related to storm water drains, v-ditches, catch basins, and detention basins; removes weeds, leaves, trash and other debris to avoid flooding and allow water to convey through the structure reducing storm water pollution; properly disposes of and stores hazardous materials; and properly disposes of organic matter such as leaves and grass.~~
- ~~• Prepares grounds for athletic events by performing daily activities such as watering and dragging baseball diamonds during the season.~~
- ~~• Prepares logs and maintains records such as fertilization applications, materials list, and irrigation reports. documentation (e.g., work orders, pesticide reports) for the purpose of providing written~~

- ~~record of work assigned and completed, and/or conveying information.~~
- ~~Maintains~~ Safely operates and maintains a variety of grounds keeping equipment (e.g., mowers, hedgers, chain saws, blowers, mixers); inspects and ensures equipment is in safe operating condition; checks and replenishes fuel. for the purpose of ensuring availability of equipment in a safe operating condition.
- ~~Applies~~ May apply, as directed, non-restricted pesticides for the purpose of controlling insects and weeds.
- ~~Prepares grounds (e.g., ball fields, courtyards, lawns, flower beds, lining fields for athletic events) for the purpose of providing adequate, attractive and/or safe areas for competitive athletics, assemblies, and/or recreational activities.~~
- Performs weed control by pulling weeds by hand or by the use of a hoe; rakes leaves; edges walkways; sweeps litter from walks, driveways and other assigned areas; empties waste receptacles.
- ~~Communicates/coordinates~~ Interacts with principals, coaches, athletic directors, students and public ~~for the purpose of scheduling work, when~~ carrying out assignments, answering questions and providing information about work in progress.
- Makes minor repairs to parking lots and campus roads applying ~~Applies~~ asphalt cold patch and concrete material; mends fences. for the purpose of repairing parking lots, campus roads, and installing fences.
- Assists in the performance of other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF:

- Basic grounds maintenance procedures including mowing, edging, raking, and weeding.
 - Methods, equipment and materials used in grounds maintenance.
 - Cultivating, fertilizing, watering and spraying of flowers, trees, and shrubs.
 - Operation of hand and power tools and equipment used in grounds maintenance.
 - Health and safety regulations.
 - Proper lifting techniques.
 - Chemicals used in grounds maintenance.
 - Basic math, including calculations using fractions, percent and ratios.
- ~~to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods of shrub, tree and lawn planting and care; non-restricted herbicides, pesticides and other chemicals used in grounds maintenance; proper use and maintenance of tools and power equipment used in grounds maintenance; and health and safety regulations.~~

SKILLS ~~to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet~~

changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in grounds maintenance; adhering to safety practices; handling hazardous materials; and preparing and maintaining accurate records.

ABILITY to TO:

- Perform grounds maintenance tasks including mowing, edging, raking, and weeding.
- Apply methods and materials used in grounds maintenance.
- Cultivate, fertilize, water and prune flowers, trees, and shrubs.
- Safely operate hand and power tools and equipment used in grounds maintenance.
- Follow health and safety regulations.
- Use proper lifting techniques.
- Read directions and properly apply chemicals used in grounds maintenance.
- Perform calculations using fractions, percent and ratios that are used in grounds maintenance.
- Work with minimal supervision.
- Establish and maintain effective working relationships with others.
- Solve problems related to grounds maintenance tasks.
- Understand and follow oral and written directions.
- Prepare accurate records and logs.

collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: ; adapt to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with frequent interruptions.

RESPONSIBILITY

Responsibilities include: working under the supervision of the Lead Grounds Maintenance Worker using standardized routines. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services.

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. Journey-level experience in grounds maintenance, preferably in a school, industrial, or commercial setting where knowledge of methods, materials and equipment used in grounds maintenance has been acquired. Experience operating equipment and tools in grounds maintenance. Experience performing sports field lining preferred.

DISTINGUISHING CHARACTERISTICS

The Grounds Maintenance Worker II performs the full range of journey-level general and specialized

grounds maintenance and gardening duties. Positions in this class apply knowledge of horticultural practices and techniques for maintenance of plants and beautification of grounds and use a variety of small and medium-sized power and hand tools.

Differentiation between Grounds Maintenance Worker II and positions above and below are distinguished as follows:

The **Grounds Maintenance Equipment Operator** operates grounds maintenance equipment requiring a California Commercial driver license. Positions in this class use grounds maintenance equipment primarily to maintain lawns and athletic fields.

The **Grounds Maintenance Worker I** performs entry-level general grounds maintenance duties.

REQUIRED TESTING

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

LICENSING AND CERTIFICATION REQUIREMENTS

Valid California Class C Driver License and a record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position. The record must be submitted at the time of application. Employees hired in this classification will be enrolled in the DMV Employee Pull Notice program. The district will receive a driver record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against the employee's driving privilege during employment.

CONTINUING EDUCATION/TRAINING

- Best Management Practices (BMPs) for preventing contaminants from contacting storm water runoff.
- Completion of County Recycled Water Certification.
- 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

Generally, the job requires 10% sitting, 80% walking and 10% standing. The job is performed under some temperature extremes, some hazardous conditions, and in varying atmospheric conditions. The usual and customary methods of performing the job functions require the following physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.:-

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

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	Lifting <u>lifting</u> and carrying up to 50 lbs. at knee <u>and waist</u> height, up to 15 feet; reach <u>at or</u> above shoulder level; crawling; balancing; climbing, keyboarding
Seldom/Occasionally	Kneeling, bending, squatting; lifting; sitting for periods of time to drive a vehicle; using foot controls; <u>standing</u>
Occasionally	Lifting up to 50 lbs. at knee and also at waist height up to 15 feet, ingering/fine manipulation, reach at shoulder level <u>Lifting and carrying up to 40 lbs. up to 100 feet, carrying up to 50 lbs. up to 10 feet; reach below shoulder level; twisting; using hand controls</u>
Occasionally/Frequently	Handling <u>Walking, handling</u> /simple grasping, <u>pushing and pulling, power/firm grasping; using hand controls</u>
Frequently	Lifting and carrying up to 40 lbs. up to 100 feet, carrying up to 50 lbs. up to 10 feet; reach below shoulder level; twisting
Frequently/Continuously	Pushing and pulling; power/firm grasping

AUDITORY OR VISUAL REQUIREMENTS

Ability to respond to safety buzzers, communicate with coworkers and staff, operate vehicles safely.
Ability to see near, distant, color, depth and peripherally

ENVIRONMENTAL CONDITIONS

Ability to operate a motor vehicle requiring a Class C driver's license, work near hazardous equipment/machinery, walk on uneven ground, tolerate exposure to dust, gas, fumes, dust/dirt, odors, noise (required to wear ear protection), vibration, extremes in temperature and humidity, biohazard materials such as sewage, work at heights.

EXPERIENCE

EDUCATION

High School diploma or equivalent

~~Experience in grounds maintenance preferably in a school, industrial, or commercial setting where knowledge of methods, materials and equipment used in grounds maintenance has been acquired.
Experience operating equipment and tools in grounds maintenance. Experience performing sports field lining preferred.~~

EDUCATION

~~High School diploma or equivalent~~

~~REQUIRED TESTING~~

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

~~CERTIFICATES~~

~~Valid California Class C driver's license~~

~~CONTINUING EDUCATION/TRAINING~~

- ~~• Best Management Practices (BMPs) for preventing contaminants from contacting stormwater runoff.~~
- ~~• Completion of County Recycled Water Certification.~~
- ~~• 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.~~

JOB SUMMARY

The Grounds Maintenance Worker II performs the full range of general and varied grounds maintenance and gardening duties at District sites. The Grounds Worker II may oversee the activities of a grounds crew in the absence of a Lead Grounds Maintenance Worker.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Grounds Maintenance Worker II may perform any combination of the following:

- Participates on a work crew performing grounds maintenance work (e.g., maintenance of fields, lawns, courtyards, flower beds, lining fields for athletic events); plants, cultivates, transplants, mows, weeds, edges, fertilizes, and waters lawns, trees, shrubs, and flowers.
- Performs minor tree surgery such as removing tree branches below a 7-foot clearance for pedestrians.
- Operates irrigation sprinkler systems and cleans, adjusts and replaces sprinkler heads, adjusts irrigation system settings as directed, digs holes and trenches as needed and waters grounds by operating the irrigation system or by hand.
- Participates in the inspection, maintenance and monthly training of Best Management Practices (BMPs) related to storm water drains, v-ditches, catch basins, and detention basins; removes weeds, leaves, trash and other debris to avoid flooding and allow water to convey through the structure reducing storm water pollution; properly disposes of and stores hazardous materials; and properly disposes of organic matter such as leaves and grass.
- Prepares grounds for athletic events by performing daily activities such as watering and dragging baseball diamonds during the season.
- Prepares logs and maintains records such as fertilization applications, materials list, and irrigation reports.
- Safely operates and maintains a variety of grounds keeping equipment (e.g., mowers, hedgers, chain saws, blowers, mixers); inspects and ensures equipment is in safe operating condition; checks and replenishes fuel.
- May apply, as directed, non-restricted pesticides for the purpose of controlling insects and weeds.
- Performs weed control by pulling weeds by hand or by the use of a hoe; rakes leaves; edges walkways; sweeps litter from walks, driveways and other assigned areas; empties waste receptacles.
- Interacts with principals, coaches, athletic directors, students and public when carrying out assignments, answering questions and providing information about work in progress.
- Makes minor repairs to parking lots and campus roads applying asphalt cold patch and concrete material; mends fences.
- Assists in the performance of other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Basic grounds maintenance procedures including mowing, edging, raking, and weeding.
- Methods, equipment and materials used in grounds maintenance.
- Cultivating, fertilizing, watering and spraying of flowers, trees, and shrubs.
- Operation of hand and power tools and equipment used in grounds maintenance.
- Health and safety regulations.
- Proper lifting techniques.
- Chemicals used in grounds maintenance.
- Basic math, including calculations using fractions, percent and ratios.

ABILITY TO:

- Perform grounds maintenance tasks including mowing, edging, raking, and weeding.
- Apply methods and materials used in grounds maintenance.
- Cultivate, fertilize, water and prune flowers, trees, and shrubs.
- Safely operate hand and power tools and equipment used in grounds maintenance.
- Follow health and safety regulations.
- Use proper lifting techniques.
- Read directions and properly apply chemicals used in grounds maintenance.
- Perform calculations using fractions, percent and ratios that are used in grounds maintenance.
- Work with minimal supervision.
- Establish and maintain effective working relationships with others.
- Solve problems related to grounds maintenance tasks.
- Understand and follow oral and written directions.
- Prepare accurate records and logs.

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. Journey-level experience in grounds maintenance, preferably in a school, industrial, or commercial setting where knowledge of methods, materials and equipment used in grounds maintenance has been acquired. Experience operating equipment and tools in grounds maintenance. Experience performing sports field lining preferred.

DISTINGUISHING CHARACTERISTICS

The **Grounds Maintenance Worker II** performs the full range of journey-level general and specialized grounds maintenance and gardening duties. Positions in this class apply knowledge of horticultural practices and techniques for maintenance of plants and beautification of grounds and use a variety of small and medium-sized power and hand tools.

Differentiation between Grounds Maintenance Worker II and positions above and below are distinguished as follows:

The **Grounds Maintenance Equipment Operator** operates grounds maintenance equipment requiring a California Commercial driver license. Positions in this class use grounds maintenance equipment primarily to maintain lawns and athletic fields.

The **Grounds Maintenance Worker I** performs entry-level general grounds maintenance duties.

REQUIRED TESTING

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

LICENSING AND CERTIFICATION REQUIREMENTS

Valid California Class C Driver License and a record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position. The record must be submitted at the time of application. Employees hired in this classification will be enrolled in the DMV Employee Pull Notice program. The district will receive a driver record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against the employee's driving privilege during employment.

CONTINUING EDUCATION/TRAINING

- Best Management Practices (BMPs) for preventing contaminants from contacting storm water runoff.
- Completion of County Recycled Water Certification.
- 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:

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	lifting and carrying up to 50 lbs. at knee and waist height, up to 15 feet; reach at or above shoulder level; crawling; balancing; climbing, keyboarding
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Seldom/Occasionally	Kneeling, bending, squatting; lifting; sitting for periods of time to drive a vehicle; using foot controls; standing
Occasionally	Lifting and carrying up to 40 lbs. up to 100 feet, carrying up to 50 lbs. up to 10 feet; reach below shoulder level; twisting; using hand controls
Occasionally/Frequently	Walking, handling/simple grasping; pushing and pulling; power/firm grasping

AUDITORY OR VISUAL REQUIREMENTS

Ability to respond to safety buzzers, communicate with coworkers and staff, operate vehicles safely.
 Ability to see near, distant, color, depth and peripherally

ENVIRONMENTAL CONDITIONS

Ability to operate a motor vehicle requiring a Class C driver license, work near hazardous equipment/machinery, walk on uneven ground, tolerate exposure to dust, gas, fumes, dust/dirt, odors, noise (required to wear ear protection), vibration, extremes in temperature and humidity, biohazard materials such as sewage, work at heights.

DRAFT

San Dieguito Union High School District PERSONNEL COMMISSION Regular Meeting Agenda

REGULAR MEETING/OPEN SESSION 3:30 P.M., Date, Year

1. Call to Order Virtual Meeting Commission Chair

2. Pledge of Allegiance

3. Approval of the Agenda for the Date, Year, Personnel Commission Regular Meeting.
Public Comment, if any

Motion by _____, second by _____, to approve the agenda for the Date, Year, Personnel Commission Regular Meeting.

4. Approval of the Minutes for the Date, Year, Personnel Commission Regular Meeting.
Public Comment, if any

Motion by _____, second by _____, to approve the minutes for the Date, Year, Personnel Commission Regular Meeting.

5. PUBLIC COMMENTS **NON-AGENDA ITEMS**

Current Language PC SDUHSD

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

Language on SDUHSD Board Agenda:

In accordance with the Brown Act, no discussion or action may be taken by the Board of Trustees on non-agenda items; however, the Board may 1) acknowledge receipt of the information; 2) refer the matter to staff for further study; or 3) refer the matter to a future agenda.

Language on Cajon Valley Union PC Agenda

10. OPEN DISCUSSION This has been changed

- 1] Public
- 2] Employee Organization
- 3] Commissioners

Language on Carlsbad Unified PC Agenda

13. Other Business 13A. Public Comments Regarding Non-Agenda Items

Any member of the public can attend a meeting without having to register or provide information as a condition of attendance. The public has the legal right to provide discussion on any issue that falls under the subject matter jurisdiction of the Personnel Commission. However, issues unrelated to Personnel Commission functions may not be considered by the Personnel Commission. Although the Personnel Commission may listen

to and inquire about items that are not on the agenda, no action may be taken on that item at the Personnel Commission meeting according to the Brown Act.

- Time is reserved at each meeting for oral communications by members of the audience. Individuals who wish to make comment on any item on the meeting agenda are given two opportunities to share information for consideration by the Commission: (1) during the Public Comments Regarding Agenda items portion of the meeting, and (2) immediately before the Commission begins deliberation on the item. A maximum of three minutes will be allotted to each speaker with a total of twenty minutes for each subject matter.
- For items not on the agenda, the Commission will give opportunity to comment at the conclusion of the business portion of the meeting under the Public Comments Regarding Non-agenda Items segment of the meeting. A maximum of three minutes will be allotted to each speaker. In accordance with the law, decision of the Personnel Commission cannot be made on any matter not previously published before the Personnel Commission meeting except as defined under Approval of Agenda.
- Pursuant to Government Code section 54954.2, an action may be taken or discussed when the action or discussion did not appear on the published agenda only by a vote of two-thirds (2/3) of the commissioners or if fewer than two-thirds (2/3) of the members are present then by majority of the commissioners present. The need to take action must have arisen subsequent to the agenda posting.

Language on Calexico Unified PC Agenda

*****PERSONS WISHING TO ADDRESS THE COMMISSION*****

All persons are encouraged to attend and participate (where designated) in meetings of the Calexico Unified School District Personnel Commission. Please fill out the form available at the door, and submit it to the Director of the Commission *prior to the meeting*. Your comments will be heard (with no action taken) under the designated section of this agenda. The speaker will limit his or her comments to three (3) minutes. Public comments will be limited to twenty (20) minutes **total**. For the record: state your name, title, whom you represent, and the agenda item you are addressing.

The Commission will take any and all comments from the public related to an item on the agenda or any other item of Commission business that is not on the agenda. Speakers should not make personal attacks on individuals or make comments which are slanderous or which may invade an individual's personal privacy.

The Commission is unable to respond to the comments at this time. Any questions, concerns and/or input will be referred to the Director or appropriate entity.

Language on Escondido Union PC Agenda

8) DISCUSSION FROM THE FLOOR

Members of the public or employees may address the Commission on matters within its jurisdiction. No action will be taken on items not on the agenda except as permitted in Section 54954.2 of the Government Code.

Personnel Commission Meetings are held in compliance with open meeting laws, and may hold closed sessions to consider only those matters permitted under Government Code 54957.

The public may address the Personnel Commission regarding an agenda item or another topic that lies within the Commission's jurisdiction. However, the Commission cannot take action on any topics which are not agendized. Persons wishing to address the Commission should complete a "Request to be Heard" card and submit it to the Commission prior to the opening at the meeting. Please be apprised that Personnel Commission meetings may be audio recorded. Public comments are to be limited to 3 minutes per person.

Language on La Mesa/Spring Valley PC Agenda

11. Items from the Floor Persons may comment at this time on items not listed on the agenda. The Commissioners will hear such comments but may not discuss nor act upon them until they appear on the posted agenda. Comments will be limited to five [5] minutes per person, not to exceed a total of fifteen [15] minutes for this agenda item. Comments should follow proper protocol. Following proper protocol includes directing all questions or concerns related to Personnel Commission work first to the Personnel Commission staff, then Director, prior to addressing the Commissioners.

Language on Oceanside PC Agenda

Public Comments pertaining to non-agenda items Members of the public may address the Personnel Commission on items not listed on the agenda. The Brown Act restricts the Commissioners responses to non-agenda topics to: clarifying questions, brief announcements, brief report of personal related activities, or to refer the matter to staff. The Commissioners may not take any action on items not included in the meeting agenda. If you wish to speak during Public Comment, please submit a speaker slip to staff ahead of the meeting. We ask that those who address the Commission limit their remarks to three minutes, as established by the Commission Chairperson. This may be extended up to five minutes by consensus of the Commission. Any person may address the Commission concerning any item on the agenda and may be granted three minutes to make a presentation to the Commission at the time a specific item is under discussion, or, in the case of a closed session item, prior to the Commission convening in closed session. There is a twenty-minute maximum for public discussion on each agenda item. We appreciate your cooperation.

Language on Poway PC Agenda

COMMENTS Public Comments pertaining to non-agenda items Members of the public may address the Personnel Commission on items not listed on the agenda. The Brown Act restricts the Commissioners responses to nonagenda topics to: clarifying questions, brief announcements, brief report of personal related activities, or to refer the matter to staff. The Commissioners may not take any action on items not included in the meeting agenda. If you wish to speak during Public Comment, please submit a speaker slip to staff ahead of the meeting.

Welcome! The following information is provided to assist persons who attend the meeting of the Personnel Commission and wish to participate in the meeting. Addressing the Commission: There are two ways to address the Commission during the meeting. These are 1) speaking to the Commission regarding an item already on the agenda, and/or 2) speaking to the Commission about a new topic not on the agenda. Speakers will be asked to keep their comments brief, and allotted approximately 3 minutes per speaker, per topic. 1. Items on the Agenda – Speakers may comment on any item on the meeting agenda in order to share information for consideration by the Commission immediately before the Commission begins deliberation on the item. A speaker slip must be completed and provided to the Director prior to the agenda item. 2. Items not on the Agenda – Item C (Public Comments) provides the opportunity where individuals may address topics that are not listed on the agenda. The Brown Act restricts the Commissioners from engaging in a discussion of non-agenda items or issues raised during public comment except to acknowledge receipt of the information, refer it to staff for further study or refer the item

to a future meeting. The Commission may not take any action on issues or topics presented during Public Comments.

Language on SDCOE PC Agenda

V. PUBLIC COMMENT

Quick Summary / Abstract:

Members of the public shall have the opportunity to address the Personnel Commission on items on the agenda or within the Commission's jurisdiction either before or during the Commission's consideration of the item. The time allotted shall be five minutes.

Language on Vista Unified PC Agenda

14. Items from the Floor INFORMATION

Language from San Bernardino City Unified PC Agenda: This district was included as a result of an employee inquiry on a related topic.

Public Comments pertaining to non-agenda items: *Members of the public may address the Personnel Commission on items not listed on the agenda. The Brown Act restricts the Commissioners responses to non-agenda topics to: clarifying questions, brief announcements, brief report of personal related activities, or to refer the matter to staff. If members of the public would like to contact the Personnel Commission about this upcoming agenda, please send an email to nersidalia.garcia@sbcusd.k12.ca.us prior to the start of the Personnel Commission meeting. These comments will be shared with the Personnel Commissioners. If you wish for your written comment to be read aloud, please indicate this specifically in your communication. Requests for written comments to be read aloud will be honored, subject to the Personnel Commission's time limits on public comments. (Government Code sections 54954.2, 54954.3, and 54957.9)*

ACTION ITEMS (See Supplements)

6. ELIGIBILITY LISTS TO BE **RATIFIED/APPROVED** **would display lists for ratification first**
Public comments, if any
 - A. Motion by _____, second by _____, to **ratify approval of or** approve an Eligibility List for XXXXX, SR XX, Open/Promotional, effective 6/08/20 for six months.
 - B. Motion by _____, second by _____, to

7. ELIGIBILITY LISTS TO BE ESTABLISHED
Public comments, if any
 - A. Motion by _____, second by _____, to establish an Eligibility List for XXXX, SR XX, Open/Promotional-Dual Certification, for six months.
 - B. Motion by _____, second by _____, to establish an Eligibility List for XXXX, SR XX, Open/Promotional-Dual Certification, for six months.
 - C. Motion by _____, second by _____, to establish an Eligibility List for XXXX, SR XX, Open/Promotional-Dual Certification, for six months.

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. RECORDING PERSONNEL COMMISSION MEETINGS

Public Comments, if any

9. ANNUAL REPORT 2019-20

Public Comments, if any

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments, if any

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

11. CORRESPONDENCE

Public Comments, if any

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, August 11, 2020, at 3:30 P.M. in the San Dieguito UHSD Board Room, 710 Encinitas Blvd., Encinitas, CA 92024. Please note, this meeting may be conducted as a virtual meeting if necessary.

13. ADJOURNMENT

Applicable Government Codes from the Brown Act **Can we set parameters for highlighted words**

54954.2(3) No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may **briefly** respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of a legislative body or its staff may ask a question for clarification, make a **brief** announcement, or make a **brief** report on his or her own activities. Furthermore, a member of a legislative body, or the body itself, subject to rules or procedures of the legislative body, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

54954.3(a) Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the legislative body on any item of interest to the public, before or during the legislative body's consideration of the item, that is within the subject matter jurisdiction of the legislative body, provided that no action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of Section 54954.2. However, the agenda need not provide an opportunity for members of the public to address the legislative body on any item that has already been considered by a committee, composed exclusively of members of the legislative body, at a public meeting wherein all interested members of the public were afforded the opportunity to address the committee on the item, before or during the committee's consideration of the item, unless the item has been substantially changed since the committee heard the item, as determined by the legislative body.

Every notice for a special meeting shall provide an opportunity for members of the public to directly address the legislative body concerning any item that has been described in the notice for the meeting before or during consideration of that item. (b) (1) The legislative body of a local agency may adopt **reasonable** regulations to ensure that the intent of subdivision (a) is carried out, including, but not limited to, regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker. (2) Notwithstanding paragraph (1), when the legislative body of a local agency limits time for public comment, the legislative body of a local agency shall provide at least twice the allotted time to a member of the public who utilizes a translator to ensure that non-English speakers receive the same opportunity to directly address the legislative body of a local agency. (3) Paragraph (2) shall not apply if the legislative body of a local agency utilizes simultaneous translation equipment in a manner that allows the legislative body of a local agency to hear the translated public testimony simultaneously. (c) The legislative body of a local agency shall not prohibit public criticism of the policies, procedures, programs, or services of the agency, or of the acts or omissions of the legislative body. Nothing in this subdivision shall confer any privilege or protection for expression beyond that otherwise provided by law.

San Dieguito Union High School District PERSONNEL COMMISSION
Regular Meeting
3:30 P.M., Date, 2020
710 Encinitas Blvd., Encinitas, CA, 92024
Large Board Room

PUBLIC COMMENTS

If you wish to speak regarding an item on the agenda, *we request that you* email the Director of Classified Personnel at susan.dixon@sduhsd.net by 3:00pm the day of the meeting or complete a speaker slip located at the entrance to the meeting room prior to the start of the meeting. *We request that you* include your name, organization you represent (if applicable) and the nature of your comment including whether it is related to a specific item number on the agenda or a non-agenda item. *The public may make comments before or during the commission's consideration of an item.* If your comment is related to an item on the agenda, it will be heard at the time of the item. All non-agenda items will be heard during the public comments portion of the meeting. 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.

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 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. If you are unable to access the agenda packet on the website, please email susan.dixon@sduhsd.net to receive a copy.

RECORDING OF PERSONNEL COMMISSION MEETINGS

All meetings of the Personnel Commission are audio and/or video recorded for record keeping purposes. Individuals may request the audio recording by emailing the director at susan.dixon@sduhsd.net after the conclusion of the meeting. Recordings will be kept on file for 90 days following the date of the meeting.

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 x5543. 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

VACANCY REPORT 8/06/20

Classified Personnel

17 current/pending vacancies in 11 different job classifications

SITE	SLOT	Position	Hrs/Wk	FTE	STATUS
Coast/SS	AM890	Student Health Care Specialist	40	1.00	Selection interview August
FAC	AM910	Skilled Maintenance Worker	40	1.00	Selection interview August
CCA	AE286	Theater Technician	40	1.00	Selection interview August
CCA	AE650	Secretary	19.5	0.49	Selection interview August
SDA	AA081	Receptionist	40	1.00	Selection interview August
CCA	AD538	Receptionist	40	1.00	Selection interview August
CV	AJ224	Instructional Assistant SpEd Non-Severe	30	0.75	Selection interview on hold
EW	AH628	Nutrition Services Assistant I	11.25	0.28	Selection interview on hold
OC	AJ220	Instructional Assistant SpEd Non-Severe	30	0.75	Selection interview on hold
TP	NEW	Instructional Assistant SpEd Non-Severe	30	0.75	Selection interview on hold
FAC	AA185	Grounds Maintenance Worker II	40	1.00	Selection interview in August
FAC	AM913	Grounds Maintenance Equipment Operator	40	1.00	Selection interview in August
TP Café	AA270	Nutrition Services Assistant II	18.75	0.47	Selection interview in August
CC Café	AH536	Nutrition Services Assistant II	18.75	0.47	Selection interview in August
SDA	AA138	Custodian (Night Shift)	40	1.00	Selection interview in August
Coast/SS	AM888	Custodian (Night Shift)	40	1.0000	Selection interview in August
SS/LCVSC	AM8889	Custodian (Night Shift)	40	1.0000	Selection interview in August

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. Rodriguez, Daniel, Facilities Construction Planner, SR52, 100.00% FTE, Facilities Construction Department, effective, 06/02/20.