

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

Regular Meeting Agenda

*3:30 P.M., December 13, 2022
Virtual Meeting*

PUBLIC COMMENTS

Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the commission on any item of interest to the public, before or during the commission's consideration of the item.

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, if the meeting is being conducted in-person, you may 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. 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 accordance with Government Code §54954.2(3), no action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission 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 the commission, or the commission itself, subject to rules or procedures of the commission, 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.

Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.

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. When meetings are conducted virtually, please mute your computer audio until you have been called to speak.

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., December 13, 2022
Virtual Meeting

MEETING/OPEN SESSION

1. Call to Order Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the December 13, 2022, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the agenda for the December 13, 2022, Personnel Commission Regular Meeting.
4. Approval of the Minutes for the November 8, 2022, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the minutes of the November 8, 2022 Personnel Commission Regular Meeting.
5. Approval of the Minutes for the November 28, 2022, Personnel Commission Special Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the minutes of the November 28, 2022, Personnel Commission Special Meeting.
6. PUBLIC COMMENTS ON NON-AGENDA ITEMS
No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission 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 the commission, or the body itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the commission at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.
 - A. California School Employees Association
 - B. San Dieguito Union High School District
 - C. Public

ACTION ITEMS (See Supplements)

7. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public comments, if any

- A. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd SR34, Open/Promotional-Dual Certification, updated 11/10/2022, individual eligibility valid for six months.
- B. Motion by_____, second by_____, to approve a Merged Eligibility List for Receptionist, SR32, Open/Promotional-Dual Certification, updated 11/18/2022, individual eligibility valid for six months.
- C. Motion by_____, second by_____, to approve an Eligibility List for Human Resources Technician, SR42, Open/Promotional-Dual Certification, effective 11/18/2022, eligibility valid for six months.
- D. Motion by_____, second by_____, to approve an Eligibility List for Human Resources Specialist, SR46, Open/Promotional-Dual Certification, effective 11/21/2022, eligibility valid for six months.
- E. Motion by_____, second by_____, to approve an Eligibility List for Director of Classified Personnel, Management, SR2, Open/Promotional-Dual Certification, effective 11/21/2022, eligibility valid for six months.

8. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public comments, if any

- A. Motion by_____, second by_____, to establish a six-month Eligibility List for Director of Purchasing, Management, SR10, Open/Promotional-Dual Certification.
- B. Motion by_____, second by_____, to establish a six-month Eligibility List for Construction Projects Manager II, Management, SR3, Open/Promotional.
- C. Motion by_____, second by_____, to establish a six-month Eligibility List for Student Support Facilitator, SR39, Open/Promotional-Dual Certification.

9. CLASSIFICATION REVIEWS

Public comments, if any

- A. Grounds Maintenance Worker I & II
 - Motion by_____, second by_____, to update the job description for Grounds Maintenance Worker I as presented.
 - Motion by_____, second by_____, to retain the current salary allocation of Range 35 for Grounds Maintenance Worker I.
 - Motion by_____, second by_____, to update the job description for Grounds Maintenance Worker II as presented.
 - Motion by_____, second by_____, to retain the current salary allocation of Range 39 for Grounds Maintenance Worker II.
- B. Transportation Operations Supervisor
 - Motion by_____, second by_____, to update the job description for Transportation Operations Supervisor as presented.
 - Motion by_____, second by_____, to retain the current salary allocation of Supervisory Range 6 for Transportation Operations Supervisor.

10. ORGANIZATION OF THE PERSONNEL COMMISSION

Public comments, if any

A. Election of Chair for the Personnel Commission

Motion by_____, second by_____, that_____ be nominated as Chair of the Personnel Commission for 2023.

Motion by_____, second by_____, that nominations be closed. _____ is elected as Chair of the Personnel Commission for 2023.

B. Election of Vice-Chair for the Personnel Commission

Motion by_____, second by_____, that_____ be nominated as Vice-Chair of the Personnel Commission for 2023.

Motion by_____, second by_____, that nominations be closed. _____ is elected as Vice-Chair of the Personnel Commission for 2023.

11. PERSONNEL COMMISSION MEETING CALENDAR – 2023

Public comments, if any

- A. Motion by_____, second by_____, to approve the schedule for the regular meetings of the Personnel commission for 2023 as listed on the attached supplement, “Personnel Meeting Schedule 2023”, to be held at 3:30 P.M., the second Tuesday of each month, either virtually or at a designated district meeting space.

12. ASSEMBLY BILL 361

Public comments, if any

AB 361 provides an option to potentially extend the ability to conduct virtual public meetings. The bill specifies that if a legislative body would like to meet remotely, it must determine, by majority vote, whether as a result of the state of emergency, meeting in person would present imminent risks to the health or safety of attendees. The extension is in effect until January 1, 2024. If a legislative body votes to continue virtual meetings, it can only do so as long as the state of emergency remains active or state or local officials continue to impose or recommend measures to promote social distancing. Furthermore, the legislative body is required to place an item on their agenda each month to vote to continue holding meetings virtually.

- A. Motion by_____, second by_____, to hold the January 10, 2023, Regular Personnel Commission meeting and any other meetings scheduled in the next 30 days, virtually.

DISCUSSION/INFORMATION ITEMS (See Supplements)

13. PENDING GRIEVANCES BETWEEN SDUHSD AND CSEA

This item was placed on the agenda at the request of CSEA. It was also on the November agenda.

Public Comments, if any

14. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments, if any

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

15. CORRESPONDENCE

Public Comments, if any

16. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, January 11, 2023, at 3:30 P.M. Please note, this meeting may be held virtually.

17. ADJOURNMENT

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

Regular Meeting Minutes

3:30 PM, November 8, 2022

Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:35 p.m. by Commission Chair JOHN BAIRD.

2. PLEDGE OF ALLEGIANCE

Commissioner Baird led the pledge of allegiance.

Personnel Commissioners in Attendance

John Baird

Jeff Charles

Justin Cunningham

Personnel Commission Staff in Attendance

Susan Dixon, Director

Barbara Bass, Human Resource Analyst

Jennifer Laity, Human Resources Technician

3. APPROVAL OF THE AGENDA FOR THE NOVEMBER 8, 2022, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve the agenda for the November 8, 2022 Personnel Commission Regular Meeting.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

4. APPROVAL OF THE MINUTES OF THE OCTOBER 11, 2022, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the minutes of the October 11, 2022, Personnel Commission Regular Meeting.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

5. PUBLIC COMMENTS ON NON-AGENDA ITEMS

No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission 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 the commission, or the body itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the commission at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.

- A. California School Employees Association – *Carlos Magana advised that CSEA negotiations started this month.*
- B. San Dieguito Union High School District – *Tina Peterson commented that the district is collaborating with the union in all aspects.*
- C. Public – *No comments.*

ACTION ITEMS-(See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments-None

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve an Eligibility List for Administrative Assistant III, SR42, Open/Promotional-Dual Certification, effective 10/10/22, eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- B. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated 10/10/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- C. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve a Merged Eligibility List for Student Support Facilitator, SR39, Open/ Promotional-Dual Certification, updated 10/10/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

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- D. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Transportation Dispatcher, SR41, Promotional Only, effective 10/11/22, eligibility valid for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- E. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated 10/20/22, eligibility valid for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- F. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for HVAC Technician, SR49, Open/ Promotional-Dual Certification, effective 10/21/22, eligibility valid for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- G. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/ Promotional-Dual Certification, updated 10/24/22, individual eligibility valid for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

- H. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Nutrition Services Assistant II, SR 27, Open/Promotional-Dual Certification, effective 11/10/22, individual eligibility valid for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

7. ELIGIBITLY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments - None

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Director of Classified Personnel, Management, Group 5, SR2, Open/Promotional-Dual Certification.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

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- B. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Receptionist, SR32, Open/Promotional-Dual Certification.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

 - C. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Interpreter for the Deaf and Hard-of-Hearing, SR60, Open/Promotional-Dual Certification.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

 - D. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Plumber, SR49, Open/Promotional-Dual Certification.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

 - E. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Maintenance Supervisor, Supervisory SR9, Open/Promotional-Dual Certification.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

 - F. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Transportation Operations Supervisor, Supervisory SR6, Open/Promotional-Dual Certification.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

8. CLASSIFICATION REVIEWS

Please note this item was on the October agenda; however, it was deferred while additional salary information was gathered. The job description was approved.
Public comments – Carmen Blum expressed concern that internal alignment for this classification was not considered. Susan Dixon shared that internal alignment was considered and briefly explained the Classification Review process.

- A. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to recommend to the SDUHSD Board of Trustees allocating the classification of Bilingual Parent/Community Liaison to Range 36 of the Classified Salary Schedule.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

9. ASSEMBLY BILL 361/SPECIAL MEETING SCHEDULE

Public Comments- None

AB 361 provides an option to potentially extend the ability to conduct virtual public meetings. The bill specifies that if a legislative body would like to meet remotely, it must determine, by majority vote, whether as a result of the state of emergency, meeting in person would present imminent risks to the health or safety of attendees. The extension is in effect until January 1, 2024. If a legislative body votes to continue virtual meetings, it can only do so as long as the state of emergency remains active or state or local officials continue to impose or recommend measures to promote social distancing. Furthermore, the legislative body is required to place an item on their agenda each month to vote to continue holding meetings virtually.

A. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to hold the December 13, Regular Personnel Commission meeting (and any other meetings scheduled in the next 30 days – *this was amended to be omitted*) virtually.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

B. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to primarily schedule a special meeting of the Personnel Commission on November 28, 2022 at 10:00 a.m. for the Director of Classified Personnel interview. If candidates cannot be there a secondary date on November 30, 2022 at 1:00 p.m. would be scheduled. *This motion was amended. Jeff Charles recommended having 9B before 9A on future agendas. The commissioners agreed.*

10. PENDING GRIEVANCES BETWEEN SDUHSD AND CSEA.

This item was placed on the agenda at the request of CSEA.

Public Comments - Carlos Magana shared that he emailed documentation on the day of the PC Meeting at 2:45 p.m. to the Director of Personnel Commission and the Commissioners. Mr. Magana requested the support of the Commissioners regarding the grievances. Octavio Hernandez requested that the Commissioners review his personal grievances and voiced concern regarding the time it is taking for them to be resolved. Commissioner Justin Cunningham informed CSEA that grievances are not in the Commissioners purview and explained the Commissioners' duties. Commissioner John Baird directed CSEA to go directly to the California Public Employment Relations Board if there have been unfair labor practices and the law has been violated.

11. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments- None

A. Vacancy Report – *None*

B. Personnel List Report - *None*

C. Other- *None*

12. CORRESPONDENCE

Public Comments- Susan Dixon shared details about the upcoming CSPCA Annual Conference that it being held in Long Beach.

13. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, December 13, 2022, at 3:30 P.M. Please note, this meeting will be held virtually.

14. CLOSED SESSION

Public Comments – None

A. Director of classified Personnel examination review.

The commission convened to closed session at 5:19 P.M.

15. RECONVENE TO OPEN SESSION

Report of action taken during closed session.

A. Director of Classified Personnel examination review.

The commission reconvened to open session at 5:59 P.M.

John Baird reported that no action was taken.

16. ADJOURNMENT – 6:00 P.M.

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

Special Meeting Minutes

10:00 A.M., November 28, 2022
Pacific Trails Middle School Conference Room

SPECIAL MEETING/OPEN SESSION

1. CALL TO ORDER
The meeting was called to order at 10:16 A.M. by Commission Chair JOHN BAIRD
2. PLEDGE OF ALLEGIANCE
Commissioner Baird led the pledge of allegiance.
Personnel Commissioners in Attendance
John Baird
Jeff Charles
Justin Cunningham
Personnel Commission Staff in Attendance
Susan Dixon, Director
Jennifer Laity, Human Resources Technician
3. APPROVAL OF THE AGENDA FOR THE NOVEMBER 28, 2022, PERSONNEL COMMISSION SPECIAL MEETING.
Public Comments, None
It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve the agenda for the November 28, 2022, Personnel Commission Special Meeting.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
4. CLOSED SESSION -
The commission convened into closed session at 10:18 A.M. per provisions of California Government Code Section 54950
Public Comments, None
A. Public Employment - Interviews for the Director of Classified Personnel

5. RECONVENE TO OPEN SESSION

A. Report of action taken in closed session

Commissioner Baird reported that there was a motion and a second to move a candidate forward for the selection of the Director of Classified Personnel.

Director Dixon was instructed to begin the process of hiring that employee.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

6. ASSEMBLY BILL 361/SPECIAL MEETING DATE SCHEDULED

Public comments, None

AB 361 provides an option to potentially extend the ability to conduct virtual public meetings. The bill specifies that if a legislative body would like to meet remotely, it must determine, by majority vote, whether as a result of the state of emergency, meeting in person would present imminent risks to the health or safety of attendees. The extension is in effect until January 1, 2024. If a legislative body votes to continue virtual meetings, it can only do so as long as the state of emergency remains active or state or local officials continue to impose or recommend measures to promote social distancing. Furthermore, the legislative body is required to place an item on their agenda each month to vote to continue holding meetings virtually.

A. Motion by _____, second by _____, to have a special meeting on a mutually agreed upon date if necessary to finalize the selection of the Director of Classified Personnel.

The commissioners agreed to strike 6. A. from the agenda.

B. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to hold the December 13, 2022, Regular Personnel Commission meeting and any other meetings scheduled in the next 30 days, virtually.

7. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, December 13, 2022, at 3:30 P.M. Please note, this meeting will be held virtually.

8. ADJOURNMENT-12:23 P.M.

San Dieguito Union High School District
Personnel Commission

Instructional Assistant Sp Ed

Eligibility List - Continuous Filing

Open/Promo-Dual Certification

Updated Date: 11/10/2022 *Please note: Individual eligiblity is valid for 6 months.
Scores are merged each time the exam is administered.*

Applicant ID	Rank	Expiration Date	Source
6927708	1	3/6/2023	Open
5482027	2	3/6/2023	Open
6591719	3	4/20/2023	Open
6982207	4	5/10/2023	Open

S. Dixon

San Dieguito Union High School District
Personnel Commission

Receptionist

Eligibility List - Merged
Open/Promo-Dual Certification

Updated Date: 11/18/2022 *Please note: Individual eligiblity is valid for 6 months.
Scores are merged each time the exam is administered.*

Applicant ID	Rank	Expiration Date	Source
6464373	1	1/11/2023	Promo
3198675	2	5/18/2023	Promo
3571736	3	3/9/2023	Open
2011976	4	5/18/2023	Open
6747327	4	3/9/2023	Open
6224418	5	1/11/2023	Open
6330167	6	5/18/2023	Open
1518611	7	3/9/2023	Promo
6913399	8	3/9/2023	Open

S. Dixon

San Dieguito Union High School District
Personnel Commission

Human Resources Technician
Eligibility List
Open/Promo-Dual Certification

Effective Date: 11/18/2022

Applicant ID	Rank	Expiration Date	Source
2579180	1	5/18/2023	Promo
2820362	2	5/18/2023	Promo
6224418	3	5/18/2023	Open

S. Dixon

San Dieguito Union High School District
Personnel Commission

Human Resources Specialist
Eligibility List
Open/Promo-Dual Certification

Effective Date: 11/21/2022

Applicant ID	Rank	Expiration Date	Source
6928990	1	5/21/2023	Open

S. Dixon

San Dieguito Union High School District
Personnel Commission

Director of Classified Personnel
Eligibility List
Open/Promo-Dual Certification

Effective Date: 11/21/2022

Applicant ID	Rank	Expiration Date	Source
6985859	1	5/21/2023	Open
6983030	1	5/21/2023	Open

S. Dixon



Board of Trustees
 Michael Allman
 Julie Bronstein
 Maureen "Mo" Muir
 Katrina Young

Interim Superintendent
 Ms. Tina Douglas

710 Encinitas Boulevard, Encinitas, CA 92024
 Telephone (760) 753-6491
 www.sduhsd.net

Classified Personnel Commission
 John Baird, Commissioner
 Jeff Charles, Commissioner
 Justin Cunningham, Commissioner
 Susan Dixon, Director

Classification Review Report	
Classification	Grounds Maintenance Worker I Grounds Maintenance Worker II
Classification Type	Classified
Salary Range	35 39
Submission to Classification Advisory Committee	December 6, 2022
Submission to Personnel Commission	December 13, 2022
Agenda Item	Classification Reviews

Background Information

Personnel Commission staff worked with the Director of Maintenance & Operations to update the job description for both Grounds Maintenance Worker I and II. The description for the Grounds Maintenance Worker II position was updated in 2020. At that time, the description for the Grounds Maintenance Worker I was not updated because the district thought that classification would be phased out through attrition. The organizational structure and distribution of work in the grounds unit at this time is such that the Grounds Maintenance Worker I assignment will be used for the foreseeable future.

Sources of Information

Director of Maintenance & Operations, Ted Norman
 Comparable districts in San Diego County

Salary Compensation Review

Our standard practice when making salary recommendations is to identify comparable classifications among comparison school districts to determine the market rate of pay. When reviewing salary allocation, the minimum and maximum of the comparison ranges have been presented to see whether the district is competitive.

Grounds Maintenance Worker I

District	Salary Range	Title	Minimum	Maximum
Carlsbad USD				
Escondido UHSD				
Escondido USD	30	Grounds Maint. Worker I	\$19.05	\$23.16

Grossmont UHSD				
Mira Costa CC				
Oceanside	18	Groundskeeper I	\$18.06	\$23.08
Poway USD	26	Groundskeeper I	\$19.67	\$23.96
Ramona	19	Groundskeeper I	\$17.29	\$21.03
San Marcos	24	Groundskeeper I	\$19.07	\$24.30
SDCOE				
Sweetwater UHSD				
Vista				
Average Salary			\$18.63	\$23.11
SDUHSD	35		\$19.53	\$26.17

Grounds Maintenance Worker II

District	Salary Range	Title	Minimum	Maximum
Carlsbad USD	18	Grounds Maint. Worker	\$20.74	\$25.20
Escondido UHSD	22	Groundskeeper	\$17.75	\$22.65
Escondido USD	32	Grounds Maint. Worker II	\$20.02	\$24.33
Grossmont UHSD	43	Gardener	\$24.07	\$30.60
Mira Costa CC	15	Gardener/Groundskeeper	\$26.60	\$32.45
Oceanside	20	Groundskeeper II	\$18.88	\$24.15
Poway USD	29	Groundskeeper II	\$21.18	\$25.80
Ramona	22	Groundskeeper II	\$18.47	\$22.47
San Marcos	30	Groundskeeper II	\$19.96	\$25.51
SDCOE				
Sweetwater UHSD	50	Gardener	\$21.36	\$26.28
Vista	43	Grounds Maint. Worker	\$18.49	\$24.87

Average Salary			\$20.68	\$25.85
SDUHSD	39		\$21.55	\$28.89

Recommendation

It is recommended the job descriptions for the classifications of Grounds Maintenance Worker I & II be updated as proposed.

Based on the salary of comparison districts, there is no recommendation for salary range reallocation.

Vote by Committee Members:

Vote	Member	Vote	Member
Yes	Wayne Baldwin, CSEA		Vacant, Admin
Yes	Becca Cheesman, CSEA	Absent	Marley Nelms, Admin
Yes	Margy Lara, CSEA	Absent	Tina Peterson, Admin

CLASSIFIED

GROUNDS MAINTENANCE WORKER I

OVERALL JOB PURPOSE STATEMENT/JOB SUMMARY

~~Under the day to day work coordination of a Lead Grounds Maintenance Worker, the job of~~The Grounds Maintenance Worker I ~~is performing~~performs entry-level general grounds maintenance and gardening duties at District sites; ~~and applying~~applies horticultural practices and techniques for maintenance of plants and ~~for~~ beautification of grounds.

DISTINGUISHING CHARACTERISTICS

~~This job is distinguished from similar jobs by the following characteristics: The Grounds Maintenance Worker I performs entry level general grounds maintenance and gardening duties. Incumbents are responsible for receiving instructions and carrying out assignments. They are usually assigned to work crews or to assist a Grounds Maintenance Worker II.~~

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Grounds Maintenance Worker I 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,); plants, cultivates, transplants, mows, weeds, edges, fertilizes, and waters lawns, trees, shrubs, and flowers.
- ~~Cleans grounds and landscaped areas and related spaces (e.g. storm drains, rain gutters) for the purpose of preventing flooding, removing hazards.~~
- ~~Maintains/installs various types of landscaping (e.g. lawns, shrubbery, flowers, ground cover, etc.) 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 storm water 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.
- May prepare logs and maintain 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.
- 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.
- ~~Maintains grounds keeping equipment (e.g. hedgers, chain saws, blowers, mixers, etc.) for the purpose of ensuring availability of equipment in a safe operating condition.~~
- ~~Assists Grounds Maintenance Worker II for the purpose of accomplishing~~to complete a variety of tasks ~~as assigned~~ such as applying asphalt cold patch , pouring concrete, or installing and

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GROUNDS MAINTENANCE WORKER I

maintaining fences.

- ~~Communicates with supervisor, principals, coaches, athletic directors, students and public for the purpose of carrying out assignments, answering questions and providing information about work in progress.~~ Interacts with principals, coaches, athletic directors, students and public when carrying out assignments, answering questions and providing information about work in progress.
- Uses common technology such as email, computer devices (e.g., tablets), and software applications used for recordkeeping and automation.
- Assists in the performance of other job-related duties as assigned ~~for the purpose of accomplishing organizational goals.~~

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF:

- ~~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:~~
- 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.
- Common technology such as email, devices such as laptops and tablets, and software used in grounds maintenance for record keeping and automation.

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.

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GROUNDS MAINTENANCE WORKER I

- Understand and follow oral and written directions.
- Prepare accurate records and logs.
- Use common technology such as email, devices such as laptops and tablets, and software used in grounds maintenance for record keeping and automation.

SKILLS to perform multiple, non-technical tasks using existing skills. 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 schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. In working with others, problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting 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 supervision of the Lead Grounds Maintenance Worker using standardized procedures; providing information and/or advising 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 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. Entry-level experience in grounds maintenance, preferably in a school, industrial, or commercial setting where basic knowledge of methods, materials and equipment used in grounds maintenance has been acquired. Experience operating equipment and tools in grounds maintenance.

DISTINGUISHING CHARACTERISTICS

Grounds Maintenance Worker I is a classification within the Grounds Maintenance series. The Grounds Maintenance Worker I performs entry-level general grounds maintenance and gardening duties.

Differentiation between Grounds Maintenance Worker I and the position above it is distinguished as follows:

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

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GROUND MAINTENANCE WORKER I

small and medium-sized power and hand tools.

REQUIRED TESTING

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

CERTIFICATES

Valid California Class C Driver's License; California DMV Driver's Record report. The report is required when an applicant applies for a Grounds Maintenance Worker I job and must be dated within 30 days of the job application. An applicant's driving history must comply with district driving standards as specified in the DMV Employee Pull Notice program below.

Employees hired in this classification will be enrolled in the DMV Employee Pull Notice program. The district will receive a Driver's 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 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.

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.

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 requires the following physical demands:

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)

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Seldom	Lifting and carrying up to 50 lbs. at knee height, up to 15 feet, reach 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
Occasionally	Lifting up to 50 lbs. at knee and also at waist height up to 15 feet, fingering/fine manipulation, reach at shoulder level
Occasionally/Frequently	Handling/simple grasping; using hand controls
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; carrying using hand controls
Occasionally/Frequently/Continuously	Walking, handling/simple grasping; Pushing-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 and machinery, walk on uneven ground, tolerate exposure to dust, gas, fumes, noise (required to wear ear protection), vibration, extremes in temperature and humidity, biohazard materials such as sewage; work at heights.

~~EXPERIENCE~~

~~High School diploma or equivalent. Work in the grounds maintenance field where knowledge of methods, materials, tools and equipment used in grounds maintenance has been acquired.~~

~~EDUCATION~~

~~High School diploma or equivalent.~~

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Grounds Maintenance Worker I performs entry level general grounds maintenance and gardening duties. Incumbents are responsible for receiving instructions and carrying out assignments. They are usually assigned to work crews or to assist a Grounds Maintenance Worker II.

GROUNDS MAINTENANCE WORKER I

JOB SUMMARY

The Grounds Maintenance Worker I performs entry-level general grounds maintenance and gardening duties at District sites and applies horticultural practices and techniques for maintenance of plants and beautification of grounds.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Grounds Maintenance Worker I 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,); plants, cultivates, transplants, mows, weeds, edges, fertilizes, and waters lawns, trees, shrubs, and flowers.
- 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.
- May prepare logs and maintain 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.
- 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.
- Assists Grounds Maintenance Worker II to complete a variety of tasks such as applying asphalt cold patch, pouring concrete, or installing and maintaining fences.
- Interacts with principals, coaches, athletic directors, students and public when carrying out assignments, answering questions and providing information about work in progress.
- Uses common technology such as email, computer devices (e.g., tablets), and software applications used for recordkeeping and automation.
- 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.

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- Chemicals used in grounds maintenance.
- Basic math, including calculations using fractions, percent and ratios.
- Common technology such as email, devices such as laptops and tablets, and software used in grounds maintenance for record keeping and automation.

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.
- Use common technology such as email, devices such as laptops and tablets, and software used in grounds maintenance for record keeping and automation.

EDUCATION AND EXPERIENCE

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

DISTINGUISHING CHARACTERISTICS

Grounds Maintenance Worker I is a classification within the Grounds Maintenance series. The Grounds Maintenance Worker I performs entry-level general grounds maintenance and gardening duties.

Differentiation between Grounds Maintenance Worker I and the position above it is distinguished as follows:

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.

GROUNDS MAINTENANCE WORKER I

REQUIRED TESTING

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

CERTIFICATES

Valid California Class C Driver's License; California DMV Driver's Record report. The report is required when an applicant applies for a Grounds Maintenance Worker I job and must be dated within 30 days of the job application. An applicant's driving history must comply with district driving standards as specified in the DMV Employee Pull Notice program below.

Employees hired in this classification will be enrolled in the DMV Employee Pull Notice program. The district will receive a Driver's 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 height, up to 15 feet, reach 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
Occasionally	Lifting and carrying up to 40 lbs. up to 100 feet, carrying up to 50 lbs. up

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Occasionally/Frequently to 10 feet; reach below shoulder level; twisting; using hand controls
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's license, work near hazardous equipment and machinery, walk on uneven ground, tolerate exposure to dust, gas, fumes, noise (required to wear ear protection), vibration, extremes in temperature and humidity, biohazard materials such as sewage; work at heights.

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GROUNDS MAINTENANCE WORKER II

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.
- Uses common technology such as email, computer devices (e.g., tablets), and software applications used for recordkeeping and automation.
- Assists in the performance of other job-related duties as assigned.

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GROUNDS MAINTENANCE WORKER II

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.
- Common technology such as email, devices such as laptops and tablets, and software used in grounds maintenance for record keeping and automation.

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.
- Use common technology such as email, devices such as laptops and tablets, and software used in grounds maintenance for record keeping and automation.

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

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GROUNDS MAINTENANCE WORKER II

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-; California DMV Driver's Record report. The report is required when an applicant applies for a Grounds Maintenance Worker II job and must be dated within 30 days of the job application. An applicant's driving history must comply with district driving standards as specified in the DMV Employee Pull Notice program below.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

GROUNDS MAINTENANCE WORKER II

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; 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.

GROUNDS MAINTENANCE WORKER II

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.
- Uses common technology such as email, computer devices (e.g., tablets), and software applications used for recordkeeping and/or automation.
- Assists in the performance of other job-related duties as assigned.

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GROUNDS MAINTENANCE WORKER II

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.
- Common technology such as email, devices such as laptops and tablets, and software used in grounds maintenance for record keeping and automation.

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.
- Use common technology such as email, devices such as laptops and tablets, and software used in grounds maintenance for record keeping and automation.

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

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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; California DMV Driver's Record report. The report is required when an applicant applies for a Grounds Maintenance Worker II job and must be dated within 30 days of the job application. An applicant's driving history must comply with district driving standards as specified in the DMV Employee Pull Notice program below.

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.

CLASSIFIED

GROUNDS MAINTENANCE WORKER II

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; 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.



Board of Trustees
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Classified Personnel Commission
 John Baird, Commissioner
 Jeff Charles, Commissioner
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 Susan Dixon, Director

Classification Review Report	
Classification	Transportation Operations Supervisor
Classification Type	Classified Supervisory
Salary Range	Supervisory 6
Submission to Classification Advisory Committee	December 6, 2022
Submission to Personnel Commission	December 13, 2022
Agenda Item	Classification Reviews

Background Information

Personnel Commission staff worked with the Director of Transportation to update the job description for Transportation Operations Supervisor. The description has not been updated since it was established in 1995. Although the role of classification has not changed significantly since it was first established, the format, wording and minimum qualifications have been updated substantially.

Sources of Information

Director of Transportation, Antonio Perez
 Comparable districts in San Diego County

Salary Compensation Review

Our standard practice when making salary recommendations is to identify comparable classifications among comparison school districts to determine the market rate of pay. When reviewing salary allocation, the minimum and maximum of the comparison ranges have been presented to see whether the district is competitive.

Grounds Maintenance Worker I

District	Salary Range	Title	Minimum	Maximum
Carlsbad USD		NA		
Escondido UHSD	34	Transportation Operations Supervisor (Exempt)		
Escondido USD		NA		
Grossmont UHSD	77	Supervisor, Transportation	\$77,111	\$98,416

Mira Costa CC		NA		
Oceanside		NA		
Poway USD	27	Transportation Operations Supervisor	\$78,420	\$92,256
Ramona	19	NA, director is lower		
San Marcos	24	NA		
SDCOE		NA		
Sweetwater UHSD	9	Transportation Operations Supervisor	\$76,716	\$91,584
Vista	64	Transportation Operations Supervisor	\$64,725	\$87,048
Average Salary			\$74,243	\$92,326
SDUHSD	Supervisory 6	Transportation Operations Supervisor	\$82,534	\$98,176

Recommendation

It is recommended the job description for the classification of Transportation Operations Supervisor be updated as proposed.

Based on the salary of comparison districts, there is no recommendation for salary range reallocation.

Vote by Committee Members:

Vote	Member	Vote	Member
Yes	Wayne Baldwin, CSEA		Vacant, Admin
Yes	Becca Cheesman, CSEA	Absent	Marley Nelms, Admin
Yes	Margy Lara, CSEA	Absent	Tina Peterson, Admin

CLASSIFIED

TRANSPORTATION OPERATIONS SUPERVISOR

BASIC FUNCTION

JOB SUMMARY

Under the direction of the Director of Transportation, the Transportation Operations Supervisor assists in planning, organizing and supervising day-to-day transportation bussing operations and services; coordinates student transportation with District and school administrators; and supervises and evaluates assigned employees.

DISTINGUISHING CHARACTERISTICS

~~This single position class assists the Transportation Director and is assigned supervisory responsibilities over dispatcher, driver and bus attendant positions in the planning, organizing and directing of day to day dispatching and bussing operations in the Transportation Department. This class differs from the Transportation Dispatcher in that the latter assists in planning and coordinating bus routes and schedule and dispatches drivers and vehicles according to established schedules. This Transportation Operations Supervisor class differs from that of Transportation Director in that the latter plans, organizes and directs the district's overall transportation programs and services for a cooperative of five local school districts.~~

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Transportation Operations Supervisor may perform any combination of the following:

- Assist the Director of Transportation in planning, organizing and directing the day-to-day activities of transportation services operations such as bussing and dispatching
- Supervise the regular bus program and coordinate both regular and special education transportation programs;
- Supervise the preparation of studies of traffic conditions, pupil load and pupil distribution studies and make adjustments in operational routines as necessary. ~~(leave as one paragraph? in other words, the duties above are all "Assist the Director in...")~~
- Communicate with District personnel, parents and the public regarding the District's transportation system; provide information, respond to complaints and resolve issues.
- Supervise the planning of bus routes and schedules and the assignment of drivers to routes and buses according to applicable policies and contract provisions and as needed in unexpected circumstances; coordinate with site administrators regarding changes in site transportation needs.
- Monitor and supervise bussing operations and activities to provide advice and guidance to staff in order to improve operations.
- As needed, provide direction, instruction and corrective suggestions to drivers regarding proper driving techniques and work methods that comply with policies, procedures and practices of the department and applicable State codes.
- Assist bus drivers in maintaining orderly school bus environment; assure discipline is implemented as necessary.
- Supervise the coordination and scheduling of field trip transportation and assign drives to field trip responsibilities in accordance with applicable policies and contract provision.
- Supervise and evaluate assigned employees; assist in the selection, discipline and termination of dispatchers, drivers and school bus attendants.

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CLASSIFIED

TRANSPORTATION OPERATIONS SUPERVISOR

- Prepare and maintain a variety of records including average daily attendance, bus trip data, driver route assignment and other related information; operate a computer terminal and printer.
- ~~Perform other related duties as assigned.~~
- Monitor assigned activities, operations and/or program components such as student records, attendance, and budget expenditures.
- Prepare and processes program-related information and transactions.
- ~~Perform other job-related duties as assigned.~~

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

~~KNOWLEDGE AND ABILITIES~~

~~KNOWLEDGE of provisions of the California Motor Vehicle Code and the Education Code applicable to the operation of vehicles in the transporting of students. Safe driving practices. Principles of efficient and economical bus routing techniques and scheduling of employees. Rules and regulations affecting school district transportation department.~~

~~Geographic and topographic characteristics of community served by the District. Principles of dispatching and scheduling of school buses. Training, supervision and evaluation techniques. Record-keeping techniques.~~

KNOWLEDGE OF:

- Provisions of the California Motor Vehicle Code and the Education Code applicable to the operation of vehicles in the transporting of students.
- Safe driving practices.
- Principles of efficient and economical bus routing techniques and scheduling of employees.
- Rules and regulations affecting school district transportation department.
- Geographic and topographic characteristics of community served by the District.
- Principles of dispatching and scheduling of school buses.
- Training, supervision and evaluation techniques.
- ~~Record-Record~~-keeping techniques.

~~ABILITY to supervise day-to-day public school busing operations. Plan, organize, evaluate, supervise the work of subordinates. Dispatch and schedule bus drivers. Maintain records and prepare written and oral reports. Work with the public concerning scheduling of school bus routes. Supervise the development and scheduling of efficient bus route systems. Coordinate schedules and assignments. Make arithmetic calculations quickly and accurately. Work independently with little direction. Establish and maintain effective working relationships with others. Analyze situations accurately and adopt an effective course of action. Meet schedules and time lines. Plan and organize work. Maintain records and prepare reports. Read, interpret and follow rules, regulations, policies and procedures. Communicate effectively both orally and in writing. Operate a computer terminal and printer.~~

ABILITY TO:

- Supervise day-to-day public school busing operations.
- Plan, organize, evaluate, supervise the work of subordinates.
- Dispatch and schedule bus drivers.

CLASSIFIED

TRANSPORTATION OPERATIONS SUPERVISOR

- Maintain records and prepare written and oral reports.
- Work with the public concerning scheduling of school bus routes.
- Supervise the development and scheduling of efficient bus route systems.
- Coordinate schedules and assignments.
- Make arithmetic calculations quickly and accurately.
- Work independently with little direction.
- Establish and maintain effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.
- Maintain records and prepare reports.
- Read, interpret and follow rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- ~~Operate a computer terminal and printer.~~ Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.

EDUCATION AND EXPERIENCE

~~Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.~~

High school diploma or equivalent. Three years of student transportation experience including experience as a school bus driver and scheduling and/or dispatching school buses on fixed and variable route assignments. Experience in a lead or supervisory capacity is desirable. Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

DISTINGUISHING CHARACTERISTICS

The Transportation Operations Supervisor assists the Transportation Director in the planning, organizing and directing of day-to-day dispatching and bussing operations in the Transportation Department and ~~is~~ supervises the Transportation Router-Scheduler, Transportation dispatcher/Dispatcher, School Bus driver/Driver and School bus-Bus attendant/Attendant positions. ~~in the planning, organizing and directing of day-to-day dispatching and bussing operations in the Transportation Department.~~

~~This class differs from the Transportation Dispatcher in that the latter—Differentiation between the Transportation Operations Supervisor and positions above and below are distinguished as follows:~~

~~The Transportation Director plans, organizes and directs the district's overall transportation programs and services for a cooperative of five local school districts.~~

~~The Transportation Router-Scheduler designs and schedules new and ongoing bus routes and field trips, assists in planning and coordinating bus routes and schedule and dispatches drivers and vehicles according to established schedules. This Transportation Operations Supervisor class differs from that of Transportation Director in that the latter plans, organizes and directs the district's overall transportation programs and services for a cooperative of five local school districts.~~

CLASSIFIED

TRANSPORTATION OPERATIONS SUPERVISOR

~~REQUIRED TESTING~~

~~Drug/Alcohol initial screening and ongoing D.O.T. random screening program.
District pre-employment Medical Exam~~

REQUIRED TESTING

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

CERTIFICATES & LICENSES

~~Valid and current Class B or Class A California Driver's License, and proof of good driving record (DMV H6)~~

~~Valid and current California School Bus Driver's Certificate~~

~~Valid Medical Examiners Certificate Form DL 51a~~

~~CPR/First Aid Certificate~~

LICENSES AND OTHER REQUIREMENTS--this is what is listed on School Bus Driver--not sure about #5

- 1) California Commercial Driver License, Class A or B, with P and S endorsements, with Restriction 29, and without Restriction 48.
- 2) California Special Driver Certificate, valid for school bus operation, and must not have Restrictions 2, 3, 4, and 5. If Restriction 6 is indicated, must present a First Aid Card from an approved provider list (obtain list from SDUHSD Human Resources Department).
- 3) Medical Examiner's Certificate with a valid date.
- 4) CA DMV K4 Driver Report dated within 30 days of application.
- 5) Current T-01 card.
- 6) Valid CPR and First Aid Certificates

REQUIRED TESTING

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

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)

CLASSIFIED

TRANSPORTATION OPERATIONS SUPERVISOR

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 Occasionally	pushing and pulling, reach above shoulder, reach at shoulder 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 staff 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

TRANSPORTATION OPERATIONS SUPERVISOR

JOB SUMMARY

Under the direction of the Director of Transportation, the Transportation Operations Supervisor assists in planning, organizing and supervising day-to-day transportation bussing operations and services; coordinates student transportation with District and school administrators; and supervises and evaluates assigned employees.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Transportation Operations Supervisor may perform any combination of the following:

- Assist the Director of Transportation in planning, organizing and directing the day-to-day activities of transportation services operations such as bussing and dispatching.
- Supervise the regular bus program and coordinate both regular and special education transportation programs.
- Supervise the preparation of traffic condition, pupil load and pupil distribution studies and make adjustments in operational routines as necessary. Communicate with District personnel, parents and the public regarding the District's transportation system; provide information, respond to complaints and resolve issues.
- Supervise the planning of bus routes and schedules and the assignment of drivers to routes and buses according to applicable policies and contract provisions and as needed in unexpected circumstances; coordinate with site administrators regarding changes in site transportation needs.
- Monitor and supervise bussing operations and activities to provide advice and guidance to staff in order to improve operations.
- As needed, provide direction, instruction and corrective suggestions to drivers regarding proper driving techniques and work methods that comply with policies, procedures and practices of the department and applicable State codes.
- Assist bus drivers in maintaining orderly school bus environment; assure discipline is implemented as necessary.
- Supervise the coordination and scheduling of field trip transportation and assign drives to field trip responsibilities in accordance with applicable policies and contract provision.
- Supervise and evaluate assigned employees; assist in the selection, discipline and termination of dispatchers, drivers and school bus attendants.
- Prepare and maintain a variety of records including average daily attendance, bus trip data, driver route assignment and other related information; operate a computer terminal and printer.
- Monitor assigned activities, operations and/or program components such as student records, attendance, and budget expenditures.
- Prepare and processes program-related information and transactions.
- Perform other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Provisions of the California Motor Vehicle Code and the Education Code applicable to the operation of vehicles in the transporting of students.

TRANSPORTATION OPERATIONS SUPERVISOR

- Safe driving practices.
- Principles of efficient and economical bus routing techniques and scheduling of employees.
- Rules and regulations affecting school district transportation department.
- Geographic and topographic characteristics of community served by the District.
- Principles of dispatching and scheduling of school buses.
- Training, supervision and evaluation techniques.
- Record-keeping techniques.

ABILITY TO:

- Supervise day-to-day public school busing operations.
- Plan, organize, evaluate, supervise the work of subordinates.
- Dispatch and schedule bus drivers.
- Maintain records and prepare written and oral reports.
- Work with the public concerning scheduling of school bus routes.
- Supervise the development and scheduling of efficient bus route systems.
- Coordinate schedules and assignments.
- Make arithmetic calculations quickly and accurately.
- Work independently with little direction.
- Establish and maintain effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.
- Maintain records and prepare reports.
- Read, interpret and follow rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.

EDUCATION AND EXPERIENCE

High school diploma or equivalent. Three years of student transportation experience including experience as a school bus driver and scheduling and/or dispatching school buses on fixed and variable route assignments. Experience in a lead or supervisory capacity is desirable. Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

DISTINGUISHING CHARACTERISTICS

The Transportation Operations Supervisor assists the Transportation Director in the planning, organizing and directing of day-to-day dispatching and bussing operations in the Transportation Department and supervises the Transportation Router-Scheduler, Transportation Dispatcher, School Bus Driver and School Bus Attendant positions.

Differentiation between the Transportation Operations Supervisor and positions above and below are distinguished as follows:

The Transportation Director plans, organizes and directs the district's overall transportation programs.

CLASSIFIED

TRANSPORTATION OPERATIONS SUPERVISOR

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 staff 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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Classified Personnel Commission
 John Baird, Commissioner
 Jeff Charles, Commissioner
 Justin Cunningham, Commissioner
 Susan Dixon, Director

2023 Personnel Commission Regular Meeting Schedule

Date
January 10, 2023
February 14, 2023 * 5 weeks
March 14, 2023
April 11, 2023
May 9, 2023
June 13, 2023 * 5 weeks
July 11, 2023
August 8, 2023
September 12, 2023 * 5 weeks
October 10, 2023
November 14, 2023 * 5 weeks
December 12, 2023

Personnel Commission regular meetings are generally held the second Tuesday of each month at 3:30 P.M. unless otherwise noted. An * indicates a date in which a scheduling conflict exists or a special meeting needs to be scheduled or the meeting needs to be held in-person to adhere to the 30-day limit imposed by AB 361.

64 Approved active requisitions (not including HOLDS and Pending Approvals)						
68 Total Current/pending vacancies in 20 different job classifications						
SITE	SLOT	Position	Hrs/Wk	Hrs/Day	FTE	STATUS
FA C	AK978	Construction Project Manager II	40	8	1.00	Recruitment in progress
PTMS	AJ705	Custodian	40	8	1.00	Recruitment in progress
DNO	AO065	Custodian	40	8	1.00	Recruitment in progress
SDA	AL907	Custodian	40	8	1.00	Recruitment in progress
M&O	AA165	Custodian Floater	40	8	1.00	Recruitment in progress
DO	AL471	Director of Purchasing	40	8	1.00	Recruitment in progress
M&O	AJ703	Grounds Maintenance Worker II	40	8	1.00	Pending approval
M&O	AA198	HVAC Technician	40	8	1.00	Recruitment in progress
TPHS	AM890	Student Health Care Specialist	30	6	0.75	Recruitment in progress
OCMS	AN937	Student Health Care Specialist	30	6	0.75	Recruitment in progress
DO	AN991	Human Resource Specialist	40	8	1.00	Recruitment in progress
LCC	AO042	Interpreter for the the Deaf and Hard-of-Hearing	32.5	6.5	0.81	Recruitment in progress
COAST	AN154	Instructional Assistant - Behavior Intervention	27.5	5.5	0.69	Recruitment in progress
COAST	AI616	Instructional Assistant - Behavior Intervention	27.5	5.5	0.69	Recruitment in progress
TPHS	AN952	Instructional Assistant - Behavior Intervention	30	6	0.75	Recruitment in progress
TPHS	AJ212	Instructional Assistant - Behavior Intervention	30	6	0.75	Recruitment in progress
TPHS	AJ226	Instructional Assistant Special Education	30	6	0.75	Recruitment in progress
OCMS	AJ220	Instructional Assistant Special Education	30	6	0.75	Recruitment in progress
CCA	AA437	Instructional Assistant Special Education	19.5	3.9	0.49	Recruitment in progress
TPHS	AJ266	Instructional Assistant Special Education	30	6	0.75	Recruitment in progress
PTMS	AN548	Instructional Assistant Special Education	30	6	0.75	Recruitment in progress
SDA	AN963	Instructional Assistant Special Education	30	6	0.75	HOLD
SDA	AN961	Instructional Assistant Special Education	30	6	0.75	HOLD
COAST	AN154	Instructional/Personal Care Assistant	27.5	5.5	0.69	Recruitment in progress
COAST	AI375	Instructional/Personal Care Assistant	27.5	5.5	0.69	Recruitment in progress
COAST	AJ156	Instructional/Personal Care Assistant	27.5	5.5	0.69	Pending approval
COAST	AJ674	Instructional/Personal Care Assistant	27.5	5.5	0.69	Recruitment in progress
COAST	AN656	Instructional/Personal Care Assistant	27.5	5.5	0.69	Recruitment in progress
COAST	AN149	Instructional/Personal Care Assistant	27.5	5.5	0.69	Recruitment in progress
COAST	AH436	Instructional/Personal Care Assistant	27.5	5.5	0.69	Recruitment in progress
COAST	AH447	Instructional/Personal Care Assistant	27.5	5.5	0.69	Recruitment in progress
COAST	AD636	Instructional/Personal Care Assistant	27.5	5.5	0.69	Recruitment in progress
COAST	AJ180	Instructional/Personal Care Assistant	27.5	5.5	0.69	Recruitment in progress
FAC	AA205	Maintenance Supervisor	40	8	1.00	Recruitment in progress
DNO	AA226	Nutrition Services Assistant I	17.5	3.5	0.48	Recruitment in progress
DNO	AI917	Nutrition Services Assistant I	12.5	2.5	0.31	Recruitment in progress
DNO	AA223	Nutrition Services Assistant I	17.5	3.5	0.48	Recruitment in progress
OCMS	AF015	Nutrition Services Assistant I	15	3	0.38	Recruitment in progress
CVMS	AI916	Nutrition Services Assistant I	12.5	2.5	0.31	Recruitment in progress
DNO	AJ075	Nutrition Services Assistant I	16.25	3.25	0.41	Recruitment in progress
LCC	AA241	Nutrition Services Assistant I	12.5	2.5	0.31	Recruitment in progress

64 Approved active requisitions (not including HOLDS and Pending Approvals)						
68 Total Current/pending vacancies in 20 different job classifications						
SITE	SLOT	Position	Hrs/Wk	Hrs/Day	FTE	STATUS
OCMS	AN328	Nutrition Services Assistant I	10	2	0.25	Recruitment in progress
SDA	AN339	Nutrition Services Assistant I	15	3	0.38	Recruitment in progress
CVMS	AD298	NSA II	19.5	3.9	0.49	Recruitment in progress
PTMS	AK085	Nutrition Services Supervisor	35	7	0.88	Pending approval
MO	AA211	Plumber	40	8	1.00	Recruitment in progress
LCC	AA083	Receptionist	40	8	1.00	Interviews conducted
TRANS	AA494	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA513	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA531	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA507	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA510	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA515	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AF521	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AJ470	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA514	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AE711	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA516	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA525	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AJ471	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AE717	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA527	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA491	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA495	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA498	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA506	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA512	School Bus Driver	20	4	0.50	Recruitment in progress

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Cruz Vargas, Indira**, Instructional Assistant – Special Education, SR34, 75% FTE, Pacific Trails Middle School, effective 10/04/2022.
2. **Fletes, Carlos**, Student Support Facilitator, SR39, 49% FTE, Diegueno Middle School, effective 10/10/2022.
3. **Liu, Haitian**, Nutrition Services Assistant I, SR25, 31% FTE, Carmel Valley Middle School Café, effective 10/03/2022.
4. **Andrade, Katty**, Campus Supervisor, SR32, 100% FTE, Canyon Crest Middle School, effective 10/20/2022.
5. **St Louis Stevens, Kristyn**, Nutrition Services Operations Supervisor, SR11, 100% FTE, Nutrition Services, effective 11/01/2022.
6. **Galli, Megan**, Student Support Facilitator, SR39, 100% FTE, Torrey Pines High School, effective 09/15/2022.
7. **Luna, Sierra**, Instructional Assistant - Special Education, SR36, 75% FTE, Oak Crest Middle School, effective 10/27/2022.
8. **Hernandez, Joel**, Nutrition Services Transporter II, SR29, 100% FTE, Cafe - Canyon Crest Academy, effective 11/01/2022.
9. **Nicolas, Jenna**, Student Support Facilitator, SR39, 49% FTE, Earl Warren Middle School, effective 11/15/2022.

Change in Assignment

1. **Avonce, Estefany**, Instructional/Personal Care Assistant – Special Education, SR37, 69% FTE, COAST Academy, to Health Technician, SR35, 75% FTE, Earl Warren Middle School, effective 10/24/2022.
2. **Baddad, Nancy**, Instructional Assistant – Special Education (BI), SR36, 75% FTE, Torrey Pines High School, Instructional Assistant – Special Education (BI), SR36, 75% FTE, Pacific Trails Middle School, effective 10/10/2022.
3. **Del Val Gamino, Cristina**, Human Resources Technician, SR42, 100% FTE, District Office, to Information Systems Support Technician, SR44, 100% FTE, District Office, effective 10/17/2022.
4. **Ponce Loza, Alfredo**, Custodian, SR32, 100% FTE, San Dieguito High School Academy, to Custodian, SR32, 100% FTE, Canyon Crest Academy, effective 10/17/2022.
5. **Svolopoulos, Tatiana**, Nutrition Services Production Assistant, SR33, 100% FTE, Canyon Crest Academy Café, to Nutrition Services Supervisor, SR1, 100% FTE, Canyon Crest Academy Café, effective 10/05/2022.
6. **Quasebarth, Suzanne**, Student Healthcare Specialist, SR40, 100% FTE, Torrey Pines High School, to Student Healthcare Specialist, SR40, 75% FTE, Oak Crest Middle School, effective 10/17/2022.
7. **Jaime, Sarah**, School Bus Driver, SR38, 75% FTE, Torrey Pines High School, to Transportation Dispatcher, SR41, 100% FTE, Transportation, effective 10/17/2022.

8. **Limon, Rosemarie**, Nutrition Services Assistant I, SR25, 31% FTE, Cafe-Carmel Valley Middle School, to Nutrition Services Assistant I, SR25, 38% FTE, Cafe-Carmel Valley Middle School, effective 10/27/2022.

Resignation

1. **Cruz, Vargas, Indira**, Instructional Assistant – Special Education, SR34, 75% FTE, Pacific Trails Middle School, effective 10/05/2022.
2. **Malepati, Lakshmi**, Nutrition Services Assistant I, SR25, 31% FTE, Diegueno Middle School, effective 10/06/2022.
3. **Acacio II, Reynaldo**, Instructional Assistant - Special Education, SR34, 75% FTE, Torrey Pines High School, effective 10/11/2022.
4. **Liu, Haitian**, Nutrition Services Assistant I, SR25, 31.25% FTE, Carmel Valley Cafeteria, effective 10/12/2022.
5. **Tapia, Jeffrey**, Plumber, SR49, 100% FTE, Facilities, effective 10/28/2022.
6. **Eberlein, Scott**, School Bus Driver, SR38, 75% FTE, Transportation, effective 11/04/2022.
7. **Quasebarth, Suzanne**, Student Health Care Specialist, SR40, 75% FTE, Oak Crest Middle School, effective 11/04/2022.
8. **Rangel-Paz, Juvencio**, Nutrition Services Transporter I, SR27, 34.38% FTE, Torrey Pines - Cafeteria, effective 10/31/2022 (School Bus Driver Assignment FTE increase - cannot work two assignments).
9. **Ham, David**, Custodian, SR32, 100% FTE, Torrey Pines High School, for the purpose of retirement effective 12/28/2022.
10. **Cruz, Cynthia**, Transportation Operations Supervisor, SR6, 100% FTE, Transportation, for the purpose of retirement effective 12/30/2022.
11. **Kelly, Debra**, Director of Purchasing, Business Services, for the purpose of retirement effective 11/4/2022.

Classified Personnel Supplement

Artist in Residence

1. **Bagheri, Connor**, Oak Crest Middle School, Music, effective 10/17/2022.
2. **Bagheri, Connor**, Digueno Middle School, Music, effective 10/17/2022.
3. **Zheng, Colleen**, La Costa Canyon, Music, effective 10/17/2022.

Athletic Coach

Canyon Crest Walk-On

1. **Allen, Blake**, Boy's Soccer, Junior Varsity Head Coach, effective 10/04/2022.
2. **Bergum, Scott**, Boy's Soccer, Varsity Assistant Coach, effective 10/06/2022.
3. **Blanchette, Jana**, Boy's Basketball, Freshmen Head Coach, effective 10/31/2022.
4. **Carnahan, Erica**, Girl's Basketball, Junior Varsity Head Coach, effective 10/04/2022.
5. **Favor, Matthew**, Girl's Soccer, Varsity Head Coach, effective 10/12/2022.
6. **Gomez Mariscal, Soledad**, Girl's Soccer, Junior Varsity Head Coach, effective 10/28/2022.
7. **Harman, Thomas**, Girl's Basketball, Varsity Head Coach, effective 10/04/2022.

La Costa Canyon Walk-On

1. **Brown, Alexandra**, Cheer - Competitive, Varsity Head Coach, effective 10/03/2022.
2. **Dean, Craig**, Boy's Soccer, Varsity Head Coach, effective 10/05/2022.
3. **Gardocki, Ryan**, Boy's Basketball, Freshmen Head Coach, effective 10/27/2022.
4. **McNeff, Michael**, Girl's Water Polo, Varsity Assistant Coach, effective 10/26/2022.
5. **Meeks, Tomas**, Boy's Basketball, Varsity Assistant Coach, effective 10/24/2022.
6. **Sovacool, Lacey**, Cross Country, Junior Varsity Head Coach, effective 10/05/2022.

San Dieguito Academy Walk-On

1. **Green, Peter**, Boy's Soccer, Varsity Assistant Coach, effective 10/04/2022.
2. **Marron, Rodrigo**, Boy's Soccer, Freshmen Head Coach, effective 10/25/2022.
3. **Reardon, Kelly**, Girl's Basketball, Junior Varsity Head Coach, effective 10/17/2022.
4. **Regan, Greg**, Girl's Soccer, Freshmen Head Coach, effective 10/25/2022.
5. **Williams, Sean**, Girl's Soccer, Junior Varsity Head Coach, effective 10/03/2022.
6. **Zingrebe, Janelle**, Girl's Basketball, Varsity Assistant Coach, effective 10/25/2022.

Torrey Pines Walk-On

1. **Arnett, Taylor**, Girl's Water Polo, Varsity Assistant Coach, effective 10/12/2022.
2. **Dominice, Paulo**, Wrestling, Junior Varsity Assistant Coach, effective 10/28/2022.
3. **Hansford, Martin**, Girl's Soccer, Varsity Head Coach, effective 10/28/2022.
4. **Jimenez, Griffin**, Boy's Basketball, Freshmen Head Coach, effective 10/31/2022.
5. **Lieberg, Jackson**, Girl's Water Polo, Junior Varsity Head Coach, effective 10/07/2022.

Classified Substitutes

1. **Douthit, Corinne**, effective 10/27/2022.
2. **Hernandez, Alejandra**, effective 10/12/2022.