

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

Regular Meeting Agenda

3:30 P.M., February 14, 2023

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.gray@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.gray@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.gray@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., February 14, 2023
Virtual Meeting

MEETING/OPEN SESSION

1. Call to Order Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the February 14, 2023 Personnel Commission Regular Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the agenda for the February 14, 2023, Personnel Commission Regular Meeting.
4. Approval of the Minutes for the January 31, 2023, Personnel Commission Special Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the minutes of the January 31, 2023, Personnel Commission Special Meeting.
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
 - B. San Dieguito Union High School District
 - C. Public

ACTION ITEMS (See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED
Public Comments, if any
 - A. Motion by_____, second by_____, to approve an Eligibility List for HVAC

Technician, SR49, Open/Promotional-Dual Certification, effective 01/30/2023, eligibility valid for six months.

- B. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated 02/01/2023, individual eligibility valid for six months.
- C. Motion by _____, second by _____, to approve an Eligibility List for Bilingual Parent-Community Liaison (Spanish), SR36, Open/Promotional-Dual Certification, effective 02/06/2023, eligibility valid for six months.
- D. Motion by _____, second by _____, to approve an Eligibility List for Grounds Maintenance Worker II, SR39, Open/Promotional-Dual Certification, effective 02/06/2023, eligibility valid for six months
- E. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant - SpEd, SR34, Open/Promotional-Dual Certification, updated 02/07/2023, individual eligibility valid for six months.
- F. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant, SR37, Open/Promotional-Dual Certification, updated 02/01/2023, individual eligibility valid for six months.

7. CLASSIFICATION REVIEWS

Public Comments, if any

- A. Motion by _____, second by _____, to revise the job description for Electrician as proposed.
- B. Motion by _____, second by _____, to revise the job description for HVAC Technician as proposed.

8. SELECTION OF MEETING SITE FOR PERSONNEL COMMISSION

MEETINGS:

Public Comments, if any

Effective March 1, 2023, Personnel Commissions must return to in person meetings. Personnel Commission staff recommend holding future meetings at Pacific Trails Middle School until such time as the District Office is available as a meeting location.

Motion by _____, second by _____, to hold Personnel Commission meetings at Pacific Trails Middle School and if not available, authorizes the Director of Classified Personnel to find an alternate location within the district until such time as the District Office is available.

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments, if any

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

10. CORRESPONDENCE

Public Comments, if any

11. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, March 14, 2023, at 3:30 P.M.

12. ADJOURNMENT

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

Special Meeting Minutes
3:30 P.M., January 31, 2023
Virtual Meeting

SPECIAL MEETING/OPEN SESSION

1. Call to Order
The meeting was called to order at 3:30 p.m. by Commissioner Chair JUSTIN CUNNINGHAM.
2. Pledge of Allegiance
Commissioner Cunningham led the pledge of allegiance.

Personnel Commissioners in Attendance

Justin Cunningham
Jeff Charles

Personnel Commission Staff in Attendance

Susan Gray, Director of Classified Personnel
Barbara Bass, Human Resources Analyst
Jennifer Laity, Human Resources Technician

3. Approval of the Agenda for the January 31, 2023, Personnel Commission Special Meeting.
Public Comments - None
Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the agenda for the January 31, 2023, Personnel Commission Special Meeting.
Justin Cunningham
Jeff Charles
Passed with two Ayes
4. Approval of the Minutes for the January 10, 2023, Personnel Commission Regular Meeting.
Public Comments- None
Moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve the minutes of the January 10, 2023, Personnel Commission Regular Meeting.
Justin Cunningham
Jeff Charles
Passed with two Ayes

ACTION ITEMS (See Supplements)

5. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments, if any

- A. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Director of Purchasing, Management SR10, Open/Promotional-Dual Certification, effective 01/09/2023, eligibility valid for six months.

Justin Cunningham

Jeff Charles

Passed with two Ayes

- B. Moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated 01/11/2023, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

Passed with two Ayes

- C. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Human Resources Specialist, SR46, Open/Promotional-Dual Certification, effective 01/20/2023, eligibility valid for six months.

Justin Cunningham

Jeff Charles

Passed with two Ayes

- D. Moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve an Eligibility List for Plumber, SR49, Open/Promotional-Dual Certification, effective 01/20/2023, eligibility valid for six months.

Justin Cunningham

Jeff Charles

Passed with two Ayes

- E. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Transportation Operations Supervisor, Supervisory SR6, Open/Promotional-Dual Certification, effective 01/23/2023, eligibility valid for six months.

Justin Cunningham

Jeff Charles

Passed with two Ayes

6. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED
Public Comments, if any
- A. Moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Plumber, SR49, Open/Promotional-Dual Certification.
Justin Cunningham
Jeff Charles
Passed with two Ayes
- B. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Administrative Assistant II, SR 40, Open/Promotional-Dual Certification.
Justin Cunningham
Jeff Charles
Passed with two Ayes
- C. Moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Secretary, SR36, Open/Promotional-Dual Certification.
Justin Cunningham
Jeff Charles
Passed with two Ayes
- D. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Instructional Assistant - Bilingual, SR31, Open/Promotional-Dual Certification.
Justin Cunningham
Jeff Charles
Passed with two Ayes
- E. Moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Electrician, SR49, Open/Promotional-Dual Certification.
Justin Cunningham
Jeff Charles
Passed with two Ayes
- F. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Accounting Technician, SR42, Open/Promotional-Dual Certification.
Justin Cunningham
Jeff Charles
Passed with two Ayes

DISCUSSION/INFORMATION ITEMS

7. CLOSED SESSION- The commission convened to closed session per provisions of the Rules & Regulations for the Classified Service.
Public Comments - None
A. Administrative matter relative to commission staff.
8. RECONVENE TO OPEN SESSION
A. Returned from open session at 3:52 p.m., no action taken.
9. ADJOURNMENT – 3:53 P.M.

San Dieguito Union High School District
Personnel Commission

HVAC Technician
Eligibility List
Open/Promo-Dual Certification

Effective Date: 1/30/2023

Applicant ID	Rank	Expiration Date	Source
7033328	1	7/30/2023	Open

S.Gray

San Dieguito Union High School District
Personnel Commission

Custodian

Eligibility List - Continuous Filing
Open/Promo-Dual Certification

Updated Date: 2/1/2023 *Please note: Individual eligiblity is valid for 6 mo.
Scores are merged each time the exam is adminis*

Applicant ID	Rank	Expiration Date	Source
2624756	1	8/1/2023	Open

S. Gray

San Dieguito Union High School District
Personnel Commission

Bilingual Parent-Community Liaison-Spanish
Eligibility List
Open/Promo-Dual Certification

Effective Date: 2/6/2023

Applicant ID	Rank	Expiration Date	Source
1763968	1	8/6/2023	Open
3599981	2	8/6/2023	Open

S.Gray

San Dieguito Union High School District
Personnel Commission

Grounds Maintenance Worker II

Eligibility List

Open/Promo-Dual Certification

Effective Date: 2/6/2023

Applicant ID	Rank	Expiration Date	Source
1056833	1	8/6/2023	Promo
6452653	2	8/6/2023	Open

S. Gray

San Dieguito Union High School District
Personnel Commission

Instructional Assistant Sp Ed

Eligibility List - Continuous Filing

Open/Promo-Dual Certification

Updated Date: 2/7/2023 *Please note: Individual eligibility is valid for 6 months
Scores are merged each time the exam is administered*

Applicant ID	Rank	Expiration Date	Source
7046745	1	8/7/2023	Open
7049449	2	8/7/2023	Open
6981641	3	6/13/2023	Open
6927708	4	3/6/2023	Open
5482027	5	3/6/2023	Open

S. Gray

San Dieguito Union High School District
Personnel Commission

Instructional/Personal Care Asst Sp Ed

Eligibility List

Eligibility List - Continuous Filing

Open/Promo

Updated Date: 2/7/2023 *Please note: Individual eligibility is valid for 6 months
Scores are merged each time the exam is administered*

<i>Applicant ID</i>	<i>Rank</i>	<i>Expiration Date</i>	<i>Source</i>
7049449	1	8/7/2023	Open
6981641	2	7/11/2023	Open

S. Gray

Classification Review Report	
Classification	Electrician
Classification Type	Classified
Salary Range	49
Submission to Classification Advisory Committee	February 1, 2023
Submission to Personnel Commission	February 14, 2023
Agenda Item	Classification Reviews

Background Information

Personnel Commission staff worked with the Maintenance Supervisor to update the job description for Electrician based upon his recommendation to eliminate the Associates or Trade School degree from the minimum qualifications of the position and to replace it with the following requirement:

“Any combination of education and experience equivalent to three years of journeyman level experience in the electrician field.”

Additionally, this job description has not been revised since 2003, so additional formatting and slight adjustments to verbiage were made to be consistent with other recently revised job descriptions.

Sources of Information

Maintenance Supervisor, Wayne Baldwin
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.

District	Salary Range	Job Title	Min	Max
Carlsbad USD	28	Skilled Maint. Worker-Electrical	\$26.54	\$32.27

Escondido USD	43	Electrician	\$26.27	\$31.93
Grossmont UHSD	52	Electrician	\$29.99	\$38.17
Oceanside USD	32	Electrician	\$24.99	\$32.01
Poway USD	43	Electrician	\$29.91	\$38.30
Vista	57	Electrician	\$26.12	\$35.13
Average			\$27.30	\$34.64
SDUHSD	49	Electrician	\$27.59	\$36.98

Notes

Escondido UHSD	37	Electronics Technician	\$23.19	\$31.07
Ramona USD		No Electrician		
San Marcos USD		No Electrician		
San Diego COE		No Electrician		

Recommendation

It is recommended the job descriptions for the classification of Electrician 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	Becca Cheesman, CSEA		Dawn Campbell, Admin
yes	Matt Colwell, CSEA	yes	Marley Nelms, Admin
	Margy Lara, CSEA	yes	Tina Peterson, Admin

CLASSIFIED

ELECTRICIAN

1. OVERALL JOB PURPOSE STATEMENT JOB SUMMARY

Under the direction of the Maintenance Supervisor, the Electrician installs, tests, repairs, replaces, and maintains electrical systems and equipment.
the job of Electrician is done for the purposes of, ensuring the availability and proper operation of services and systems; providing required information for future reference and for requirements of outside agencies; ensuring the completion of projects in a timely manner and according to specifications; maintaining technical skills and adherence to regulatory requirements; safety concerns and issues; and diagnosing and resolving difficult electrical problems, working from sketches, plans, drawings, blueprints and specifications to install; replace interior and exterior wiring; and for repairing various electrical tools and equipment.

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REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Electrician is a journey-level trades class responsible for performing skilled maintenance electrical duties in the installation, maintenance and repair of electrical systems and equipment.

ESSENTIAL FUNCTIONS

- Install, test, repair, replace and maintain a variety of electrical equipment including transformers, circuit break systems and electrical panel boards; design, install, repair, and maintain electrical receptacles, switches, controls and lighting systems; wire electronic valves and control panels; and install power sources for new or renovated electronic systems. Installs/maintains electrical systems and equipment for the purpose of ensuring the availability and proper operation of services and systems.
- Diagnoses/repairs electrical systems and equipment for the purpose of ensuring the availability and proper operation of services and systems; Troubleshoot and repair short circuits, power failures, and other electrical problems; isolate electrical failures and formulate remedies for defective components; and trace out wiring and replace defective wiring and parts.
- Perform underground cabling and conduit locating activities and maintain and repair overhead lighting and power devices and systems by using lifts, boom trucks and/or bucket trucks.
- Repair and maintain electrical appliances and power tools; install and replace lamps, light fixtures, ballasts, switches, fuses, conduit, cabling and other electrical accessories; and repair and replace power cords, equipment and machines.
- Records/and documents a variety of activities including preventive maintenance, purchases, and inspections for the purpose of providing required information for future reference and for complying with requirements of outside agencies.
- Instructs/and orients school personnel on the operation of their electrical systems. available services and systems' operation for the purpose of ensuring proper and efficient system usage and reducing service calls.

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CLASSIFIED

ELECTRICIAN

- Researches, engineers and designs electrical systems ~~for the purpose of ensuring the availability and proper operation of services and systems.~~
- Coordinates ~~and~~ monitors work of outside contractors ~~for the purpose of ensuring the completion of~~ to ensure projects are completed in a timely manner and according to specifications.
- ~~Oversees/directs performance of utility worker/equipment operators for the purpose of maintaining their technical skills and adhering to regulatory requirements.~~
- Assists in the performance of other job-related duties as assigned ~~for the purpose of accomplishing organizational goals.~~
- Attends educational seminars and meetings ~~for the purpose of maintaining job knowledge and skills and/or to~~-keeping current on job knowledge, skills and related safety regulation ~~concerns~~ and issues.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS SKILLS, KNOWLEDGE, AND ABILITIES

KNOWLEDGE OF:

- Materials, methods, tools and equipment used in electrical work.
- Basic electrical theory and calculation of formulas.
- Electrical codes and their proper implementation.
- Health and safety regulations.
- Safety practices for working with live circuitry.
- The installation, troubleshooting, diagnosing and repairing of electrical equipment and circuitry.
- How to read and understand blueprints and technical information.
- Reclaim and recycle practices.
- High and low voltage practice requirements.
- Job-related computer software applications.

ABILITY TO:

- Install, test, repair, replace, and maintain electrical equipment and circuitry.
- Apply basic electrical theory and calculate formulas.
- Adhere to electrical codes and their proper implementation.
- Adhere to required safety practices and recognize potential hazards.
- Make effective decisions in determining course of action.
- Work independently in the completion of tasks and projects.
- Read, research and understand technical information.
- High and low voltage practice requirements.
- Use job-related computer software applications.
- Understand and follow written and oral instructions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

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CLASSIFIED

ELECTRICIAN

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: technical aspects of field of specialty; basic electrical theory and calculation of formulas; electrical codes and their proper implementation.; health and safety regulations; safety practices for working with live circuitry; materials, methods, tools and equipment used in electrical work.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a wide variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a wide variety of types of job related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: interpreting blueprints, shop drawings and sketches; understanding and following oral and written directions; working independently with little direction; analyzing situations accurately and adopt an effective course of action; reading, interpreting and following rules, regulations, policies and procedures.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to three years of journeyman level experience in the electrician field.

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RESPONSIBILITY

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

DISTINGUISHING CHARACTERISTICS

The Electrician is a journey-level trades class responsible for performing skilled electrical work in the installation, testing, repair, replacement and maintenance of electrical equipment and systems.

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WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 30% walking and 50% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in varying atmospheric conditions.

CLASSIFIED

ELECTRICIAN

EXPERIENCE

~~Job related experience within specialized field is required.~~

EDUCATION

~~Community College and/or Vocational School degree with study in job related area.~~

REQUIRED TESTING

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

CERTIFICATES

Valid California Class C driver's license.

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

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

WORKING ENVIRONMENT

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

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

Never = 0%

Seldom = 1-10% (<45 minutes)

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

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

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

Seldom sitting, climbing/balancing (paperwork, repair/set up equipment)

Occasionally walking, lifting up to 75 lbs. at waist height, carrying up to 75 lbs. up to 5 yards

Occasionally/Frequently stooping/bending, squatting/crouching, kneeling, twisting back, pushing/pulling, fingering/fine manipulation, power/firm grasping, reach aboveshoulder, hand controls

Frequently lifting up to 50 lbs. at waist and shoulder height, carrying up to 25 lbs. up to 10 yards, carrying up to 50 lbs. up to 5 yards, handling/simple grasping, reach at shoulder and below shoulder, foot controls

AUDITORY OR VISUAL REQUIREMENTS

San Dieguito Union High School District

Adopted: May 7, 1987

Revised: July 1, 2001

Revised:

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CLASSIFIED

ELECTRICIAN

Auditory ability to respond to safety buzzers, communicate with coworkers and staff, operate vehicles safely, and react to emergency situations. Vision ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Ability to operate a motor vehicle requiring a California Class C driver's license to conduct work, drive cars, trucks, forklifts or other moving equipment, work near hazardous equipment/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. Hazard includes danger of electrical shock.

ELECTRICIAN

JOB SUMMARY

Under the direction of the Maintenance Supervisor, the Electrician installs, tests, repairs, replaces, and maintains electrical systems and equipment.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

- Install, test, repair, replace and maintain a variety of electrical equipment including transformers, circuit break systems and electrical panel boards; design, install, repair, and maintain electrical receptacles, switches, controls and lighting systems; wire electronic valves and control panels; and install power sources for new or renovated electronic systems. Troubleshoot and repair short circuits, power failures, and other electrical problems; isolate electrical failures and formulate remedies for defective components; and trace out wiring and replace defective wiring and parts.
- Perform underground cabling and conduit locating activities and maintain and repair overhead lighting and power devices and systems by using lifts, boom trucks and/or bucket trucks.
- Repair and maintain electrical appliances and power tools; install and replace lamps, light fixtures, ballasts, switches, fuses, conduit, cabling and other electrical accessories; and repair and replace power cords, equipment and machines. Records and documents a variety of activities including preventive maintenance, purchases, and inspections.
- Instructs and orients school personnel on the operation of their electrical systems. Researches, engineers and designs electrical systems.
- Coordinates and monitors work of outside contractors to ensure projects are completed in a timely manner and according to specifications.
- Assists in the performance of other job-related duties as assigned.
- Attends educational seminars and meetings to keep current on job knowledge, skills and regulations and issues.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Materials, methods, tools and equipment used in electrical work.
- Basic electrical theory and calculation of formulas.
- Electrical codes and their proper implementation.
- Health and safety regulations.
- Safety practices for working with live circuitry.
- The installation, troubleshooting, diagnosing and repairing of electrical equipment and circuitry.
- How to read and understand blueprints and technical information.
- Reclaim and recycle practices.
- High and low voltage practice requirements.
- Job-related computer software applications.

ABILITY TO:

ELECTRICIAN

- Install, test, repair, replace, and maintain electrical equipment and circuitry.
- Apply basic electrical theory and calculate formulas.
- Adhere to electrical codes and their proper implementation.
- Adhere to required safety practices and recognize potential hazards.
- Make effective decisions in determining course of action.
- Work independently in the completion of tasks and projects.
- Read, research and understand technical information.
- High and low voltage practice requirements.
- Use job-related computer software applications.
- Understand and follow written and oral instructions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to three years of journeyman level experience in the electrician field.

DISTINGUISHING CHARACTERISTICS

The Electrician is a journey-level trades class responsible for performing skilled electrical work in the installation, testing, repair, replacement and maintenance of electrical equipment and systems.

REQUIRED TESTING

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

CERTIFICATES

Valid California Class C driver license.

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)

ELECTRICIAN

Occasionally = 11-33% (up to 3 hours)
Frequently = 34-66% (up to 6 hours)
Continuously = 67-100% (more than 6 hours)

Seldom	sitting, climbing/balancing (paperwork, repair/set up equipment)
Occasionally	walking, lifting up to 75 lbs. at waist height, carrying up to 75 lbs. up to 5 yards
Occasionally/Frequently	stooping/bending, squatting/crouching, kneeling, twisting back, pushing/pulling, fingering/fine manipulation, power/firm grasping, reach aboveshoulder, hand controls
Frequently	lifting up to 50 lbs. at waist and shoulder height, carrying up to 25 lbs. up to 10 yards, carrying up to 50 lbs. up to 5 yards, handling/simple grasping, reach at shoulder and below shoulder, foot controls

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to respond to safety buzzers, communicate with coworkers and staff, operate vehicles safely, and react to emergency situations. Vision ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Ability to operate a motor vehicle requiring a California Class C driver's license to conduct work, drive cars, trucks, forklifts or other moving equipment, work near hazardous equipment/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. Hazard includes danger of electrical shock.

Classification Review Report	
Classification	HVAC Technician
Classification Type	Classified
Salary Range	49
Submission to Classification Advisory Committee	February 1, 2023
Submission to Personnel Commission	February 14, 2023
Agenda Item	Classification Reviews

Background Information

Personnel Commission staff worked with the Maintenance Supervisor to update the job description for HVAC Technician based upon his recommendation to eliminate the Associates or Trade School degree from the minimum qualifications of the position and to replace it with the following requirement:

“Any combination of education and experience equivalent to three years of journeyman level experience in the HVAC field.”

Additionally, this job description has not been revised since 2003, so additional formatting and slight adjustments to verbiage were made to be consistent with other recently revised job descriptions.

Sources of Information

Maintenance Supervisor, Wayne Baldwin
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.

District	Salary Range	Job Title	Min	Max
Carlsbad USD	28	Skilled Maintenance Worker-HVAC	\$26.54	\$32.27

Escondido USD	43	HVAC Technician/Sr HVAC Technician	\$26.27	\$31.93
Grossmont UHSD	52	HVAC & Boiler Mechanic	\$29.99	\$38.17
Poway USD	41	HVAC & Refrigeration Technician	\$28.48	\$36.45
Ramona USD	38	HVAC Technician	\$26.37	\$33.20
Vista	57	HVAC & R Mechanic	\$26.12	\$35.13
Average			\$27.30	\$34.53
SDUHSD	49	HVAC Technician	\$27.59	\$36.98

Notes

Escondido UHSD	37	No HVAC Tech Specialization, just Electronics Tech and Maint. Tech	\$23.19	\$31.07
Oceanside USD	32	Heating Technician	\$24.99	\$32.01
Oceanside USD	32	Air Conditioning & Refrig Technician	\$24.99	\$32.01
San Marcos USD		No HVAC or Electrician classifications. Just MW I-III		
San Diego COE		No HVAC or Electrician classifications. Just MW I-II		

Recommendation

It is recommended the job descriptions for the classification of HVAC Technician 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	Becca Cheesman, CSEA		Dawn Campbell, Admin
Yes	Matt Colwell, CSEA	Yes	Marley Nelms, Admin
	Margy Lara, CSEA	Yes	Tina Peterson, Admin

CLASSIFIED

HVAC TECHNICIAN

OVERALL JOB PURPOSE STATEMENT JOB SUMMARY

Under the direction of the Maintenance Supervisor, perform a variety of skilled activities in the maintenance, repair, and installation of HVAC (heating, ventilation, air conditioning and refrigeration) systems. the job of HVAC Technician is done for the purposes of ensuring the availability and proper operation of services and systems; providing required information for future reference and for requirements of outside agencies; ensuring the completion of projects in a timely manner and according to specifications; maintaining technical skills and adherence to regulatory requirements; diagnosing and resolving mechanical and electrical problems; repairing and replacing defective parts; installing energy saving controls; designing and replacing sheet metal ducts to allow proper air flow; repairing pipes and brazing, soldering and welding parts as necessary; and operating a variety of tools and power equipment.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The HVAC Technician is a journey level trades class responsible for performing skilled mechanical work in the repair, inspection, servicing and alteration of District heating, ventilating, refrigeration, air conditioning systems and related equipment and facilities.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The HVAC Technician may perform any combination of the following:

- Installs and maintains heating and air conditioning, refrigeration equipment and systems for the purpose of ensuring the availability and proper operation of services and systems.
- Diagnoses and repairs heating and air conditioning, refrigeration systems and equipment for the purpose of ensuring the availability and proper operation of services and systems.
- Researches, engineers and designs heating and air conditioning, and refrigeration systems for the purpose of ensuring the availability and proper operation of services and systems.
- Records and documents a variety of activities including preventive maintenance, purchases, and inspections, for the purpose of providing required information for future reference and for requirements of outside agencies.
- Instructs and orients school personnel on the operating procedures for their HVAC systems, the available services and systems' operation for the purpose of ensuring to ensure proper and efficient system usage and reducing to reduce service calls.
- Coordinates and monitors work of outside contractors for the purpose of ensuring the completion of to ensure projects are completed in a timely manner and according to specifications.
- Oversees/directs performance of Maintenance Utility Workers/Equipment Operators for the purpose of ensuring the completion of projects in a timely manner and according to specifications.
- Assists in the performance of other job-related duties as assigned for the purpose of accomplishing organizational goals.

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- Attends educational seminars and meetings for the purpose of maintaining job knowledge and skills and/or keeping to keep current on job related knowledge, skills, safety concerns and issues and safety regulations and issues.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE, AND ABILITIES

KNOWLEDGE OF:

- Tools and equipment used in the HVAC field.
- Repair techniques such as soldering, welding and brazing used in repairing HVAC systems.
- General plumbing and carpentry skills.
- Health and safety regulations.
- Technical aspects of the HVAC field.
- The installation, troubleshooting, diagnosing and repairing of HVAC systems.
- How to read, research and understand technical information.
- Reclaim and recycle practices.
- High and low voltage practice requirements.
- Applicable electrical codes and other codes associated with HVAC systems.
- Recordkeeping techniques.
- Job-related computer software applications.

ABILITY TO:

- Properly and safely use tools and equipment.
- Solder, weld, braze and use other skills related to HVAC system installation and repair.
- Adhere to required safety practices and recognize potential hazards.
- Install, troubleshoot, diagnose, and repair HVAC systems.
- Read, research and understand technical information.
- Make effective decisions in determining course of action.
- Work independently in the completion of tasks and projects.
- Adhere to reclaim and recycle practices.
- Adhere to high and low voltage practice requirements.
- Adhere to applicable electrical codes and other codes associated with HVAC systems.
- Documents activities such as preventive maintenance, purchases and inspections.
- Use job-related computer software applications.
- Understand and follow written and oral instructions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in HVAC repair and maintenance; programming of energy management systems; general plumbing and carpentry skills; and preparing and maintaining accurate records.

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KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: manual and electrical tools and equipment applicable to HVAC trade; welding and soldering techniques; methods and use of test equipment, charts and scales; health and safety regulations; record keeping techniques; technical aspects of field of specialty; computer literacy for interfacing and troubleshooting energy management systems; reclaim and recycle practices; high and low voltage practice requirements, and applicable electrical codes.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a wide variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a wide variety of types of job related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: Interpret blueprints, shop drawings and sketches; working independently with minimal direction; planning and organizing work; maintain routine records; analyzing situations accurately and adopting an effective course of action; working under time constraints; and communicating with diverse groups of individuals.

RESPONSIBILITY

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

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking and 50% standing. The job is performed under some temperature extremes, some hazardous conditions, and in varying atmospheric conditions.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to three years of journeyman level experience in the HVAC field.

Job related experience within specialized field is required.

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CLASSIFIED

EDUCATION

Community College and/or Vocational School degree with study in job-related area.

DISTINGUISHING CHARACTERISTICS

~~This job is distinguished from similar jobs by the following characteristics:~~ The HVAC Technician is a journey-level trades class responsible for performing skilled mechanical work in the repair, inspection, servicing and alteration of heating, ventilating, refrigeration, air conditioning systems and related equipment and facilities.

REQUIRED TESTING

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

CERTIFICATES

Valid California driver's license; Environmental Protection Agency (EPA) approval and certification as Class I and II Technician.

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

~~None Specified~~ — Participation in ongoing job-related training as assigned.

CLEARANCES

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

WORKING ENVIRONMENT

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

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

Never = 0%

Seldom = 1-10% (<45 minutes)

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

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

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

Seldom _____ sitting, climbing/balancing (paperwork, repair/set up equipment)

Occasionally _____ walking, lifting up to 75 lbs. at waist height, carrying up to 75 lbs. up to 5 yards

Occasionally/Frequently _____ stooping/bending, squatting/crouching, kneeling, twisting back, pushing/pulling, fingering/fine manipulation, power/firm grasping, reach abovesoulder, hand controls

San Dieguito Union High School District

Adopted: May 7, 1987

Revised: July 1, 2003 (old revision dates aren't deleted)

Revised: the date is eff when PC approves the revised job description

Page 4 of 5

CLASSIFIED

Frequently lifting up to 50 lbs. at waist and shoulder height, carrying up to 25 lbs. up to 10 yards, carrying up to 50 lbs. up to 5 yards, handling/simple grasping, reach at shoulder and below shoulder, foot controls

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to respond to safety buzzers, communicate with coworkers and staff, operate vehicles safely, and react to emergency situations. Vision ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Ability to operate a motor vehicle requiring a California Class C driver's license to conduct work, drive cars, trucks, forklifts or other moving equipment, work near hazardous equipment/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. Hazard includes danger of electrical shock.

HVAC TECHNICIAN

JOB SUMMARY

Under the direction of the Maintenance Supervisor, perform a variety of skilled activities in the maintenance, repair, and installation of HVAC (heating, ventilation, air conditioning and refrigeration) systems.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The HVAC Technician may perform any combination of the following:

- Installs and maintains heating, air conditioning, refrigeration equipment and systems.
- Diagnoses and repairs heating and air conditioning, refrigeration systems and equipment.
- Researches, engineers and designs heating, air conditioning, and refrigeration systems.
- Records and documents a variety of activities including preventive maintenance, purchases, and inspections.
- Instructs and orients school personnel on the operating procedures for their HVAC systems.
- Coordinates and monitors work of outside contractors to ensure projects are completed in a timely manner and according to specifications.
- Assists in the performance of other job-related duties as assigned.
- Attends educational seminars and meetings to keep current on job knowledge, skills, and safety regulations and issues.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Tools and equipment used in the HVAC field.
- Repair techniques such as soldering, welding and brazing used in repairing HVAC systems.
- General plumbing and carpentry skills.
- Health and safety regulations.
- Technical aspects of the HVAC field.
- The installation, troubleshooting, diagnosing and repairing of HVAC systems.
- How to read, research and understand technical information.
- Reclaim and recycle practices.
- High and low voltage practice requirements.
- Applicable electrical codes and other codes associated with HVAC systems.
- Recordkeeping techniques.
- Job-related computer software applications.

ABILITY TO:

- Properly and safely use tools and equipment.
- Solder, weld, braze and use other skills related to HVAC system installation and repair.
- Adhere to required safety practices and recognize potential hazards.
- Install, troubleshoot, diagnose, and repair HVAC systems.
- Read, research and understand technical information.

HVAC TECHNICIAN

- Make effective decisions in determining course of action.
- Work independently in the completion of tasks and projects.
- Adhere to reclaim and recycle practices.
- Adhere to high and low voltage practice requirements.
- Adhere to applicable electrical codes and other codes associated with HVAC systems.
- Documents activities such as preventive maintenance, purchases and inspections .
- Use job-related computer software applications.
- Understand and follow written and oral instructions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to three years of journeyman level experience in the HVAC field.

DISTINGUISHING CHARACTERISTICS

The HVAC Technician is a journey-level trades class responsible for performing skilled mechanical work in the repair, inspection, servicing and alteration of heating, ventilating, refrigeration, air conditioning systems and related equipment and facilities.

REQUIRED TESTING

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

CERTIFICATES

Valid California driver's license; Environmental Protection Agency (EPA) approval and certification as Class I and II Technician.

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

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

WORKING ENVIRONMENT

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

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

Never = 0%

Seldom = 1-10% (<45 minutes)

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

HVAC TECHNICIAN

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

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

Seldom	sitting, climbing/balancing (paperwork, repair/set up equipment)
Occasionally	walking, lifting up to 75 lbs. at waist height, carrying up to 75 lbs. up to 5 yards
Occasionally/Frequently	stooping/bending, squatting/crouching, kneeling, twisting back, pushing/pulling, fingering/fine manipulation, power/firm grasping, reach abovesoulder, hand controls
Frequently	lifting up to 50 lbs. at waist and shoulder height, carrying up to 25 lbs. up to 10 yards, carrying up to 50 lbs. up to 5 yards, handling/simple grasping, reach at shoulder and below shoulder, foot controls

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to respond to safety buzzers, communicate with coworkers and staff, operate vehicles safely, and react to emergency situations. Vision ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Ability to operate a motor vehicle requiring a California Class C driver's license to conduct work, drive cars, trucks, forklifts or other moving equipment, work near hazardous equipment/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. Hazard includes danger of electrical shock.

VACANCY REPORT

SUMMARY

February 14, 2023

Vacancies by Site/Department	Full-Time	Part-Time	Grand Total
Canyon Crest Academy		2	2
Carmel Valley Middle School		4	4
Diegueno Middle School	1	4	5
District Office	2		2
Earl Warren Middle School	1		1
Facilities, Planning & Construction	1		1
La Costa Canyon High School	1	5	6
Maintenance & Operations	6		6
Mandarin South		1	1
Nutritional Services	1		1
Oak Crest Middle School		4	4
Pacific Trails Middle School		1	1
Requeza Education Center		13	13
San Dieguito High School Academy	1	3	4
Spanish North		1	1
Spanish South		1	1
Torrey Pines High School	3	3	6
Transportation		21	21
Grand Total	17	63	80

Hard to Fill Positions	
Custodian	4
Director of Nutrition Services	1
Electrician	1
Instructional Assistant - Behavior Intervention	5
Instructional Assistant - Bilingual	1
Instructional Assistant Special Education	9
Instructional/Personal Care Assistant	12
Interpreter for the Deaf and Hard-of-Hearing	1
Nutrition Services Assistant I	9
School Bus Driver	21

Recruitment Status	
Position on Hold	3
Interviews in Progress	6
Job Offer Made	1
Pending Approval	4
Recruitment in Progress	60
Selection Clearing	2
Testing in Progress	4
Grand Total	80

VACANCY REPORT							
80 Approved Requisitions							
23 Different Job Classifications							
SITE	SLOT	Position	# of Months	# of Hours a Week	# of Hours a Day	FTE	STATUS
District Office	AA010	Accounting Technician	12	40	8	1.00	Recruitment in progress
Torrey Pines High School	AA037	Administrative Assistant II	10	40	8	1.00	Testing in Progress
Spanish North	AO144	Bilingual Parent / Community Liaison	10	19.5	3.9	0.49	Interviews in Progress
Mandarin South	AO143	Bilingual Parent / Community Liaison	10	19.5	3.9	0.49	Testing in Progress
Spanish South	AO142	Bilingual Parent / Community Liaison	10	19.5	3.9	0.49	Interviews in Progress
Earl Warren Middle School	AA129	Custodian	12	40	8	1.00	Pending approval
Torrey Pines High School	AA150	Custodian	12	40	8	1.00	Interviews in Progress
Diegueno Middle School	AO065	Custodian	12	40	8	1.00	Recruitment in progress
San Dieguito High School Academy	AL907	Custodian	12	40	8	1.00	Recruitment in progress
Maintenance & Operations	AA165	Custodian Floater	12	40	8	1.00	HOLD
Nutritional Services	AB237	Director of Nutrition Services	12	40	8	1.00	Pending approval
Maintenance & Operations	AA180	Electrician	12	40	8	1.00	Recruitment in progress
Facilities, Planning & Construction	New Slot	Facilities Planning Analyst	12	40	8	1.00	Pending approval
Maintenance & Operations	AJ703	Grounds Maintenance Worker II	12	40	8	1.00	Interviews in Progress
Maintenance & Operations	AM578	Grounds Supervisor	12	40	8	1.00	Pending approval
Maintenance & Operations	AA198	HVAC Technician	12	40	8	1.00	Selection Clearing
Torrey Pines High School	AM890	Student Health Care Specialist	10	40	8	1.00	Recruitment in progress
Oak Crest Middle School	AN937	Student Health Care Specialist	10	30	6	0.75	Recruitment in progress
District Office	AN991	Human Resource Specialist	12	40	8	1.00	Recruitment in progress
La Costa Canyon High School	AO042	Interpreter for the the Deaf and Hard-of-Hearing	10	32.5	6.5	0.81	Recruitment in progress
La Costa Canyon High School	AH757	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
Requeza Education Center	AN154	Instructional Assistant - Behavior Intervention	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AI616	Instructional Assistant - Behavior Intervention	10	27.5	5.5	0.69	Recruitment in progress
Torrey Pines High School	AN952	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AJ212	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
La Costa Canyon High School	AO150	Instructional Assistant - Bilingual	10	19.5	3.9	0.49	Recruitment in progress
Carmel Valley Middle School	AN504	Instructional Assistant Special Education	10	30	6	0.75	Interviews in Progress
Carmel Valley Middle School	AI665	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
La Costa Canyon High School	AI331	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AJ226	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Canyon Crest Academy	AA437	Instructional Assistant Special Education	10	19.5	3.9	0.49	Recruitment in progress
Pacific Trails Middle School	AN548	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
San Dieguito High School Academy	AN963	Instructional Assistant Special Education	10	30	6	0.75	HOLD
San Dieguito High School Academy	AN961	Instructional Assistant Special Education	10	30	6	0.75	HOLD
Oak Crest Middle School	AJ217	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Requeza Education Center	AD640	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Interviews in Progress
Carmel Valley Middle School	AN504	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AN154	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AI375	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AJ156	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Selection Clearing
Requeza Education Center	AJ674	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AN656	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AN149	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AH436	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AH447	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AD636	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AJ180	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Diegueno Middle School	AA226	Nutrition Services Assistant I	10	17.5	3.5	0.48	Recruitment in progress
Diegueno Middle School	AI917	Nutrition Services Assistant I	10	12.5	2.5	0.31	Recruitment in progress
Diegueno Middle School	AA223	Nutrition Services Assistant I	10	17.5	3.5	0.48	Recruitment in progress
Oak Crest Middle School	AF015	Nutrition Services Assistant I	10	15	3	0.38	Recruitment in progress
Carmel Valley Middle School	AI916	Nutrition Services Assistant I	10	12.5	2.5	0.31	Recruitment in progress
Diegueno Middle School	AJ075	Nutrition Services Assistant I	10	16.25	3.25	0.41	Recruitment in progress
La Costa Canyon High School	AA241	Nutrition Services Assistant I	10	12.5	2.5	0.31	Recruitment in progress
Oak Crest Middle School	AN328	Nutrition Services Assistant I	10	10	2	0.25	Recruitment in progress
San Dieguito High School Academy	AN339	Nutrition Services Assistant I	10	15	3	0.38	Recruitment in progress
Maintenance & Operations	AA211	Plumber	12	40	8	1.00	Job Offer Made

VACANCY REPORT							
80 Approved Requisitions							
23 Different Job Classifications							
SITE	SLOT	Position	# of Months	# of Hours a Week	# of Hours a Day	FTE	STATUS
Transportation	AA530	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AA494	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AA513	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AA531	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AA507	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AA510	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AA515	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AF521	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AJ470	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AA514	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AE711	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AA516	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AA525	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AJ471	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AE717	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AA527	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AA491	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AA495	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AA498	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AA506	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AA512	School Bus Driver	10	20	4	0.50	Recruitment in progress
La Costa Canyon High School	AI091	Secretary	10	40	8	1.00	Testing in Progress
Canyon Crest Academy	AN574	Student Support Facilitator	10	19.5	3.9	0.48	Testing in Progress

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Dhal, Pritinanda**, Instructional Assistant -Special Education, SR34, 75% FTE, Torrey Pines High School, effective 01/10/2023.
2. **Gray, Susan**, Director of Classified Personnel, SR2, 100% FTE, District Office, effective 01/09/2023.
3. **Harmon, Jannae**, Receptionist, SR32, 100% FTE, La Costa Canyon High School, effective 01/10/2023.
4. **Harris, Krystle**, Nutrition Services Supervisor, SR1, 88% FTE, Carmel Valley Middle School, effective 01/25/2023.
5. **Vasileva, Nina**, Nutrition Services Supervisor, SR1, 88% FTE, Pacific Trails Middle School, effective 01/10/2023.

Change in Assignment

1. **Baldwin, Wayne**, Electrician, SR49, 100% FTE, Maintenance & Operations, to Maintenance Supervisor, SR9, 100% FTE, Maintenance & Operations, effective 01/02/2023.
2. **Braganca, Josue**, Custodian, SR32, 100% FTE, Earl Warren Middle School, to Custodian, SR32, 100% FTE, Pacific Trails Middle School, effective 01/09/2023.
3. **Burton, James**, Grounds Maintenance Worker II, SR39, 100% FTE, Maintenance & Operations, to Grounds Maintenance Worker I, SR35, 100% FTE, Maintenance & Operations, effective 01/03/2023.
4. **Dodaro, Cara**, Instructional / Personal Care Assistant - Special Education, SR37, 75% FTE, Torrey Pines High School, to Receptionist, SR32, 100% FTE, District Office, effective 01/09/2023.
5. **Gallison, Paula**, Administrative Assistant II, SR40, 100% FTE, Maintenance & Operations, to Human Resources Technician, SR42, 100% FTE, District Office, effective 01/09/2023.
6. **Nocito, Jason**, Instructional / Personal Care Assistant - Special Education, SR37, 75% FTE, COAST, to Instructional Assistant - Special Education, SR34, 75% FTE, Oak Crest Middle School, effective 01/10/2023.
7. **Rodriguez, Daniel**, Facilities Construction Planner, SR52, 100% FTE, Facilities Construction, to Construction Projects Manager II, SR3, 100% FTE, Facilities Construction, effective 01/23/2023.

Resignation

1. **Bath, Ryan**, Instructional Assistant - Special Education, SR34, 75% FTE, Torrey Pines High School, effective 01/10/2023
2. **Burton, Audrey**, Instructional Assistant - Special Education, SR34, 75% FTE, La Costa Canyon High School, effective 12/20/2022
3. **Dixon, Susan**, Director of Human Resources, SR2, 100% FTE, District Office, effective 12/30/2022 for purpose of retirement
4. **George, Alexandra**, Instructional Assistant - Special Education, SR34, 75% FTE, Carmel Valley Middle School, effective 01/13/2023, requested to remain as substitute
5. **Hierlihy, Nathan**, Instructional / Personal Care Assistant - Special Education, SR37, 75% FTE, Oak Crest Middle School, effective 12/22/2022, requested to remain as substitute
6. **Rankin, Marjorie**, Administrative Assistant II, SR40, 100% FTE, Torrey Pines High School, effective 12/29/2022 for purpose of retirement
7. **Rosen, Ana**, Instructional / Personal Care Assistant - Special Education, SR34, 75% FTE, Torrey Pines High School, effective 01/13/2023, requested to remain as substitute

39-Month Rehire

1. **Johnson, Judith**, Secretary, SR36, 100% FTE, La Costa Canyon High School, effective 01/03/2023.
2. **Nourollahi, Mohammad**, School Bus Driver, SR38, 75% FTE, Transportation Department, effective 01/05/2023.

Classified Personnel Supplement

Artist in Residence

1. **Atesalp, Michael**, Canyon Crest Academy, Envision/VPA, effective 08/25/2022.
2. **Covell, Tiffany**, Carmel Valley Middle School, Music, effective 09/07/2022.
3. **Laurent, Pamela**, San Dieguito Academy, Vocal Coach, effective 12/05/2022.
4. **Michels, Gabriel**, La Costa Canyon, Music, effective 12/12/2022.
5. **Rockwell, Karen**, Carmel Valley Middle School, Music, effective 10/04/2022.
6. **Sullivan, Skyler**, Canyon Crest Academy, Theater Arts, effective 11/15/2022.
7. **Voutour, Killian**, La Costa Canyon, Music, effective 11/19/2022.

Athletic Coach

Canyon Crest Walk-On

1. **Allen, Blake**, Boy's Soccer, Freshmen Head Coach, effective 11/29/2022.
2. **Bernabei, Jason**, Boy's Basketball, Junior Varsity Assistant Coach, effective 11/29/2022.
3. **Brown, Kevin**, Boy's Tennis, Varsity Head Coach, effective 12/19/2022.
4. **Brown, Shane**, Boy's Basketball, Varsity Assistant Coach, effective 11/30/2022.
5. **Crisafulli, Nicholas**, Wrestling, Junior Varsity Head Coach, effective 12/14/2022.
6. **De La Vega, Luis**, Boy's Track & Field, Varsity Assistant Coach, effective 12/19/2022.
7. **Disney, Philip**, Swim & Dive, Varsity Head Coach, effective 12/19/2022.
8. **Happ, Garrett**, Beach Volleyball, Varsity Head Coach, effective 01/10/2023.
9. **Herold, Christopher**, Girl's Water Polo, Junior Varsity Head Coach, effective 12/21/2022.
10. **Liu, Oscar**, Badminton, Varsity Head Coach effective 01/09/2023.
11. **Montgomery, Jeffrey**, Boy's Tennis, Junior Varsity Head Coach, effective 12/19/2022.
12. **Murphy, Aaron**, Baseball, Varsity Assistant Coach, effective 01/09/2023.
13. **Pak, Samuel**, Boy's Track & Field, Junior Varsity Head Coach, effective 12/19/2022.
14. **Raab, Peyton**, Boy's Volleyball, Freshmen Head Coach, effective 01/13/2023.
15. **Sacker, Michael**, Boy's Track & Field, Varsity Assistant Coach, effective 12/19/2022.
16. **Ziemba, Lisa**, Girl's Tack & Field, Varsity Assistant Coach, effective 12/19/2022.

La Costa Canyon Walk-On

1. **Barnett, Nicholas**, Boy's Track & Field, Varsity Assistant Coach, effective 12/28/2022.
2. **Frumenti, Alicia**, Cheer - Competitive, Varsity Head Coach, effective 12/22/2022.
3. **Garrett, Anthony**, Girl's Track & Field, Junior Varsity Assistant Coach, effective 01/10/2023.
4. **McDonald, Patrick**, Boy's Tennis, Varsity Head Coach, effective 12/21/2022.
5. **Moore Jr, Damon**, Girl's Track & Field, Varsity Head Coach, effective 12/21/2022.
6. **Murphy, Sean**, Boy's Volleyball, Freshmen Head Coach, effective 01/11/2023.
7. **Niednagel, Beth**, Girl's Track & Field, Varsity Assistant Coach, effective 12/22/2022.
8. **Nutter, Patricia**, Softball, Varsity Assistant Coach, effective 01/12/2023.
9. **Ta'amu, Edward**, Boy's Tennis, Junior Varsity Head Coach, effective 12/21/2022.

San Dieguito Academy Walk-On

1. **Haskett, Gordon**, Girl's Track & Field, Varsity Head Coach, effective 01/12/2023.
2. **Lavake, Thomas**, Baseball, Junior Varsity Head Coach, effective 01/11/2023.
3. **Zamora, Alfred**, Boy's Golf, Varsity head Coach, effective 12/28/2022.

Torrey Pines Walk-On

1. **Bath, Ryan**, Boy's Track & Field, Varsity Head Coach, effective 12/20/2022.
2. **Hadzibabic, Aleksander**, Girl's Soccer, Freshmen Assistant Coach, effective 11/09/2022.

3. **Huey, Sean**, Boy's Tennis, Junior Varsity Head Coach, effective 12/22/2022.
4. **Michelson, Luke**, Boy's Soccer, Freshmen Head Coach, effective 01/09/2023.
5. **Ott, Julie**, Girl's Track & Field, Junior Varsity Assistant Coach, effective 12/20/2022.
6. **Rokoszewski, Joseph**, Boy's Golf, Junior Varsity Head Coach, effective 12/21/2022.
7. **Rubacky, Nicholas**, Boy's Volleyball, Varsity Head Coach, effective 12/20/2022.

Classified Substitutes

1. **Atanasovski, Amanda**, effective 12/15/2022.