

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT  
REGULAR PERSONNEL COMMISSION MEETING AGENDA  
May 28, 2014 – 3:30 p.m.  
Personnel Office Conference Room

Open Session

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Closed Session

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SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT  
REGULAR PERSONNEL COMMISSION MEETING AGENDA  
May 28, 2014

OPEN SESSION

<u>1. ROLL CALL:</u>	<u>Present</u>	<u>Absent</u>
Rebecca French, Chairperson	_____	_____
Kent Taylor, Vice-Chairperson	_____	_____
Gail Sears	_____	_____

2. ACTION: CONSENSUS ON ORDER OF BUSINESS

The Chair will entertain requests to change the order of items listed on the agenda. Please note that, in accordance with the Brown Act, items may not be added to the agenda. The Commission may move or delete items already listed on the agenda. A decision on the order of business will be taken by consensus rather than by formal motion.

3. APPROVAL OF MINUTES OF REGULAR MEETING

The minutes of the Regular Personnel Commission Meeting of May 1, 2014, are presented on the following pages.

RECOMMENDATION:

It is recommended that the minutes of the regular meeting of May 1, 2014, be approved.

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT  
REGULAR PERSONNEL COMMISSION MEETING MINUTES  
May 1, 2014

Place of Meeting: Personnel Office Conference Room  
1500 Lizzie Street  
San Luis Obispo, California

Type of Meeting: Regular

Time of Meeting: 3:30 p.m.

OPEN SESSION

1. ROLL CALL:

Commissioners Present: Rebecca French, Chairperson  
Kent Taylor, Vice Chairperson  
Gail Sears

Staff Present: Christin Newlon, Director of Personnel Services  
Jean Keller, Personnel Analyst  
Nancy Kunde, Personnel Assistant

Guests Present: Janet Crabb, Elementary School Secretary, Bishop's Peak/Teach Elementary  
Anthony Palazzo, Director of Facilities, Operations, and Transportation  
Arnie Silacci, Operations Supervisor

2. CONSENSUS ON ORDER OF BUSINESS

The item on the New Position: Irrigation and Water Resource Specialist and the item on Classification Review: Custodial Job Family were advanced for discussion after the approval of the minutes.

3. APPROVAL OF MINUTES OF REGULAR MEETING OF MARCH 19, 2014

The minutes of the regular meeting of March 19, 2014, were approved with one change: the addition of May "1" as the date of the next meeting in item 11.

Motion by Gail Sears, second by Kent Taylor

Final Resolution: Motion Carried

Aye: Rebecca French, Gail Sears, Kent Taylor

4. PUBLIC COMMUNICATION TO THE COMMISSION

There were no requests to address the Commission on non-agenda items.

5. INFORMATION: ORAL REPORTS

Union Representative Reports:

Janet Crabb, CSEA Representative, reported that the last Chapter meeting of the year will be held on May 19.

Staff Reports:

Jean Keller, Personnel Analyst, provided the Commissioners with copies of the College and Career Center Specialist class specification that was adopted at the last meeting.

Ms. Keller reported that a Grounds Equipment Operator vacancy will be filled as a lower level Groundswoker. Administration approved the addition of an additional part-time (.60 FTE) Occupational Therapist position, which has been filled.

Christin Newlon reported that two new Elementary Principals have been selected—Lara Storm at Monarch Grove Elementary and Marlie Schmidt at Los Ranchos Elementary. The vacancies were created by the retirements of Marylou Gooden and Jim Schoolis.

Ms. Newlon made a brief presentation on BFOQ's (Bona Fide Occupational Qualifications) and KSA's (Knowledge, Skills, and Abilities). BFOQ's are qualifications which are related to an essential duty and are considered necessary for operation of the business. For example, an employer can accept applications from only female applicants to fill the position of Girls' Locker Room Supervisor. KSA's are the qualifications and attributes that an applicant should possess if they are to succeed in a job. For example, an accountant should have the ability to record and analyze financial data.

6. INFORMATION: REPORT OF TESTING

Nancy Kunde reported on the tests that were administered since the last meeting. Ms. Kunde also provided a report on the following personnel actions:

Daniel Contreras	Groundswoker	Buildings/Grounds	Promotion
Connor Culhane	Special Ed Paraeducator	Hawthorne	New Hire

7. INFORMATION: CORRESPONDENCE RECEIVED

No correspondence was received.

8. INFORMATION/DISCUSSION: 2013-14 CLASSIFIED SALARY SURVEY

Jean Keller provided the Commissioners with copies of the salary survey data which had been gathered during February 2014. The school districts that are included in the salary survey were selected based on the criteria that they are unified districts located in coastal counties and are similar in student enrollment to San Luis Coastal. It was noted that several of the districts have not had on-schedule salary increases since 2007-08. Administration is also reviewing the data and, if there are recommendations for salary adjustments for any of the job classes, they will be presented at a later time.

9. DISCUSSION/ACTION: NEW POSITION: IRRIGATION AND WATER RESOURCE SPECIALIST (First Reading)

The Irrigation Systems Worker position is currently vacant following a resignation. Anthony Palazzo, Director of Facilities, Operations, and Transportation, and Arnie Silacci, Operations Supervisor, presented a proposal to revise and upgrade the duties of the position prior to filling the vacancy. The District has received grant money which will be used to install a centrally controlled computerized irrigation system. The individual in this position will be expected to have the skills to spearhead this installation and will also be asked to lead the water resource management functions of the District. The Commission reviewed the class specification and suggested a few

minor changes. The Commission adopted the revisions in the class specification for Irrigation Systems Worker, with a few minor changes, approved a title change to Irrigation and Water Resource Specialist, and reallocated the position to range 333 on the Service Employees International Union salary schedule. The Commission indicated that, because their suggested changes were minor, no second reading was necessary and staff can proceed with the recruitment to fill the position. (M/S/P Sears/Taylor/French)

Motion by Gail Sears, second by Kent Taylor

Final Resolution: Motion Carried

Aye: Rebecca French, Kent Taylor, Gail Sears

10. DISCUSSION: CLASSIFICATION REVIEW: CUSTODIAL JOB FAMILY (First Reading)

Jean Keller reported that the classification review of the Custodial Job Family has been completed. Ms. Keller shared with the Commissioners information that was gathered during site visits. The Custodians have uniformly been impacted by the staffing reductions and feel that they are being asked to provide the same level of service in less time. The custodians have asked for guidelines on their role in the implementation of the District's recycling program and have asked for a uniform training program for substitute custodial employees. Anthony Palazzo, Director of Facilities, Operations, and Transportation, and Arnie Silacci, Operations Supervisor, indicated that the recycling program will be discussed with site administrators and the substitute training program will be reviewed. The Commissioners reviewed the suggested revisions in the class specifications for Custodian I, Custodian II, Senior Custodian, Custodial Crew Chief I, and Custodial Crew Chief II. A few additional changes were suggested by the Commissioners. The class specifications will be brought back for a second reading at the next meeting.

11. DISCUSSION: PROPOSED 2014-15 PERSONNEL COMMISSION BUDGET

Jean Keller presented the proposed 2014-15 Commission budget. The proposed budget for 2014-15 is basically unchanged from the 2013-14 budget except for the addition of salary step increases for staff and a projected increase in the cost of medical insurance. Following a brief discussion, the Commission asked staff to schedule a Public Hearing on the proposed budget for the next Personnel Commission meeting and to notify the Board of Education and the Administration of the hearing and invite them to attend.

12. NEXT MEETING

The next regular Personnel Commission meeting is scheduled for Wednesday, May 28, 2014, beginning one-half hour earlier than usual at 3:30 p.m.

13. CLOSED SESSION

There were no closed session discussions.

The meeting was adjourned at 5:27 p.m.

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Christin Newlon  
Director of Personnel Services

*(The agenda of this meeting and the informational materials, reports and personnel items provided to the Commission members are incorporated as attachments to the official minutes.)*



SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT  
REGULAR PERSONNEL COMMISSION MEETING AGENDA  
May 28, 2014

4. PUBLIC COMMUNICATION TO THE COMMISSION

At this point on the agenda, opportunity is provided for an individual or a representative of a group to address the Commission. Each speaker shall be limited to three minutes and the total time allotted for Public Communication to the Commission will be 20 minutes.

In order to assist the Chairperson, please complete the Request to Address the Personnel Commission and hand the form to the Commission Chairperson prior to the beginning of the meeting. Requests related to a specific agenda item will be heard following staff presentation of the item. If not related to a specific agenda item, the individual or representative will be heard at this time.

The Commission will listen but cannot engage in discussion or take action on items not listed on the agenda as this would constitute an illegal act on the part of the Commission under the provisions of the Brown Act.

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT  
REGULAR PERSONNEL COMMISSION MEETING AGENDA  
May 28, 2014

5. PUBLIC HEARING:  
PROPOSED 2014-15 PERSONNEL COMMISSION BUDGET

In compliance with Education Code Section 45253, a public hearing on the proposed Personnel Commission budget for 2014-15 has been scheduled as part of this meeting agenda. Also in compliance with Commission direction and the Education Code, the Board of Education and the administration were notified of the public hearing and received copies of the proposed budget at the May 20, 2014, Board meeting.

The purpose of the public hearing is to permit input from Board of Education and administration representatives as well as other interested people.

The Commission is required to consider fully the views of the Board prior to the adoption of its proposed budget. Following adoption, the Commission then forwards its proposed budget to the County Superintendent of Schools for action. Upon approval by the County Superintendent of Schools, the Personnel Commission budget must, by law, be included by the Board of Education in the general fund budget of the District.

Should an unresolved difference between the Commission and the Board develop, the County Superintendent of Schools is empowered to hold hearings on the matter. After such public hearings, the County Superintendent may either reject, or, with the concurrence of the Commission, amend the proposed budget.

RECOMMENDATION:

That the Commission Chairperson open the public hearing and receive public comments on the proposed Personnel Commission budget for 2014-15.

6. DISCUSSION/ACTION:  
PROPOSED 2014-15 PERSONNEL COMMISSION BUDGET

The proposed Personnel Commission Budget for the 2014-15 fiscal year is presented on the following page. To the right of each account description are respectively the 2012-13 actual expenditures, the amount budgeted for each category in the 2013-14 budget as adopted by the Commission, an estimate of 2013-14 expenditures, and the proposed 2014-15 budget.

RECOMMENDATION:

It is recommended that the Commission adopt the 2014-15 Personnel Commission budget as presented and request that staff forward the budget to the County Superintendent of Schools.



**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT**  
**DIVISION OF PERSONNEL SERVICES**

PROPOSED PERSONNEL COMMISSION BUDGET - 2014-15

Account Number	Account Description	2012-13 Actual Expenditures	2013-14 Approved Budget	2013-14 Estimated Expenditures	2014-15 Proposed Budget
1300	Director of Personnel Services	\$51,758	\$52,793	\$47,594	\$51,758
2270	Transportation Overtime	159	150	0	0
2300	Personnel Commission	1,750	1,800	1,900	1,800
2400	Secretary/Clerks/Analyst	155,003	158,579	158,579	161,751
2430	Clerical and Office Hourly	489	800	600	800
2460	Clerical and Office Substitutes	0	400	500	400
3101	STRS (Certificated)	4,270	4,355	3,927	4,270
3202	PERS (Classified)	23,589	22,058	18,145	18,508
3302	Social Security (Classified)	9,148	9,916	9,900	10,103
3311	Medicare (Certificated)	723	765	690	750
3312	Medicare (Classified)	2,156	2,319	2,315	2,363
3322	Alternative (Classified)	25	30	22	30
3401	Health and Welfare (Certificated)	4,117	4,368	4,827	5,310
3402	Health and Welfare (Classified)	22,382	23,736	24,279	26,707
3501	Unemployment (Certificated)	548	581	24	26
3502	Unemployment (Classified)	1,632	1,759	80	81
3601	Worker's Compensation (Certificated)	867	919	804	875
3602	Worker's Compensation (Classified)	2,584	2,783	2,699	2,754
3901	Other Benefits (Certificated)	400	400	400	400
	Total Salaries and Benefits	281,600	288,511	277,284	288,685
4300	Materials and Supplies	1,125	1,700	1,400	1,500
4400	Equipment New	0	0	0	0
4401	Equipment Replacement	0	0	0	0
5200	Travel and Conference-Administration	1,835	2,000	300	2,000
5230	Mileage	28	25	117	25
5231	Mileage-Administration	1,920	1,920	1,920	1,920
5300	Dues/Memberships	2,507	2,507	2,507	2,507
5716	Duplicating	773	1,200	800	1,000
5760	Food Service Catering	0	30	30	30
5800	Professional/Consulting Services	3,326	4,400	4,400	4,400
5824	Contracts – Food	0	30	31	30
5840	Physicals/Fingerprints	17,111	17,000	17,000	17,250
5850	Advertising	422	1,000	900	1,000
5872	Legal Fees	4,779	8,000	1,500	8,000
	Total Supplies/Travel/Dues/Contracts/Equipment	33,826	39,812	30,905	39,662
	Total Costs	315,426	328,323	308,189	328,347

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT  
REGULAR PERSONNEL COMMISSION MEETING AGENDA  
May 28, 2014

6. DISCUSSION/ACTION:  
PROPOSED 2014-15 PERSONNEL COMMISSION BUDGET (continued)

The following are comments regarding the proposed 2014-15 budget:

- a. The proposed budget reflects salary schedule step increases for staff but no on-schedule increase. An estimated increase of 10% in the cost of medical insurance is included in the proposed budget. By mutual agreement and according to past practice with the District, any general salary increase or increase in the cost of medical benefits would be funded into the Personnel Commission budget when determined.

The District funds 60% of the Director of Personnel Services and Senior Secretary Clerk positions, with the Commission budget funding the other 40%. The Personnel Commission budget funds one Personnel Assistant entirely, 50% of the Personnel Assistant (Substitutes), and 50% of the Personnel Analyst.

- b. Item 2270 - Transportation Overtime. This account has been moved to the Transportation Department budget.
- c. Item 2300 - Personnel Commission - \$1,800. To pay Commissioners \$50/meeting attended.
- d. Item 2430 - Clerical and Office Hourly - \$800. To pay classified employees for participating in interview panels and other professional development activities which extend beyond the normal duty day.
- e. Item 2460 - Clerical Substitutes - \$400. To provide substitute clerical coverage for school site personnel who participate on interview panels or who attend training sessions coordinated by the Personnel Office.
- f. Items 3101-3901 - Fringe Benefits - All are required by law, policy, or contract. This year there was a significant decrease in the District cost for unemployment insurance.
- g. Item 4300 - Materials and Supplies - \$1,500. For paper products, toner, and other office supplies.
- h. Items 4400 and 4401 - Equipment, New and Replacement – No equipment needs have been identified at this time.
- i. Item 5200 - Conference--Administration - \$2,000. To pay registration fees and travel expenses for the annual Personnel Commissioners Association conference and to pay registration fees for conferences attended by staff.
- j. Item 5230 – Mileage - \$25. Mileage reimbursement to staff for use of personal car for site visits and travel to conferences.
- k. Item 5231 – Mileage--Administration - \$1,920. Mileage stipend for the Director of Personnel Services for the use of personal car on District business.
- l. Item 5300 - Dues/Memberships - \$2,507. For membership in CODESP and the California School Personnel Commissioners Association.

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT  
REGULAR PERSONNEL COMMISSION MEETING AGENDA  
May 28, 2014

6. DISCUSSION/ACTION:

PROPOSED 2014-15 PERSONNEL COMMISSION BUDGET (continued)

- m. Item 5716 - Duplicating - \$1,000. To meet anticipated duplication needs.
- n. Item 5760 - Food Service Catering - \$30. Beverages and food for various meetings ordered from the District's Food Service Department.
- o. Item 5800 - Professional/Consulting Services - \$4,400. Monthly fees for the automated substitute management system.
- p. Item 5824 – Contracts - Food - \$30. Beverages and food for various meetings ordered from non-District vendors.
- q. Item 5840 - Physicals/Fingerprints - \$17,250. Pre-placement physicals, annual asbestosis physicals, bus driver physicals, and fitness-for-duty physicals are estimated at \$9,750. Employee TB clearances are estimated at \$2,500. New employee fingerprinting is expected to cost \$3,000. The budget also includes \$2,000 for drug and alcohol testing of employees holding commercial driver licenses.
- r. Item 5850 - Advertising - \$1,000. To cover the cost of classified advertising in professional journals and publications and on recruiting websites.
- s. Item 5872 - Legal Fees - \$8,000. Reserves funds for any necessary legal representation related to employee discipline and grievances or appeals to the Commission.
- t. The District has implemented "zero-based budgeting" for all departments other than school sites. With this budgeting process, departments are encouraged to project budgets as accurately as possible. However, allowance is provided that, where necessary, transfers may be made from one account to another within the department budget to enable remaining within the overall total budget.
- u. The Business Office budgets for expenses related to collective bargaining, hence no entry is made or required in the Personnel Commission budget.

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT  
REGULAR PERSONNEL COMMISSION MEETING AGENDA  
May 28, 2014

7. DISCUSSION:  
CLASSIFICATION REVIEW: SPECIAL EDUCATION PARAEDUCATOR (FIRST READING)

It has been five years since we last conducted a classification review of the Special Education Paraeducator classification. At that time, the District had just assumed responsibility for the programs which had previously been provided by the County Office of Education. The class specification was updated to more fully describe the types of settings to which a Paraeducator could be assigned (resource, mild/moderate, moderate/severe, emotionally disturbed, SCIA and general ed inclusion). There were many lengthy discussions and consideration was given to developing two Special Ed Para classes, one for mild/moderate settings and one for moderate/severe settings; however, it was decided to continue with just one job class for all of the settings.

Staff is now bringing forward a proposal to develop levels within the Paraeducator class. A draft of proposed changes to the class specification is attached. The Special Educator Paraeducator I would be assigned to resource programs and mild/moderate Special Day Class or SCIA assignments. The Special Education Paraeducator II would be assigned to classrooms for emotionally disturbed and moderate/severe Special Day Class or SCIA assignments.

We believe this division would be especially helpful when we are recruiting and interviewing to fill vacancies. At the present time, we are establishing eligibility lists of qualified candidates without being able to identify those who are interested and qualified for mild/moderate settings versus those who are interested and qualified for moderate/severe settings and those who are interested and qualified for all settings.

Staff and administration are developing a proposal for salary range adjustments for the classes; that information will be presented at the next Commission meeting.

The purpose of this agenda item is to review the duties performed by employees in this classification and to review the proposed changes which would create the classifications of Special Education Paraeducator I and Special Education Paraeducator II.

No action is required at this meeting. The class specification will be presented for a second reading at the next regular Personnel Commission meeting.

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT  
CLASS SPECIFICATION**

**SPECIAL EDUCATION PARAEDUCATOR SERIES**

**PURPOSE OF POSITION**

To assist students with disabilities who are receiving special education services by performing paraprofessional duties including modality-based academic instruction, physical education instruction, social skills instruction, behavioral modification and management, preparation of instructional materials, clerical tasks, and related duties as assigned. ~~The Paraeducator may also assist students with feeding, toileting, and specialized health care.~~

**SUPERVISION**

Receives general supervision from certificated staff. In the area of specialized health care procedures, receives training and support from School Nurse.

**TYPES OF ASSIGNMENTS** - Special Education Paraeducators are assigned to a variety of grade levels, pre-school to adult, and settings, including special day classes for students who are medically fragile and/or mildly to severely disabled, resource programs, general education classes, classrooms for severely emotionally disturbed students, and as one-to-one support assistance to students. Each student is placed according to his/her Individualized Education Program (IEP) and can be in one or more of the settings described below:

**Resource program (RSP)** provides instruction and services to students with disabilities assigned to the general education classroom for the majority of the school day. The program provides assistance in a variety of ways depending on the needs of the particular student. Services are delivered in individual or small settings as well as in the general education classroom. Students may have mild to moderate impairments and require one-to-one support in general education classrooms.

**Special day classes, mild/moderate (MM) and moderate/severe (MS)**, serve students with disabilities who, due to significant cognitive or physical impairments, cannot participate in general education classes for a majority of the school day. Students enrolled in special day classes interact with their general education peers through academic, non-academic, and extracurricular activities. The students in the special day classes typically have more intensive needs and may be grouped according to their similar instructional needs. Students in the mild/moderate program work on state standards with a variety of instructional strategies. For students in the moderate/severe program, the focus of the program is primarily on functional living skills and a modified curriculum. In both of the programs, the Paraeducator is responsible for assisting the teacher with curriculum, student behavior, and health and personal care.

**Classes for emotionally disturbed (ED)** are designed for students who demonstrate severe emotional problems which interfere with their learning. These students need a highly structured class with a behavioral component. The curriculum may be modified, but closely follows the general education curriculum.

**Special Circumstances Instructional Assistance (SCIA)** is one-to-one assistance when additional support is necessary for the student to meet his or her goals. The SCIA may be assigned to assist the student in special education classes, general education classes, or a combination of both. The assignment may involve intensive interventions, data collection, and behavioral challenges.

**General Education Inclusion** is designed to support the student in the least restrictive environment with typically developing peers. Students may require SCIA support in order to be successful and safe.

## **SPECIAL EDUCATION PARAEDUCATOR SERIES** (continued)

The Special Education Paraeducator Series has two levels: Special Education Paraeducator I and Special Education Paraeducator II.

The Paraeducator I is assigned to provide resource classroom support or to provide one-to-one SCIA assistance in general education and resource classes.

The Paraeducator II is assigned to provide support in a special day class, classroom for emotionally disturbed, classroom for medically fragile, or to provide one-to-one SCIA assistance in these classes.

**ESSENTIAL FUNCTIONS** - Duties may include, but are not limited to, the following; the specific duties performed will vary depending on the program to which assigned:

### **SPECIAL EDUCATION PARAEDUCATOR I**

Implement academic instruction under the direct and indirect supervision of the special education classroom teacher to individuals or small groups of students in reading, written language, mathematics, science, and social sciences. Also assist with instruction in social/emotional, fine and gross motor, and language and communication skills.

Provide curriculum modification for students with special needs ~~within~~ in the general education setting, including support with research activities and special projects. ~~classrooms.~~

Assist with the implementation of communication and social skills programs.

Implement physical education instruction under the direct and indirect supervision of the physical education teacher.

~~Assist students with research activities and special projects.~~

Observe students; answer questions; give individual assistance; counsel and calm students as needed.

Assist in carrying out behavior modification programs and assist teacher with classroom management and discipline. ~~Implement differential reinforcement programs. May be required to de-escalate potentially violent situations involving students who demonstrate aggressive, defiant behaviors~~

Assist students and teachers in the use of computers including instructional software, keyboarding, and word processing.

Assist in supervising students during playground activities, bus loading and unloading, field trips, and other activities.

Assist teacher in preparation of instructional materials and learning activities.

Assist teacher with routine clerical duties and record-keeping activities including grading ~~correcting~~ papers and logging assignments, ~~preparing correspondence, completing forms, and filing.~~

Collect and record data in order to monitor student's progress. Maintain confidentiality of student information.

Assist in preparing bulletin board materials and decorating classroom; assist in maintaining a neat, orderly, and attractive learning environment.

Collect, assemble, and distribute textbooks, learning materials, supplies, equipment, and resource materials; assist in ordering instructional materials as directed.

## **SPECIAL EDUCATION PARAEDUCATOR SERIES (continued)**

Operate audiovisual equipment, copy machines, and other equipment that is related to the instructional program.

Attend and participate in staff, professional development, and team planning meetings as required. Attend non-violent crisis intervention training and behavior intervention training as required. ~~May participate in therapy sessions with counselors and mental health specialists.~~

### **SPECIAL EDUCATION PARAEDUCATOR II**

In addition to the preceding duties:

~~The following duties are typically performed in classrooms for students who are moderately to severely disabled and may be performed in support of students in other settings:~~

~~After training, Some assignments include participate in specialized health care procedures including, but not limited to, gastrostomy tube feeding, tracheostomy suctioning, blood glucose monitoring, nebulizer treatment, catheterization, intravenous medication and infusion, ostomy procedures, oxygen administration, diapering, and toileting.~~

~~Partner in de-escalating potentially violent situations involving students who demonstrate verbally and physically aggressive, defiant behaviors.~~

~~Assist in training designated students in the skills necessary to care for their personal hygiene, self-help, and individual medical needs, including use of bathroom facilities, feeding, and other specialized health care.~~

~~Adjust special equipment such as wheelchairs, lifts, braces, and walkers; position or reposition students in same.~~

~~Assist students in changing clothing or putting on garments.~~

~~Set up meal trays; assist students with feeding.~~

~~Assist in maintaining clean and safe classroom, play, and eating areas.~~

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The position requires the ability to see for purposes of performing essential job duties, observing students and reading instructional materials, tests, student records and other printed matter; understand speech at normal levels in person and on the telephone; communicate so others will be able to clearly understand a normal conversation in person and on the telephone; operate audiovisual equipment, computer, copy machine and other office and classroom equipment with dexterity; occasionally lift/carry supplies and printed materials weighing up to 25 pounds; occasionally lift (with assistance), move, and position disabled students up to age 22 who may weigh 150 pounds or more; and use appropriate equipment to lift/move student to ensure access to all facilities, including bathrooms. The duties are performed in a classroom and on school grounds with prolonged periods of standing and walking to work with and assist students. There is frequent bending, crouching, kneeling, and sitting on the floor to interact with students, pushing/pulling equipment, and reaching in all directions. Some assignments require constant attention to protecting physical safety in a classroom where students, because of the nature and severity of their disabilities are accident prone or, because of assaultive or self-abusive tendencies, could cause serious injury to themselves or others. There may be incidents of exposure to bodily fluids.

## QUALIFICATIONS

**Experience/Training:** Any combination of education, experience, and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would include graduation from high school and experience working with students with disabilities. Additional college course work and specialized training in child care, psychology/guidance, behavior modification techniques, instructional technology, child development, or a related field are preferred.

**Skills, Knowledge, and Abilities:** Knowledge of appropriate techniques for the instruction of students in special education; the general purposes and goals of public education, including the California State Standards; general methods of education and teaching; techniques to control and motivate students; student behavior and characteristics; core academic subject areas, including mathematics, science, English, and social sciences, at a level appropriate to assignment; computer equipment; and word processing and data base programs.

Ability to learn instructional terminology, program philosophies, concepts, materials, methods and procedures; assume responsibility for assisting in the supervision of students in special education; recognize potential limitations of students and encourage their participation in educational and occupational programs and activities with patience and compassion; utilize or quickly learn to utilize word processing, data base, and other computer programs used at the site to which assigned; assist students with their personal hygiene, lavatory, and specialized health care needs; read, write, and understand the English language; maintain records; operate or learn to operate equipment used as educational aids; communicate clearly and concisely, both orally and in writing; remain calm in stressful situations; and establish and maintain cooperative working relationships with those contacted in the course of work.

Classification Review Conducted May 2014

Approved by the Personnel Commission \_\_\_\_\_



SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT  
REGULAR PERSONNEL COMMISSION MEETING AGENDA  
May 28, 2014

8. DISCUSSION/ACTION:  
RECLASSIFICATION OF RECEPTIONIST POSITION

The receptionist at San Luis Obispo High School, Trish Lindsley, is retiring at the end of June 2014. Prior to posting the vacancy, staff visited with the Leslie O'Connor, Principal, and Julie Mamo-Beckius, Assistant Principal, at the high school to review the duties assigned to this position.

The administrative offices at San Luis High were rearranged a couple of years ago. Prior to this change, the receptionist had been responsible for many attendance functions and covered the desks of other attendance personnel when they were absent. Following the change in office layout, the receptionist no longer performed these duties. The duties remaining on the desk are more appropriately classified as Secretary Clerk.

This is the only position in the District that is still classified as Receptionist. The position in the Personnel Office was reclassified to Senior Secretary Clerk when benefits management was assigned to the position. The position in the Adult Education Office was eliminated a year ago during budget reductions.

Copies of the class specifications for Secretary Clerk and Receptionist are included on the following pages for reference.

RECOMMENDATION:

That the Commission approve the reclassification of the vacant Receptionist position at San Luis Obispo High School to Secretary Clerk.

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT  
CLASS SPECIFICATION**

**SECRETARY CLERK**

**PURPOSE OF POSITION**

To perform a variety of clerical duties in support of supervisory staff at a school site or administrative office; to provide general information and assistance to staff, parents, students, and the public; and to perform related duties as assigned.

**SUPERVISION**

Receive general supervision from site administrator. May exercise functional and technical supervision over student aides.

**ESSENTIAL FUNCTIONS** - The specific duties performed will vary depending on the school site to which assigned; duties may include, but are not limited to, the following:

**When assigned to any site:**

Serve as office or site receptionist to students, teachers, staff, and the public by answering inquiries and furnishing routine information on school standards, procedures, rules, regulations, programs, and policies. Respond to a variety of telephone requests for information.

Utilize the web-based student information system to maintain accurate attendance records and reports; receive absence information from parents/guardians and verify uncleared student absences with parent/guardian by telephone, letter, or in person.

May utilize the web-based student information system to update records, print special reports, and run queries; prepare and distribute attendance forms, locator cards, reports cards, and other student data forms. Generate a variety of attendance reports and enrollment summaries for the use of teachers and administrators and to meet the reporting requirements of outside agencies.

Receive, tally, and place lunch orders.

Issue absence slips and tardy slips.

Administer first aid and, with parent's permission, give medications to students.

Set up and maintain a variety of files for cumulative student records, student schedules, and correspondence.

Assist in registering and enrolling new students by obtaining necessary documents and forms.

Order office supplies through an on-line account. Prepare purchase requisitions. Receive deliveries and confirm accuracy of order. Inventory, store, and issue supplies.

Generate and maintain necessary forms and files for students on Independent Study.

Collect student obligations and prepare deposits.

Distribute incoming mail.

Prepare a wide variety of correspondence, reports, newsletters, and bulletins from rough drafts, marginal notes, and verbal instructions; collect and compile data for summary reports.

## **SECRETARY CLERK** (continued)

Copy, assemble, and distribute a variety of documents.

Prepare for signature and route a variety of District forms including copy/print requisitions, conference forms, and expense claim forms.

May assist in the coordination and administration of State and District assessment tests.

Assist in training student aides. Train new staff members, volunteers, and PTA members in the use of office machines and school/District procedures.

Utilize a two-way radio to communicate with the site administrator and custodial crew.

Operate a computer for the purpose of inputting, updating, and maintaining data bases and preparing correspondence, reports, forms, lists, and other documents. Utilize the District's e-mail and calendaring system software for correspondence and calendaring. Utilize the District's Office Suite software for word processing, spreadsheets, electronic filing, and District templates.

Operate and troubleshoot a variety of office equipment including copiers, calculators, typewriters, fax machines, and phones.

### **When assigned to the dual immersion elementary school:**

Schedule appointments and maintain the calendar for the Welcome Center where all students who have a primary language other than English are assessed.

### **When assigned to high school athletic department:**

Coordinate transportation for all athletic events through District Transportation Department and rental agencies.

Maintain an up-to-date master calendar of all sports events and transportation arrangements.

Maintain and update a variety of databases related to student athletes, coaches, tournaments, and other athletic events.

Assist with arrangements for special events, such as the sports awards banquets, by contacting participants, arranging for facilities, ordering refreshments, and preparing certificates and other required materials.

Prepare and process athletic contracts.

Maintain list of volunteer coaches; verify eligibility to work alone with students and/or drive on field trips.

May assist with registration during weekend or evening athletic tournaments.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The position requires the ability to see for purposes of reading mail, policies, and other printed matter; understand speech at normal levels in person and on the telephone; communicate so others will be able to clearly understand a normal conversation in person and on the telephone; operate computer equipment, typewriter, calculator, copy machine, and other office machines with dexterity; and occasionally move office supplies and printed materials weighing up to 25 pounds. The duties are performed in an office setting and there is frequent bending, crouching, kneeling, pushing/pulling, and reaching in all directions.

## SECRETARY CLERK (continued)

### QUALIFICATIONS

**Experience/Training:** Any combination of education, training, and experience equivalent to two years of general clerical work and graduation from high school with the equivalent of two years of college preferred.

**License or Certificate:** If assigned to a school site, will be required to participate in training for first aid certification.

**Skills, Knowledge, and Abilities:** Knowledge of modern office methods, practices, and procedures; computer equipment and word processing, spreadsheet, and data base programs; record keeping practices; and English usage, spelling, grammar, and punctuation.

Ability to interpret and apply school rules, regulations and policies; perform clerical work with speed and accuracy; operate and use a variety of office equipment; utilize or quickly learn to utilize the word processing, spreadsheet, and data base programs used at the site to which assigned; keyboard the equivalent of 45 words per minute; work independently in the absence of supervision; effectively manage multiple tasks and set priorities; function in a calm and capable manner in a hectic environment with almost constant interruptions; communicate effectively, both orally and in writing, including effective telephone communication skills; exercise tact and good judgment in dealing with students, staff, and the public; maintain confidentiality of work; and establish and maintain cooperative working relationships with those contacted in the course of work.

Classification Review Conducted February 2013  
Approved by the Personnel Commission on May 22, 2013

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT  
CLASS SPECIFICATION**

**RECEPTIONIST**

**PURPOSE OF POSITION**

To act as receptionist, to perform a wide variety of responsible clerical duties in support of an assigned office, and to perform related duties as assigned.

**SUPERVISION**

Receive general supervision from higher level administrative staff.

**ESSENTIAL FUNCTIONS** - Duties may include, but are not limited to, the following; the specific duties performed will vary depending on the site to which assigned:

When assigned to any site:

Serve as receptionist to employees, students, and the general public; answer inquiries, furnish information, and direct the caller to the appropriate department or school site.

Operate a multi-line telephone to receive and place telephone calls; take and deliver phone messages.

Receive and distribute incoming and outgoing interdistrict mail. Post outgoing U.S. mail.

Maintain databases to log and monitor a variety of information, including performance evaluations, immunizations, clearances, and mailing lists.

Copy, collate, and distribute a variety of information.

Order office supplies through an on-line account. Inventory and store office supplies.

Type letters, memoranda, reports, bulletins, and requisitions.

Set up and maintain a variety of files for reports and correspondence.

Schedule appointments and maintain calendar for assigned administrator.

Compose routine correspondence from marginal notes, rough drafts, or verbal instructions; compile information from a variety of sources and prepare routine summary reports.

Perform general clerical duties in support of the assigned office and assist other staff members with a variety of projects as needed.

Operate a variety of office machines including copiers, calculators, typewriters, and fax machines. Operate a computer for the purpose of preparing correspondence, forms, reports, lists, and other documents.

When assigned to Adult Education:

Register students for adult education classes, determine eligibility, collect fees, and track number of registrants.

Assist with Summer School K-12 registration.

Prepare facility use permits for adult education classes that meet in off-campus facilities.

## **RECEPTIONIST** (continued)

Maintain reservation calendar for District use of the Adult School meeting room.

Process GED test applications, accept fees, and determine eligibility.

### When assigned to the high school:

Prepare for signature and route a variety of District forms, including parking permits, work permits, printing requests, and field trip requests.

Distribute incoming faxes. Assist in preparing bulk mailings.

Assist with registering and enrolling new students; obtain necessary documents and forms.

Issue absence slips, tardy slips, and permits to leave school grounds.

Maintain the lost and found department.

Administer first aid and, with parent's permission, give medications to students.

Utilize the web-based student information system to assist with the maintenance of accurate attendance records for each student; verify uncleared student absences with parent/guardian by telephone, letter, or in person.

Assist in generating a variety of attendance reports and enrollment summaries for the use of teachers and administrators.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The position requires the ability to see for purposes of reading mail, policies, and other printed matter; understand speech at normal levels in person and on the telephone; communicate so others will be able to clearly understand a normal conversation in person and on the telephone; operate a multi-line telephone, postage machine, computer equipment, typewriter, calculator, copy machine and other office machines with dexterity; frequently move office supplies, mail, and other printed materials weighing up to 25 pounds and occasionally move materials weighing up to 40 pounds. The duties are performed in an office setting and there is frequent bending, crouching, or kneeling at files, pushing/pulling, reaching in all directions, and prolonged periods of time working at a multi-line telephone and/or computer.

## **QUALIFICATIONS**

**Experience/Training:** Any combination of education, training, and experience equivalent to two years of increasingly responsible general clerical experience and graduation from high school.

**Skills, Knowledge, and Abilities:** Knowledge of tactful and courteous telephone skills; modern office methods, practices, and procedures; computer equipment and word processing programs; English usage, spelling, grammar and punctuation; and basic principles and procedures of record keeping.

Ability to learn and interpret District policies and procedures; respond to requests and inquiries from District personnel and the general public; utilize or quickly learn to utilize the word processing, spreadsheet, and data base programs used at the site to which assigned; exercise tact and good judgment in dealing with staff and the public; communicate clearly and concisely, both orally and in writing, including effective telephone communication skills; understand and carry out oral and written directions; work effectively in the absence of supervision; establish and maintain cooperative working relationships with those contacted in the course of work; keyboard the equivalent of 45 words per minute; and operate standard and specialized office equipment including a multi-line telephone.

Classification Review Conducted October 2008

Approved by the Personnel Commission on January 29, 2009

Revised by the Personnel Commission on July 18, 2012

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT  
REGULAR PERSONNEL COMMISSION MEETING AGENDA  
May 28, 2014

9. DISCUSSION/ACTION:  
CLASSIFICATION REVIEW: CUSTODIAL JOB FAMILY (Second Reading)

**This item was presented for a first reading at the May 1, 2014, meeting. It is presented at this time for a second reading and action.**

The classification review of the Custodial Job Family has been completed. The review included the classifications of Custodian I, Custodian II, Senior Custodian, Custodial Crew Chief I, and Custodial Crew Chief II. A summary of the duties and qualifications for the classifications is presented on the following page.

For the most part, the suggested changes in the class specifications are fairly minor. Many of the changes are just to provide uniformity of wording between the descriptions for the different job classes. Drafts of the proposed changes in the class specifications are presented on the following pages. Deletions are ~~struck out~~ and additions are underlined. Changes made since the first reading are double-underlined.

RECOMMENDATION:

That the Commission approve the revisions in the class specifications for Custodian I, Custodian II, Senior Custodian, Custodial Crew Chief I, and Custodial Crew Chief II.

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT**  
**DIVISION OF PERSONNEL SERVICES**

Custodial Job Family  
 April 2014

Class Title	Purpose of Position	Qualifications	Number of Positions	Salary Range (Step A - Step E)
Custodian I	This is an entry level position responsible for cleaning and maintaining assigned buildings and grounds.	One year of work experience and graduation from high school.	21	\$16.21-\$19.70/hour \$2,821-\$3,428/month Plus 5% night shift differential
Custodian II	Clean and maintain buildings and grounds at a secondary school during the day.	One year of custodial experience and graduation from high school.	2	\$17.03-\$20.70/hour \$2,963-\$3,602/month
Custodian III  There are no employees in this job class.	Clean and maintain assigned site as the sole on-site custodian.			
Senior Custodian	Lead responsibility at an elementary school.	Two years of custodial experience, including supervisory experience, and graduation from high school.	10	\$17.46-\$21.22/hour \$3,038-\$3,692/month
Custodial Crew Chief I	Lead supervision of custodial crew at a middle school	Three years of custodial experience, including one year of lead supervisory experience, and graduation from high school.	2	\$18.34-\$22.29/hour \$3,191-\$3,878/month
Custodial Crew Chief II	Lead supervision of custodial crew at a high school	Three years of custodial experience, including one year of lead supervisory experience, and graduation from high school.	2	\$18.80-\$22.85/hour \$3,271-\$3,976/month Plus 5% night shift differential



**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT  
CLASS SPECIFICATION**

**CUSTODIAN I**

**PURPOSE OF POSITION**

Clean and maintain assigned buildings and grounds and perform related duties as assigned. All employees of the Operations Department share responsibility for providing clean, safe schools and offices for students, staff, and visitors.

**SUPERVISION**

Receive general supervision from the Operations Supervisor and/or School Principal. Receive technical and functional supervision from higher level custodian.

**ESSENTIAL FUNCTIONS** - Duties may include, but are not limited to, the following:

Clean and disinfect restrooms and locker rooms; disinfect drinking fountains; fill paper and soap dispensers; clear clogged drains and toilets.

Empty and clean waste receptacles.

Sweep, mop, strip, wax, and buff floors; vacuum and shampoo rugs and carpets.

Dust, wash, and polish furniture and woodwork; polish metalwork.

Clean dry erase boards; empty pencil sharpeners.

Wash windows, glass surfaces, doors, and walls.

Clean kitchen, multi-purpose room, and adjacent areas and disinfect lunch tables.

Assist in cleaning trash and debris from grounds, parking lots, and outdoor areas.

Assist in carrying out the District's recycling program.

Assist in moving, arranging, setting up, and taking down furniture and equipment for classrooms, assemblies, special events, and meetings.

Assist in delivering books, supplies, and furniture to assigned rooms.

Assist staff, students, and community groups in use of facility by unlocking doors, answering questions, and providing assistance.

May oversee after-school use of buildings.

Make minor, non-technical repairs including, but not limited to, repairing custodial tools and equipment, replacing light bulbs and fluorescent light tubes and replacing audio-visual equipment lights. Prepare maintenance requests for technical repairs.

~~Check timers and controllers for heating and air conditioning operations and for outside lighting. Reset and override clock program if appropriate.~~

## CUSTODIAN I (continued)

Identify, correct, and report physical safety concerns and situations of unacceptable uses of school grounds at assigned site; report and clean up areas of vandalism.

Maintain security of school property by locking gates, doors, and windows.

May assist with inventorying, ordering, and storing custodial supplies for the assigned site.

Participate in site clean-up during the summer.

### PHYSICAL DEMANDS AND WORKING CONDITIONS

The position requires the ability to see for purposes of performing essential job functions, reading labels, custodial records, and other printed matter; understand speech at normal levels in person and on the telephone; communicate so others will be able to clearly understand a normal conversation in person and on the telephone; operate cleaning equipment and tools with dexterity; routinely move equipment, containers, and supplies weighing up to 25 pounds, occasionally move equipment, containers, and supplies weighing up to 75 pounds, and participate with manual or mechanical assistance in moving significantly heavier equipment, containers, and supplies.

The position requires the ability to work both indoors and outdoors in a variety of climatic conditions and perform physical work with dexterity including bending, kneeling, climbing ladders, pushing/pulling equipment and supplies, reaching in all directions, long periods of standing/walking, and, with appropriate safety equipment, working with solvents, detergents, and other cleaning chemicals. A physical examination to verify the ability to perform duties is required as part of the hiring process.

### QUALIFICATIONS

**Experience/Training:** Any combination of education, training, and experience equivalent to one year of successful work experience, not necessarily in the custodial field, graduation from high school, and the ability to read and write at a level necessary for successful job performance.

**License or Certificate:** Possession of a valid California drive license.

**Skills, Knowledge, and Abilities:** Knowledge of materials, disinfectants, equipment, and methods used in custodial work.

Ability to establish and maintain cooperative working relationships with co-workers, staff, students, and community groups; demonstrate flexibility in meeting frequent changes in schedules and priorities; learn to use cleaning equipment and materials with skill and efficiency; learn to use tools in minor maintenance work; learn safe work practices; understand and carry out oral and written directions; and work effectively in the absence of supervision.

Classification Review Conducted February 2014

Approved by the Personnel Commission on \_\_\_\_\_

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT  
CLASS SPECIFICATION**

**CUSTODIAN II**

**PURPOSE OF POSITION**

Clean and maintain assigned buildings and grounds at a high school during the day shift and perform related duties as assigned. All employees of the Operations Department share responsibility for providing clean, safe schools and offices for students, staff, and visitors.

**SUPERVISION**

Receive general supervision from the Operations Supervisor and/or School Principal. Receive technical and functional supervision from higher level custodian.

**ESSENTIAL FUNCTIONS** - Duties may include, but are not limited to, the following:

Clean and disinfect restrooms and locker rooms; disinfect drinking fountains; fill paper and soap dispensers; clear clogged drains and toilets.

Empty and clean waste receptacles.

Sweep, mop, strip, wax, and buff floors; vacuum and shampoo rugs and carpets.

Dust, wash, and polish furniture and woodwork; polish metalwork.

Clean dry erase boards; empty pencil sharpeners.

Wash windows, glass surfaces, doors, and walls.

Clean kitchen, cafeteria, and adjacent areas and disinfect lunch tables.

Assist in cleaning trash and debris from grounds, parking lots, and outdoor areas.

Assist in carrying out the District's recycling program.

Assist in moving, arranging, ~~and~~ setting-up, and taking down furniture and equipment for classrooms, assemblies, special events, and meetings.

Assist in delivering books, supplies and furniture to assigned rooms.

~~May~~ Supervise students during nutrition and lunch breaks.

Coordinate site use permits and staff coverage with site administrator and other affected staff.

Make minor, non-technical repairs including, but not limited to, repairing custodial tools and equipment, changing locker combinations, adjusting desks, replacing light bulbs and fluorescent light tubes and replacing audio-visual equipment lights. Prepare maintenance requests for technical repairs.

~~Check timers and controllers for heating and air conditioning operations and for outside lighting. Reset and override clock program if appropriate.~~

Identify, correct, and report physical safety concerns and situations of unacceptable uses of school grounds at assigned site; report and clean up areas of vandalism.

## CUSTODIAN II (continued)

Participate in ~~Respond to~~ nuclear, fire, and disaster drills; if necessary, turn off gas valves and electrical service; assist safety, fire, and building inspectors as needed; and maintain up-to-date inventory of earthquake supplies.

May assist ~~maintain custodial records for assigned school site;~~ with inventorying, ordering, and storing custodial supplies for the assigned site.

Raise and lower school flags.

Participate in site clean-up during the summer.

## PHYSICAL DEMANDS AND WORKING CONDITIONS

The position requires the ability to see for purposes of performing essential job functions, reading labels, custodial records and other printed matter; understand speech at normal levels in person and on the telephone; communicate so others will be able to clearly understand a normal conversation in person and on the telephone; operate cleaning equipment and tools with dexterity; routinely move equipment, containers, and supplies weighing up to 25 pounds, occasionally move equipment, containers, and supplies weighing up to 75 pounds, and participate with manual or mechanical assistance in moving significantly heavier equipment, containers, and supplies.

The position requires the ability to work both indoors and outdoors in a variety of climatic conditions and perform physical work with dexterity including bending, kneeling, climbing ladders, pushing/pulling equipment and supplies, reaching in all directions, long periods of standing/walking, and, with appropriate safety equipment, working with solvents, detergents, and other cleaning chemicals. A physical examination to verify the ability to perform duties is required as part of the hiring process.

## QUALIFICATIONS

**Experience/Training:** Any combination of education, training, and experience equivalent to one year of increasingly responsible custodial experience, preferably in a school district, graduation from high school, and the ability to read and write at a level necessary for successful job performance.

**License or Certificate:** Possession of a valid California driver license.

**Skills, Knowledge, and Abilities:** Knowledge of materials, disinfectants, equipment, and methods used in custodial work; basic principles and procedures of custodial record keeping and reporting; and safe work practices.

Ability to establish and maintain cooperative working relationships with co-workers, staff, students, and community groups; prioritize requests of staff and administrators and effectively meet the changing demands in the day-to-day operations of a school site; use cleaning equipment and materials with skill and efficiency; use tools in minor maintenance work; understand and carry out oral and written directions; work effectively in the absence of supervision; and communicate clearly and concisely, both orally and in writing.

Classification Review Conducted February, 2014

Approved by the Personnel Commission on \_\_\_\_\_

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT  
CLASS SPECIFICATION**

**SENIOR CUSTODIAN**

**PURPOSE OF POSITION**

Provide ~~Assume~~ lead responsibility for the cleanliness and safety of an elementary school site or the Adult School/District Administration site, provide direction to assigned staff, clean and maintain assigned area, and perform related duties as assigned. All employees of the Operations Department share responsibility for providing clean, safe schools for students, staff, and visitors.

**SUPERVISION**

Receive direction from the Operations Supervisor and/or site administrator. Exercise functional and technical supervision over assigned custodial staff and substitutes.

**ESSENTIAL FUNCTIONS** - Duties may include, but are not limited to, the following; the specific duties performed may vary depending on the site to which assigned:

Provide lead supervision and training to custodians and substitute custodians; participate in the evaluation of custodians.

Meet with night custodial staff and communicate with area Crew Chief to review scheduled after-school activities and to note areas requiring additional cleaning.

Assist in developing annual custodial work schedules; schedule special projects at assigned ~~school~~ site.

~~May~~ Supervise students during nutrition and lunch breaks. May train and supervise students on lunch clean-up crew. May supervise students in the pick-up area at the end of the school day.

Clean kitchen, multi-purpose room, and adjacent areas and disinfect lunch tables.

Sweep sidewalks and pick up trash and debris on grounds, parking lots, ~~clean other~~ and outdoor areas.

Coordinate site use permits and staff coverage with site administrator and other affected staff.

Assist staff, students, and community groups in use of facility by unlocking doors, answering questions, and providing assistance.

Assist in moving, arranging, ~~and~~ setting up, and taking down furniture and equipment for classrooms, assemblies, special events, and meetings.

Deliver ~~Distribute~~ books, supplies, and furniture to assigned rooms.

Clean and disinfect restrooms; disinfect drinking fountains; fill paper and soap dispensers; clear clogged drains and toilets.

Empty and clean waste receptacles.

Sweep, mop, strip, wax, and buff floors; vacuum and shampoo rugs and carpets.

Dust, wash, and polish furniture and woodwork; polish metalwork.

## SENIOR CUSTODIAN (continued)

Clean dry erase boards; empty pencil sharpeners.

Wash windows, glass surfaces, doors, and walls.

~~Assist in cleaning trash and debris from grounds, parking lots, and outdoor areas.~~

Assist in carrying out the District's recycling program.

May be assigned as Substitute Crossing Guard when needed.

Make minor, non-technical repairs including, but not limited to, repairing custodial tools and equipment, adjusting desks, repairing playground equipment, replacing light bulbs and fluorescent light tubes and replacing audio-visual equipment lights. Prepare maintenance requests for technical repairs.

~~Check timers and controllers for heating and air conditioning operations and for outside lighting. Reset and override clock program if appropriate.~~

Identify, correct, and report physical safety concerns and situations of unacceptable uses of school grounds at assigned site; report and clean up areas of vandalism.

Participate in Respond to nuclear, fire, and disaster drills; if necessary, turn off gas valves and electrical service; assist safety, fire, and building inspectors as needed; and maintain up-to-date inventory of earthquake supplies.

Operate a computer to receive and send e-mail and to prepare maintenance requests, schedules, and other forms and correspondence.

Inventory, order, and store custodial and office supplies for the assigned site.

Maintain custodial records for assigned school site and prepare forms and written reports.

Raise and lower school flags.

Participate in and supervise school site clean-up during the summer.

## PHYSICAL DEMANDS AND WORKING CONDITIONS

The position requires the ability to see for purposes of performing essential job functions, reading labels, custodial records, and other printed matter; understand speech at normal levels in person and on the telephone; communicate so others will be able to clearly understand a normal conversation in person and on the telephone; operate cleaning equipment and tools with dexterity; routinely move equipment, containers, and supplies weighing up to 25 pounds, occasionally move equipment, containers, and supplies weighing up to 75 pounds, and participate with manual or mechanical assistance in moving significantly heavier equipment, containers, and supplies.

The position requires the ability to work both indoors and outdoors in a variety of climatic conditions and perform physical work with dexterity including bending, kneeling, climbing ladders, pushing/pulling equipment and supplies, reaching in all directions, long periods of standing/walking, and, with appropriate safety equipment, working with solvents, detergents, and other cleaning chemicals. A physical examination to verify the ability to perform duties is required as part of the hiring process.

## QUALIFICATIONS

**Experience/Training:** Any combination of education, training, and experience equivalent to two years increasingly responsible custodial experience including supervisory experience, preferably in a school district, graduation from high school, and the ability to read and write at a level necessary for successful job performance.

**SENIOR CUSTODIAN** (continued)

**License or Certificate:** Possession of a valid California driver license.

**Skills, Knowledge, and Abilities:** Knowledge of basic principles of lead supervision, training and evaluation; materials, disinfectants, equipment, and methods used in custodial work; basic principles and procedures of custodial record keeping and reporting; and safe work practices.

Ability to establish and maintain cooperative working relationships with co-workers, staff, students, and community groups; prioritize requests of staff and administrators and effectively meet the changing demands in the day-to-day operations of a school site; supervise, train, and evaluate assigned staff; use cleaning equipment and materials with skill and efficiency; use tools in minor maintenance work; operate a computer; understand and carry out oral and written directions; work effectively in the absence of supervision; and communicate clearly and concisely, both orally and in writing.

Classification Review Conducted February, 2014  
Approved by the Personnel Commission on \_\_\_\_\_

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT  
CLASS SPECIFICATION**

**CUSTODIAL CREW CHIEF I**

**PURPOSE OF POSITION**

Provide lead supervision of a custodial crew at a middle school, clean and maintain assigned school site, and perform related duties as assigned. All employees of the Operations Department share responsibility for providing clean, safe schools for students, staff, and visitors.

**SUPERVISION**

Receive direction from the Operations Supervisor and/or School Principal. Exercise functional and technical supervision over assigned custodial staff and substitutes.

**ESSENTIAL FUNCTIONS** - Duties may include, but are not limited to, the following:

Plan, prioritize, assign, supervise, and review the work of custodial crew at the site.

Assist in developing annual custodial work schedules; schedule special projects at assigned school site.

Supervise and train custodians and substitute custodians; participate in the evaluation of custodians.

Supervise students during nutrition and lunch breaks. Train and supervise students on lunch clean-up crew.

Clean kitchen, multi-purpose room, and adjacent areas and disinfect lunch tables.

Sweep sidewalks and pick up trash and debris on grounds, parking lots, and outdoor areas.

Assist staff, students, and community groups in use of facility by unlocking doors, answering questions, and providing assistance.

Coordinate site use permits and staff coverage with site administrator and other affected staff.

Assist in moving, arranging, ~~and~~ setting up, and taking down furniture and equipment for classrooms, assemblies, special events, and meetings; ~~may oversee building use permits.~~

Deliver books, supplies, and furniture to assigned rooms.

Clean and disinfect restrooms and locker rooms; disinfect drinking fountains; fill paper and soap dispensers; clear clogged drains and toilets.

Empty and clean waste receptacles.

Sweep, mop, strip, and wax floors; vacuum and shampoo rugs and carpets.

Dust, wash, and polish furniture and woodwork; polish metalwork.

Clean dry erase boards; empty pencil sharpeners.

Wash windows, glass surfaces, doors, and walls.

~~Assist in cleaning trash and debris from grounds, parking lots, and outdoor areas.~~



## CUSTODIAL CREW CHIEF I (continued)

Assist in carrying out the District's recycling program.

Make minor, non-technical repairs including, but not limited to, repairing custodial tools and equipment, changing locker combinations, adjusting desks, replacing light bulbs and fluorescent light tubes, and replacing audio-visual equipment lights. Prepare maintenance requests for technical repairs.

~~Check timers and controllers for heating and air conditioning operations and for outside lighting. Reset and override clock program if appropriate.~~

Identify, correct, and report physical safety concerns and situations of unacceptable uses of school grounds at assigned site; report and clean up areas of vandalism.

Participate in Respond to nuclear, fire, and disaster drills; if necessary, turn off gas valves and electrical service; assist safety, fire, and building inspectors as needed; and maintain up-to-date inventory of earthquake supplies.

Operate a computer to receive and send e-mail and to prepare maintenance requests, schedules, and other forms and correspondence.

Inventory, order, and store custodial and office supplies for the assigned site.

Maintain custodial records for assigned school site and prepare forms and written reports.

Raise and lower school flags.

Participate in and supervise school site clean-up during the summer.

### PHYSICAL DEMANDS AND WORKING CONDITIONS

The position requires the ability to see for purposes of performing essential job functions, reading labels, custodial records and other printed matter; understand speech at normal levels in person and on the telephone; communicate so others will be able to clearly understand a normal conversation in person and on the telephone; operate cleaning equipment and tools with dexterity; routinely move equipment, containers, and supplies weighing up to 25 pounds, occasionally move equipment, containers, and supplies weighing up to 75 pounds, and participate with manual or mechanical assistance in moving significantly heavier equipment, containers, and supplies.

The position requires the ability to work both indoors and outdoors in a variety of climatic conditions and perform physical work with dexterity including bending, kneeling, climbing ladders, pushing/pulling equipment and supplies, reaching in all directions, long periods of standing/walking, and, with appropriate safety equipment, working with solvents, detergents, and other cleaning chemicals. A physical examination to verify the ability to perform duties is required as part of the hiring process.

### QUALIFICATIONS

**Experience/Training:** Any combination of education, training, and experience equivalent to three years increasingly responsible custodial experience including one year of lead supervisory experience, graduation from high school, and the ability to read and write at a level necessary for successful job performance.

**License or Certificate:** Possession of a valid California driver license.

**Skills, Knowledge, and Abilities:** Knowledge of basic principles of supervision and training; materials, disinfectants, equipment, and methods used in custodial work; and safe work practices.

**CUSTODIAL CREW CHIEF I** (continued)

Ability to establish and maintain cooperative working relationships with co-workers, staff, students, and community groups; prioritize requests of staff and administrators and effectively meet the changing demands in the day-to-day operations of a school site; use cleaning equipment and materials with skill and efficiency; use tools in minor maintenance work; operate a computer; understand and carry out oral and written directions; work effectively in the absence of supervision; and communicate effectively, both orally and in writing.

Classification Review Conducted February, 2014  
Approved by the Personnel Commission on \_\_\_\_\_

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT  
CLASS SPECIFICATION**

**CUSTODIAL CREW CHIEF II**

**PURPOSE OF POSITION**

Provide lead supervision of a custodial crew at a high school and other schools as assigned, clean and maintain assigned school site, and perform related duties as assigned. All employees of the Operations Department share responsibility for providing clean, safe schools for students, staff, and visitors.

**SUPERVISION**

Receive direction from the Operations Supervisor and/or School Principal. Exercise functional and technical supervision over assigned custodial staff and substitutes, ~~and student helpers.~~

**ESSENTIAL FUNCTIONS** - Duties may include, but are not limited to, the following:

Plan, prioritize, assign, supervise, and review the work of assigned custodial crew. Assist the Operations Supervisor in coordinating substitute coverage for assigned schools. In the absence of the Operations Supervisor, respond to questions and calls for assistance from custodians at other school sites in the Crew Chief's assigned area.

Assist in developing annual custodial work schedules; schedule special projects at assigned school site.

Supervise and train custodians and substitute custodians; participate in the evaluation of custodians.

Assist staff, students, and community groups in use of facility by unlocking doors, answering questions, and providing assistance.

Coordinate site use permits and staff coverage with site administrator and other affected staff.

Assist in moving, arranging, ~~and~~ setting up, and taking down furniture and equipment for classrooms, assemblies, special events, and meetings; ~~may oversee building use permits.~~

Clean and disinfect restrooms and locker rooms; disinfect drinking fountains; fill paper and soap dispensers; clear clogged drains and toilets.

Empty and clean waste receptacles.

Sweep, mop, strip, and wax floors; vacuum and shampoo rugs and carpets.

Dust, wash, and polish furniture and woodwork; polish metalwork.

Clean dry erase boards; empty pencil sharpeners.

Wash windows, glass surfaces, doors, and walls.

Assist in cleaning trash and debris from grounds, parking lots, and outdoor areas.

Assist in carrying out the District's recycling program.

Make minor, non-technical repairs including, but not limited to, repairing custodial tools and equipment, adjusting desks, replacing light bulbs and fluorescent light tubes, and replacing audio-visual equipment lights. Prepare maintenance requests for technical repairs.

## CUSTODIAL CREW CHIEF II (continued)

~~Check timers and controllers for heating and air conditioning operations and for outside lighting. Reset and override clock program if appropriate.~~

Identify, correct, and report physical safety concerns at assigned site and situations of unacceptable uses of school grounds; report and clean up areas of vandalism.

Assist safety, fire, and building inspectors as needed.

May participate in nuclear, fire, and disaster drills; if necessary, turn off gas valves and electrical service; assist safety, fire, and building inspectors as needed; and maintain up-to-date inventory of earthquake supplies.

Lock doors, gates, and windows; maintain security of school property at all times.

Operate a computer to receive and send e-mail and to prepare maintenance requests, schedules, and other forms and correspondence.

Inventory, order, and store custodial and office supplies.

Maintain custodial records and prepare forms and written reports.

Participate in and supervise school site clean-up during the summer.

### PHYSICAL DEMANDS AND WORKING CONDITIONS

The position requires the ability to see for purposes of performing essential job functions, reading labels, custodial records and other printed matter; understand speech at normal levels in person and on the telephone; communicate so others will be able to clearly understand a normal conversation in person and on the telephone; operate cleaning equipment and tools with dexterity; routinely move equipment, containers, and supplies weighing up to 25 pounds, occasionally move equipment, containers, and supplies weighing up to 75 pounds, and participate with manual or mechanical assistance in moving significantly heavier equipment, containers, and supplies.

The position requires the ability to work both indoors and outdoors in a variety of climatic conditions and perform physical work with dexterity including bending, kneeling, climbing ladders, pushing/pulling equipment and supplies, reaching in all directions, long periods of standing/walking, and, with appropriate safety equipment, working with solvents, detergents, and other cleaning chemicals. A physical examination to verify the ability to perform duties is required as part of the hiring process.

### QUALIFICATIONS

**Experience/Training:** Any combination of education, training, and experience equivalent to three years increasingly responsible custodial experience including one year of lead supervisory experience, graduation from high school, and the ability to read and write at a level necessary for successful job performance.

**License or Certificate:** Possession of a valid California driver license.

**Skills, Knowledge, and Abilities:** Knowledge of basic principles of supervision and training; materials, disinfectants, equipment, and methods used in custodial work; and safe work practices.

**CUSTODIAL CREW CHIEF II** (continued)

Ability to establish and maintain cooperative working relationships with co-workers, staff, students, and community groups; prioritize requests of staff and administrators and effectively meet the changing demands in the day-to-day operations of a school site; use cleaning equipment and materials with skill and efficiency; use tools in minor maintenance work; operate a computer; understand and carry out oral and written directions; work effectively in the absence of supervision; and communicate effectively, both orally and in writing.

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SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT  
REGULAR PERSONNEL COMMISSION MEETING AGENDA  
May 28, 2014

10. INFORMATION:  
ORAL REPORTS

(a) Union Representative Reports

(b) Staff Reports

- Update on legal expenditures from Commission's budget
- Christin Newlon will make a presentation on LCAP (Local Control Accountability Plan)

11. INFORMATION:  
REPORT OF TESTING

Since the last regular meeting of the Personnel Commission, the following test was administered:

POSITION	NUMBER OF VACANCIES	COMP. APPL. RECVD	WRITTEN TEST		ORAL	
			NO. TESTED	NO. PASSED	NO. TESTED	NO. PASSED
Elementary School Secretary	5	47	35	23	12	10
Bus Driver	1	2	1*	1*	1	1
Maintenance Supervisor	1	20	20*	20*	8	8
Custodian I	2	11	7	6	6	4

\*Formal paperscreening.

12. INFORMATION:  
CORRESPONDENCE RECEIVED

No correspondence had been received as of the date this agenda was prepared.

13. NEXT MEETING

The next regular Personnel Commission meeting is scheduled for 4 p.m., Wednesday, June 25, 2014

CLOSED SESSION

14. The Commission may meet in Closed Session to discuss items relating to appointment, employment, discipline, and resignation of District employee(s).