



OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA

REGULAR MEETING

Thursday, January 16, 2014

4:30 p.m.

Human Resources Conference Room, Building B

Classified Employees

in PARTNERSHIP with EDUCATION

Personnel Commission

1966 - 2014

PERSONNEL COMMISSION:

Dr. Allan Pogrund, Chair

Daniel Gooch, Vice-Chair

Bob Ewing, Member

A G E N D A

OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION

REGULAR MEETING
THURSDAY, JANUARY 16, 2014
4:30 P.M.
BOARD ROOM, BUILDING A

1. CALL TO ORDER TIME: _____
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. PUBLIC COMMENTS: The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission. If you wish to address an item on the agenda, please indicate when, at this point, or at the time the agenda item is discussed.
5. APPROVAL OF MINUTES: The Personnel Commission will receive the minutes of the December 12, 2013, Regular Personnel Commission Meeting for approval.

(Action)
Pages 1-3

Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

6. CONSENT CALENDAR: The Personnel Commission will receive the following items on the Consent Calendar:

(Action)
Page 4

Moved: _____
Second: _____
Vote: _____

A. RECRUITMENT AND TESTING:

1. ELIGIBILITY LISTS: The Personnel Commission will receive the Director's recommendation to certify the following eligibility lists. (*Commissioners only.*)

2013 – 17	Administrative Secretary
2013 – 18	Instructional Aide – Bilingual (Spanish)
2013 – 19	Instructional Assistant – Special Education
2013 – 20	Instructional Assistant – Severely Disabled
2013 – 21	Community Liaison Bilingual Assistant (Arabic)
2013 – 22	Instructional Assistant - ABA
2013 – 23	Translator - Arabic

7. CLASSIFIED ACTIVITY LISTS: The Personnel Commission will receive for information the following Classified Activity List received by the Board of Trustees for their approval at the Ocean View School District Board Meetings of:

(Information)
Pages 5-8

- January 14, 2014 – (Exhibit A) – Regular Board Meeting

- 8. **RECOMMENDATION TO RECLASSIFY INCUMBENT ROBBY FOSTER FROM MAINTENANCE WORKER TO SKILLED MAINTENANCE WORKER:** The Personnel Commission will receive the Director's recommendation to review, discuss, and approve the reclassification of an incumbent from Maintenance Worker to Skilled Maintenance Worker.

(Action)
Pages 9-17

Moved: _____
Second: _____
Vote: _____

COMMUNICATIONS

- 9. **SECOND PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission.

10. COMMISSIONERS' REPORTS

11. DIRECTOR AND STAFF REPORTS

- 12. **ADJOURNMENT** **TIME:** _____

Moved: _____
Second: _____
Vote: _____

The Ocean View School District Personnel Commission meets on the 2nd Thursday of each month at 4:30 p.m. unless otherwise noted. Agendas are posted and are available 72 hours in advance of each regular meeting on the bulletin board outside the Board Room and on the District website, www.ovsd.org. Agenda items must be submitted in writing to the Director, Classified Personnel no later than the end of the working day seven days preceding the next Commission meeting. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue. For information call (714) 847-2551.

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Personnel Commission less than 72 hours prior to the meeting, and that are public record not otherwise exempt from disclosure, will be available for review at the Personnel Commission Office, 17200 Pinehurst Lane, Huntington Beach, California, 92647, during normal business hours (Monday through Friday, 8:00 a.m. to 4:30 p.m.).

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation by contacting the Personnel Commission Office at 714-847-2551 at least 48 hours in advance of the meeting. (Government Code 54954.2 (a)1)

**OCEAN VIEW SCHOOL DISTRICT
MINUTES
Regular Personnel Commission Meeting
December 12, 2013**

CALL TO ORDER Commissioner Ewing called the December 12, 2013, Regular Personnel Commission Meeting to order at 4:30 p.m.

PLEDGE OF ALLEGIANCE Commissioner Ewing led the Pledge of Allegiance.

ROLL CALL Present were Commissioners Ewing and Gooch, and Director Michelle Vellanoweth.

ELECTION OF OFFICERS In accordance with Merit Rule 2.1.6, Chairman Ewing opened nominations for officers of the Personnel Commission.

Chair: Commissioner Bob Ewing nominated Commissioner Allan Pogrud as Chair. Seconded by Commissioner Daniel Gooch, and carried with a 2:0 vote. Commissioner Pogrud was elected as Chair for the Personnel Commission.

Vice-Chair: Commissioner Bob Ewing nominated Commissioner Daniel Gooch as Vice-Chair. Seconded by Commissioner Daniel Gooch, and carried with a 2:0 vote. Commissioner Gooch was elected as Vice-Chair for the Personnel Commission

PUBLIC COMMENTS There were no comments from the public.

MINUTES OF NOVEMBER 14, 2013 Motion by Commissioner Ewing to approve the minutes of the November 14, 2013, Regular Personnel Commission Meeting.

Seconded by Commissioner Gooch, and carried with a 2:0 vote.

COMMISSION BUSINESS

CONSENT CALENDAR The Personnel Commission received the following items on the Consent Calendar:

A. Job Description Reviews:

- 1. Computer/Multimedia Technician

B. Eligibility Lists:

- 2013 – 15 Food Distribution Worker
- 2013 – 16 Human Resources Analyst

Motion by Commissioner Ewing to approve the Consent Calendar.

Seconded by Commissioner Gooch, and carried with a 2:0 vote.

**CLASSIFIED
ACTIVITY LISTS**

The Personnel Commission received for information only, the Classified Activity List that was presented for approval to the Board of Trustees at the December 10, 2013, Board of Trustees meeting.

**REQUEST FOR
ADVANCED STEP
PLACEMENT FOR
KARIN MAYORGA,
INSTRUCTIONAL
AIDE**

Director Vellanoweth explained that the Personnel Commission has received a request for advanced step placement from Principal Carrie Haskin at Hope View for Ms. Karin Mayorga. Ms. Mayorga has been offered and has accepted a position as an Instructional Aide. This request has been recommended by Mrs. Haskin, the Superintendent, and the Director, Classified Personnel. The request is to advance Ms. Mayorga to step 3 on the salary range for Instructional Aide.

The employee has been a substitute teacher for Ocean View School District for thirteen years. She has also been a Preschool Instructional Aide for Fountain Valley School District.

Motion by Commissioner Ewing to approve the request for advanced step placement for Karin Mayorga, Instructional Aide.

Seconded by Commissioner Gooch, and carried with a 2:0 vote.

**EXTEND ELIGIBILITY
LIST #2012-16 BUS
DRIVER**

Director Vellanoweth stated that in October there had been a request to extend the eligibility list for Bus Driver through January. There had been a delay in the bidding process in the Transportation Department. Unfortunately there has been a further delay in the bidding process. The District has purchased four new buses and before the bidding process can take place, all of the bus drivers that are interested in driving a route with those buses must go through training.

The Transportation Department has assured Ms. Vellanoweth that the training and the bidding process will be completed in January. At that time the current eligibility list can then be utilized to hire the permanent positions that are desperately needed.

A second extension through March 8, 2014, is requested.

Director Vellanoweth also mentioned that she had suggested possibly going back to conducting a training program like the District had in the past. During the summers there would be a driver training program where applicants would come in and become trained bus drivers. They would then be hired as substitutes, and subsequently as permanent drivers.

Commissioner Gooch asked whether the District has ever been considered hiring veterans. He has seen news items where there have been workshops and outreach programs for hiring veterans.

Motion by Commissioner Ewing to approve to extend eligibility list #2012-16, Bus Driver.

Seconded by Commissioner Gooch, and carried with a 2:0 vote.

**SECOND PUBLIC
COMMENTS**

There were no comments from the public.

**COMMISSIONERS'
REPORTS**

Commissioner Gooch had nothing to report.

Commissioner Ewing announced that the next meeting of the Personnel Commission will be held on January 16, 2014.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth thanked Commissioners Ewing, Gooch, and Pogrund for serving as Commissioners and for being amenable and flexible in sharing the role of Chair and Vice-Chair every year.

Director Vellanoweth also mentioned that Lorena Aceves was promoted to Human Resources Analyst on the certificated side of the office.

ADJOURNMENT

Commissioner Gooch made a motion to adjourn the December 12, 2013, Regular Personnel Commission Meeting in memory of Nelson Mandela.

Motion was seconded by Commissioner Ewing, and carried with a 2:0 vote at 4:41 p.m.

Michelle Vellanoweth, Director, Classified Personnel
Secretary to the Personnel Commission

Date

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Eifert
Personnel Assistant
DATE: January 16, 2014
SUBJECT: Agenda Item No. 6.A.1.: ELIGIBILITY LIST(S)

Background Information

The following eligibility list(s) are forwarded for ratification. These lists are confidential within the meaning of Education Code Section 45274 and Government Code Section 6254(g) along with other examination records and data. *(Commissioners only)*.

The following are the current lists for ratification:

2013 – 17	Administrative Secretary
2013 – 18	Instructional Aide – Bilingual (Spanish)
2013 – 19	Instructional Assistant – Special Education
2013 – 20	Instructional Assistant – Severely Disabled
2013 – 21	Community Liaison Bilingual Assistant (Arabic)
2013 – 22	Instructional Assistant – ABA
2013 – 23	Translator (Arabic)

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists, 2013 – 17, 2013 – 18, 2013 – 19, 2013 – 20, 2013 – 21, 2013 – 22, and 2013 – 23.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: January 16, 2014

SUBJECT: Agenda Item No. 7: CLASSIFIED PERSONNEL ACTIVITY LISTS

Background Information

At the Ocean View School District, Regular Board Meetings of January 14, 2014, (Exhibit A), the Board of Trustees received the Classified Personnel Activity List for approval.

These lists are provided for the Personnel Commissioners to review classified employee activity recently processed by Classified Personnel staff.

.....
Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List of January 14, 2014, (Exhibit A).

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 January 14, 2014

Approve Employment

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE STEP</u>	<u>EFFECTIVE DATE</u>
Abdallah, Maryam	Buyer	\$ 4210.00 per month	38.4	11/19/13
Aguiar, Salvador	Custodian (Substitute)	\$ 16.890 per hour	28.1	12/13/13
Burke, Joni	School Health Technician (Substitute)	\$ 16.070 per hour	26.1	12/16/13
Chacon, Marco	Custodian (Substitute)	\$ 16.890 per hour	28.1	12/13/13
Durham, Anne-Maree	Instructional Aide (Substitute)	\$ 14.199 per hour	21.1	12/16/13
	Instructional Assistant - EL (Substitute)	\$ 14.920 per hour	23.1	12/16/13
	Instructional Assistant - Special Education (Substitute)	\$ 14.554 per hour	22.1	12/16/13
Essmaeel, Lina	Translator/Interpreter (Temporary)	\$ 19.095 per hour	33.1	12/02/13
Flores, Minerva	Child Care Attendant (Substitute)	\$ 16.070 per hour	18.5	12/12/13
Golonka, Sandra	Senior Purchasing Clerk	\$ 19.583 per hour	34.1	11/19/13
Hartow, Julie	Instructional Aide	\$ 14.199 per hour	21.1	11/12/13
Landis, Stephanie	School Health Technician (Substitute)	\$ 16.070 per hour	26.1	12/16/13
Lederman, Gina	Speech and Language Aide	\$ 15.296 per hour	24.1	11/19/13
Maldonado, Joanna	Parent Teacher Conference Interpreter (Temporary)	\$ 10.00 per hour		12/09/13
Mansfield, Steven	Custodian (Substitute)	\$ 16.890 per hour	28.1	12/18/13
Mayorga, Karin	Instructional Aide	\$ 14.199 per hour	21.1	11/18/13
Nicewarner, Dawn	Instructional Aide (Substitute)	\$ 14.199 per hour	21.1	01/06/14
	Instructional Assistant - Special Education (Substitute)	\$ 14.554 per hour	22.1	01/06/14
	Instructional Assistant - Severely Disabled (Substitute)	\$ 15.676 per hour	25.1	01/06/14
	Instructional Assistant - Physical Education (Substitute)	\$ 15.676 per hour	25.1	01/06/14
	Instructional Assistant - Adapted Physical Education (Substitute)	\$ 15.676 per hour	25.1	01/06/14
	Instructional Assistant - EL (Substitute)	\$ 14.921 per hour	23.1	01/06/14

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
January 14, 2014

Approve Employment - Continued
In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE</u> <u>STEP</u>	<u>EFFECTIVE</u> <u>DATE</u>
Poquette, Tracy	Instructional Aide (Substitute)	\$ 14,199 per hour	21.1	12/02/13
	Instructional Assistant EL (Substitute)	\$ 14,921 per hour	23.1	12/02/13
	Instructional Assistant - Special Education (Substitute)	\$ 14,554 per hour	22.1	12/02/13
Reyna, Ruben	Instructional Aide (Substitute)	\$ 14,199 per hour	21.1	12/13/13
	Instructional Assistant - Special Education (Substitute)	\$ 14,554 per hour	22.1	12/13/13
	Instructional Assistant - Severely Disabled (Substitute)	\$ 15,676 per hour	25.1	12/13/13
	Instructional Assistant - Physical Education (Substitute)	\$ 15,676 per hour	25.1	12/13/13
	Instructional Assistant - Adapted Physical Education (Substitute)	\$ 15,676 per hour	25.1	12/13/13
	Instructional Assistant - EL (Substitute)	\$ 14,921 per hour	23.1	12/13/13
Schroeder, Aaron	Custodian (Substitute)	\$ 16,890 per hour	28.1	12/13/13
Shier, Dean	Instructional Aide (Substitute)	\$ 14,199 per hour	21.1	12/18/13
	Instructional Assistant - Special Education (Substitute)	\$ 14,554 per hour	22.1	12/18/13
	Instructional Assistant - Severely Disabled (Substitute)	\$ 15,676 per hour	25.1	12/18/13
	Instructional Assistant - Physical Education (Substitute)	\$ 15,676 per hour	25.1	12/18/13
	Instructional Assistant - Adapted Physical Education (Substitute)	\$ 15,676 per hour	25.1	12/18/13
	Instructional Assistant - EL (Substitute)	\$ 14,921 per hour	23.1	12/18/13
Thomas, Tammy	Instructional Aide (Substitute)	\$ 14,199 per hour	21.1	12/17/13
	Instructional Assistant - Special Education (Substitute)	\$ 14,554 per hour	22.1	12/17/13
	Instructional Assistant - Severely Disabled (Substitute)	\$ 15,676 per hour	25.1	12/17/13
	Instructional Assistant - Physical Education (Substitute)	\$ 15,676 per hour	25.1	12/17/13
	Instructional Assistant - Adapted Physical Education (Substitute)	\$ 15,676 per hour	25.1	12/17/13
	Instructional Assistant - EL (Substitute)	\$ 14,921 per hour	23.1	12/17/13

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
January 14, 2014

Approve Retirement

<u>NAME</u>	<u>POSITION</u>	<u>START DATE</u>	<u>EFFECTIVE DATE</u>
Linehan, Judy	Instructional Assistant - EL	03/07/91	12/20/13
Pinto, Michelle	Administrative Secretary	03/16/92	12/31/13
Springer, Carole	Human Resources Analyst	09/20/76	12/27/13

Approve Separation

In accordance with Merit System Rules 8.1 to 8.6:

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>START DATE</u>	<u>EFFECTIVE DATE</u>
Alvarez, Laureen	Child Care Attendant	Resignation - Moving	03/08/13	12/06/13
Jaramillo, Tanya	Child Care Attendant	Resignation - Another job	10/04/13	12/05/13
Nguyen, John	Custodian (Substitute)	Resignation - School	03/19/13	10/03/13
Smith, Ione	Instructional Assistant - ABA	Resignation - Another job	12/11/06	12/06/13

Approve Leave of Absence Without Pay

In accordance with Merit System Rules 8.10:

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>START DATE</u>	<u>ENDING DATE</u>
Bartley, Stephanie	Instructional Assistant - ABA	Personal	12/16/13	12/20/13
Davison, Nicole	Department Secretary	Personal	01/20/14	04/27/14

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: January 16, 2014
SUBJECT: Agenda Item No. 8: Recommendation to Reclassify Incumbent Robert Foster
From Maintenance Worker to Skilled Maintenance Worker

Background Information

Several months ago Maintenance Worker Robert Foster submitted a request that his current position be reclassified to Skilled Maintenance Worker. Mr. Foster was asked to complete a job analysis questionnaire which was then followed up by a personal meeting with the Director, Classified Personnel and Personnel Analyst to obtain some clarification and to answer more detailed questions about the tasks he performs in his job. To verify the information provided by the incumbent, Maintenance and Operations Manager Gary Jordan was asked to complete a supervisor review of the reclassification request which was also followed up by a personal meeting with the Director, Classified Personnel and Personnel Analyst to clarify information.

Historical Perspective

Mr. Robert Foster began employment with the Ocean View School District as an evening Custodian in 2010. In February 2011 he promoted to the position of Maintenance Worker with the Maintenance and Operations Department where he continues to work at the present time. During the first few months of his position, Mr. Foster worked as an assistant to Skilled Maintenance Workers in addressing a variety of district wide maintenance repairs as requested through work orders. Shortly thereafter, Mr. Foster was gradually allowed to assume additional responsibilities by responding to work orders independently, without the guidance or direction of other higher level maintenance staff.

Work order history and verification from Mr. Foster's previous supervisor, Larry Hoskinds, and his current supervisor, Gary Jordan all confirm that Mr. Foster has been working outside of the scope of his current Maintenance Worker classification by independently responding to and successfully completing a variety of skilled maintenance tasks in the areas of plumbing, painting, welding, carpentry and glazing.

Analysis

The Director, Classified Personnel has determined that the duties and tasks Mr. Foster has been performing are not only at a skilled level, but are also being performed independently. Both of these factors indicate that Mr. Foster's position is more closely aligned with the Skilled Maintenance Worker job classification. The Director, with the support of Maintenance and Operations Manager, Gary Jordan has recommended to District administration that a reclassification of the existing incumbent is in order.

Recommendation to Reclassify Incumbent Robby Foster
From Maintenance Worker to Skilled Maintenance Worker
Page Two

Mr. Foster meets the criteria for reclassification as there has been a gradual accretion of duties and not a sudden change occasioned by a re-organization or the assignment of completely new duties and/or responsibilities. In addition, as Mr. Foster has met the two years of required time in his job classification, he is entitled to placement as a Skilled Maintenance Worker without examination.

.....
Recommendation:

The Director, Classified Personnel recommends that Mr. Foster be reclassified from Maintenance Worker to Skilled Maintenance Worker as Mr. Foster has been performing the majority of the duties and responsibilities described in the job description of Skilled Maintenance Worker for over two years, and is eligible for reclassification as a result of gradual accretion of duties in accord with Merit Rules 3.3.1 and 3.3.4 (Education Code 45285).

- Attachments: Job Description - Maintenance Worker dated 10/9/08
- Job Description - Skilled Maintenance Worker dated 3/19/09
- Merit Rules 3.3.1 and 3.3.4

MAINTENANCE WORKER

DEFINITION:

Under general supervision of the Maintenance and Operations Manager, performs a variety of un-skilled to semi-skilled maintenance, custodial, central warehousing, delivery, gardening and grounds repair work; may assist others or work independently in performing assigned tasks; assumes and performs related work as necessary or required.

CLASS CHARACTERISTICS:

This class is distinguished from other classes in maintenance, grounds, custodial, and the warehouse in that incumbents are intended to be utilized as necessary to fill-in as temporary coverage for absent Maintenance and Operations employees and are assigned as needed throughout the District.

EXAMPLES OF DUTIES: (May be required to perform any or all of the following duties as assigned)

Assists journey-level crafts and trades persons, and/or performs semi-skilled work in a variety of construction, grounds, maintenance, mechanical and repair tasks; *E*

Makes routine and emergency repairs and adjustments to school buildings and facilities; *E*

Secures broken window areas, repairs glass, mirrors; *E*

Replaces ceramic, ceiling and floor tile, carpeting, plaster and drywall; *E*

Prepares surfaces for painting, assists in applying finishing coats; *E*

Repairs, installs, assembles/disassembles and assists in construction of doors, partitions, furniture, counters, restroom dispensers, fixtures and other items as directed; *E*

Makes minor repair/replacement on electrical fixtures, plugs, lighting components; *E*

Mixes, pours, and performs rough cement finishing; *E*

Performs warehouse and delivery duties related to the general operation of a central receiving and standard materials storage warehouse as assigned; *E*

Performs grounds keeping and gardening duties such as mowing, edging, weeding and trimming shrubbery as assigned; *E*

Performs various routine custodial duties at sites through out the District as assigned; *E*

Utilizes a wide variety of hand and power tools and equipment;

Operates various District motorized equipment and vehicles;

Loads, unloads, moves materials and equipment; performs heavy manual labor;

E denotes an essential function of the job.

Provides assistance to M & O Department in preparing, reviewing, sorting and filing department documents as assigned. (This position may not substitute for the M& O Administrative Secretary)

SUPERVISION:

Supervision is received from the Maintenance and Operations Manager.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

Basic operations and tools employed in building maintenance, crafts, mechanical and grounds work;

Appropriate safe working, health and safety precautions and procedures;

Basic gardening and grounds maintenance work (mowing, edging, raking, planting & weeding);

Methods, materials, tools and equipment used in custodial and light building maintenance work;

Shop math.

Ability to:

Perform unskilled to semi-skilled work in a variety of the maintenance or mechanical, grounds, warehousing and/or custodial areas;

Safely operate a variety of grounds maintenance and motor vehicle equipment;

Safely utilize a wide variety of hand and power tools and equipment;

Perform strenuous physical work in outdoor weather conditions without close supervision;

Understand and carry out oral and written instructions;

Establish and maintain cooperative working relationships;

Keep accurate records.

EDUCATION AND EXPERIENCE:

Individuals possessing the foregoing knowledges, skills and abilities are considered to possess the education necessary to succeed in this class. Prior successful work performing un-skilled to semi-skilled work as described above, or, at least one year of successful work experience as a custodian or groundskeeper/gardener for the Ocean View School District.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Frequently stands, walks, stoops, bends, and kneels; climbs ladders and maintains balance; does heavy work, occasionally digging holes & trenches, lifting, carrying, pushing objects weighing up to 75 pounds; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands, and reaches over head to perform work; uses both hands/legs simultaneously; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; requires hearing over a broad range of frequencies; has good depth perception and normal color vision; visual acuity sufficient to see small details, and distance vision sufficient to safely operate equipment on school grounds; works in various lighting conditions; works with a variety of powered equipment and sharp tools; works outside subject to ambient temperature changes; frequently exposed to fumes, odors, dust, and occasionally to toxic

materials; has direct contact with District staff; works without direct guidance from supervisor; wears safety equipment appropriate to the job. Employment is contingent upon passing a physical examination and back evaluation test.

Class established approximately 1981

Last occupied 1994

Last revised 5/95

Approved reactivation and revisions by Personnel Commission 10/9/08

SKILLED MAINTENANCE WORKER

DEFINITION:

Under general supervision of the Maintenance and Operations Manager, performs a variety of skilled maintenance, construction, grounds mechanical and repair work; may work independently in one or more craft area or work with other maintenance employees in a specific trade; may be assigned to assist specific school sites in performing a variety of maintenance tasks as part of a work order maintenance program; assumes and performs related work as necessary or required.

CLASS CHARACTERISTICS:

Incumbents independently perform a wide variety of skilled tasks in one or more craft areas such as painting, lock, HVAC, carpentry, glazing, plumbing, flooring, or furniture repair. This class is distinguished from other Maintenance classes in that incumbents are selected based upon having expertise within a specific craft area and the ability to perform skilled maintenance work in a variety of other areas.

EXAMPLES OF DUTIES: (NOTE: The listed duties described are typical for the class collectively, but no one position would normally be expected to include all of these specialties).

Performs skilled painting, carpentry, plumbing, lock, HVAC and furniture repair work; *E*

Assists in other journey-level crafts and trades in a variety of construction, grounds, maintenance, mechanical and repair tasks; *E*

Provides assistance to specific school sites in performing a wide variety of repairs, generally beyond the capability of site employees, as part of a work order program; *E*

Keeps records of work orders completed and/or equipment maintenance work performed; *E*

May contact vendors, requisition supplies and materials;

May repair glass and mirrors;

May make minor repairs/replacement of electrical fixtures, plugs and lighting components;

May utilize a PC (Personal Computer) to access information, order supplies, keep inventory, etc;

May perform semi-skilled or unskilled work as assigned;

May perform heavy manual labor.

E denotes an essential function of the job.

Skilled Maintenance Worker - Continued

SUPERVISION:

General supervision is received from the Maintenance and Operations Manager.

Leadership and direction may be provided to assigned helpers. Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

Basic operations, tools and materials employed in a variety of building maintenance, crafts, mechanical and grounds work;

Specialized, skilled knowledge in at least one of the above listed craft areas;

Appropriate safe working, health and safety precautions and procedures;

Shop math applicable to building and repair trades;

Basic record keeping systems.

Ability to:

Perform skilled work in one or more of the trades, maintenance or mechanical areas listed above;

Work from blueprints, diagrams, technical trade manuals;

Estimate materials and cost needed to complete assigned tasks;

Operate a variety of grounds maintenance and motor vehicle equipment;

Perform heavy manual labor in outdoor weather conditions;

Learn to operate a PC (Personal Computer) and applicable shop specific software;

Understand and carry out oral and written instructions;

Establish and maintain cooperative working relationships.

EDUCATION AND EXPERIENCE:

Individuals possessing the foregoing knowledge, skills and abilities are considered to possess education necessary to succeed in this class. The basic educational skills are typically acquired in completion of high school. Job specific skills are typically acquired by completion of training in one or more trade areas. Two to three years of work experience performing skilled tasks as described above is required.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Stands, walks, climbs stairs and ladders, maintains balance, stoops, bends repeatedly, kneels, and frequently reaches over head to perform work; frequently lifts, pushes, pulls, and carries over 100 pounds; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands;

Skilled Maintenance Worker – Continued

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: (Continued)

uses both hands/legs simultaneously; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; requires hearing over a broad range of frequencies; has good depth perception and normal color vision; visual acuity sufficient to see small details and safely operate a District vehicle; works in various lighting conditions; works around a variety of powered and belt driven equipment; uses a telephone; works inside and outside with frequent temperature changes; occasionally exposed to odors, fumes, dust, and toxic materials; has direct contact with District staff and vendors; works without direct guidance from supervisor; wears safety equipment appropriate to the job. Employment is contingent upon passing a physical examination and back evaluation test.

Revised 5/95

Last revised 12/12/02

Revisions effective 3/19/09

3.3 RECLASSIFICATION

3.3.1 Basis for Reclassification

The basis for reclassification of any position must be a gradual accretion of duties and not a sudden change occasioned by a re-organization or the assignment of completely new duties and/or responsibilities.

3.3.2 Requests for Study

Requests for classification study of existing positions shall be presented to the Director, Classified Personnel together with a statement of the reasons for requesting the study.

Requests for study may be initiated by the administration with approval of the Superintendent or by employees or employee organizations.

3.3.3 Effective Date of Reclassification

Reclassification of a position shall become effective on the date prescribed by the Commission and shall not have retroactive effect. Effective dates may be set sufficiently in the future to allow time for examinations to be completed.

3.3.4 Affect on Incumbents

Incumbents of positions reclassified upward who have a continuous employment record of two or more years in one or more of the positions being reclassified shall be reclassified without examination, provided the last performance report in the incumbent's personnel file is satisfactory.

Incumbents of positions who have been in the class less than two years and whose last performance report is satisfactory will be granted status in the higher class upon passing a competitive examination or comparable qualifying examination for the higher class as determined by the Personnel Commission.

A qualifying examination under this rule is defined as one in which only incumbents of reclassified positions may compete. Incumbents must meet the minimum qualifications, and the examination shall be rated as "passing" or "not passing" rather than by a numerical score. The Commission shall determine those instances when equity and the good of the service require the holding of such examinations. Incumbents who are unsuccessful on an examination may be transferred, demoted or laid off.

An employee who has been reclassified upward shall be ineligible to again be reclassified upward until at least two years have elapsed from the last upward reclassification.

In the event of reclassification of a position to a lower class, the incumbent shall be reassigned to another position in the higher class if such a position is vacant anywhere in the classified service; or

1. The incumbent shall have the right to displace an employee in the same class with lower seniority in the class; and/or
2. The incumbent shall have the right to displace an employee with lower seniority in any equal or lower class in which the incumbent formerly served and held permanent status; and/or
3. The incumbent accepts the reclassification of his/her position.

Incumbents of positions reclassified to a class of the same level shall be granted status in the new class without further examination.

(Reference Education Code 45285 + AB 1070) (Revised 10/09/03)