

San Lorenzo Unified School District
Regular Meeting of the Personnel Commission
Wednesday, June 12, 2019 at 4:30 p.m.
The Board Room
15510 Usher Street
San Lorenzo, CA 94580

In accordance with Government Code § 54957.5 (b) (1), writings relating to a Personnel Commission meeting agenda item that are distributed to at least a majority of Commissioners less than 72 hours before a noticed meeting, and that are public records not otherwise exempt from disclosure, will be available for inspection at the District administrative offices, 15510 Usher Street, San Lorenzo, CA 94580 during normal business hours. In addition, such writings and documents may be posted on the Personnel Commission’s website at www.slzusd.org

1. Call to Order

2. Flag Salute

3. Commissioner Roll Call

Marvin Kingdon, Chair	<input type="checkbox"/>	present	<input type="checkbox"/>	absent
Diana Souza, Vice-Chair	<input type="checkbox"/>	present	<input type="checkbox"/>	absent
Justin Hutchison, Member	<input type="checkbox"/>	present	<input type="checkbox"/>	absent

4. Approve the Meeting Agenda of June 12, 2019 **ACTION**

5. Approve the Meeting Minutes for the Following: **ACTION**
• **May 8, 2019**

6. Approve the Following Eligibility Lists: **ACTION**

- Buyer (Promotional)
- Buyer (Open Competitive)
- Construction Manager (Dual Certified)
- Maintenance Craftsperson – Mechanic (Open Competitive)
- Maintenance Craftsperson – Painter (Promotional)
- Maintenance Craftsperson – Painter (Open Competitive)
- Warehouse Worker (Promotional)
- Warehouse Worker (Open Competitive)

7. Information Items **INFORMATION**

The following job announcements are presented for information only.

- Accounting Technician
- Director of Business – Fiscal and Accounting
- Human Resources Technician
- High School Cafeteria Supervisor

8. Discussion Item **DISCUSSION**

The following item is presented for information and discussion only. No action is required.

- Request for Reclassification Review Form

9. Conference Item

The following item is presented for discussion and action.

- Health & Wellness Coordinator – Request to Approve Job Description and Recommended Compensation

10. Commissioner’s Report

INFORMATION

11. Director’s Report

INFORMATION

- Update on Progress from Merit Rule Revision Committee
- Update on Personnel Commission Budget for 2019-2020 Fiscal Year

12. Public Comment

Persons may comment at this time on items not listed on the agenda. The Commissioners will hear such comments but may not discuss nor act upon them unless and until the items appear on a posted agenda.

Adjournment

**Next Regular Personnel Commission Meeting
Wednesday, August 14, 2019 at 4:30 p.m.
District Office Board Room**



SAN LORENZO UNIFIED SCHOOL DISTRICT
Personnel Commission

**Minutes for the Regular Meeting of
May 8, 2019**

- CALL TO ORDER Commissioner Kingdon called the meeting to order at 4:31 p.m.
- FLAG SALUTE Commissioner Kingdon led the flag salute.
- ROLL CALL Commissioners Kingdon and Hutchison were present at roll call. Commissioner Souza arrived at 4:45.
- APPROVE AGENDA A motion to approve the May 8, 2019 Meeting Agenda was made by Commissioner Hutchison and seconded by Commissioner Kingdon.
- Comments: None
- Ayes: Kingdon, Hutchison
- PUBLIC COMMENT None
- OPEN PUBLIC HEARING A motion to open the Public Hearing on the proposed Personnel Commission Budget for the 2019-2020 fiscal year was made by Commissioner Hutchison and seconded by Commissioner Kingdon. Public Comments on the proposed Personnel Commission Budget for the 2019-2020 fiscal year were opened and closed.
- Comments: None
- Ayes: Kingdon, Hutchison
- CLOSE PUBLIC HEARING A motion to close the Public Hearing on the proposed Personnel Commission Budget for the 2019-2020 fiscal year was made by Commissioner Hutchison and seconded by Commissioner Kingdon.
- Comments: None
- Ayes: Kingdon, Hutchison
- APPROVE MINUTES A motion to approve the March 13, 2019 Personnel Commission Meeting Minutes was made by Commissioner Hutchison and seconded by Commissioner Kingdon.
- Comments: None
- Ayes: Kingdon, Hutchison
- APPROVE ELIGIBILITY LISTS A motion to approve the following eligibility lists was made by Commissioner Souza and seconded by Commissioner Hutchison

- Attendance Technician (Promotional)

- Attendance Technician (Open Competitive)
- Custodian (Promotional)
- Custodian (Open Competitive)
- Director of Technology Integration Services (Open Competitive)
- Project/Program Assistant (Promotional)
- Project/Program Assistant (Open Competitive)
- Purchasing Technician (Promotional)
- Purchasing Technician (Open Competitive)
- Senior Office Assistant (Promotional)
- Senior Office Assistant (Open Competitive)

Comments: None

Ayes: Kingdon, Souza, Hutchison

INFORMATION ITEMS The following recruitment announcements were provided for information only:

- Administrative Assistant

Comments: None

CONFERENCE ITEM A motion to approve the 2019-2020 Personnel Commission Meeting Calendar and to recess during the month of July was made by Commissioner Souza and seconded by Commissioner Hutchison.

Comments: None

Ayes: Kingdon, Souza, Hutchison

COMMISSIONER'S REPORT Commissioner Hutchison reported that he attended the Spring Concert and said the set-up, lighting and music was very good.

DIRECTOR'S REPORT Director Perez shared that cookies were distributed for Teacher's Week and all of Human Resources staff participated in showing appreciation for our teachers. Classified employees would be recognized on May 22nd with cookies as well. He also mentioned that the Annual Employee Recognition Event was going to be on Thursday, May 23rd and invited the Personnel Commission and the public to attend.

PUBLIC COMMENT Belen Magers, Assistant Superintendent of Human Resources, stated that she has been working very well with Director Perez. She also mentioned that the new superintendent will be starting soon and that the next joint Board of Education/Personnel Commission meeting should take place after he starts.

ADJOURNMENT Commissioner Kingdon adjourned the meeting at 4:48 p.m.

NEXT REGULAR MEETING The next regular Personnel Commission meeting will be held on Wednesday, June 12, 2019 in the San Lorenzo District Office Board Room.

**San Lorenzo Unified School District
Personnel Commission
15510 Usher Street, San Lorenzo, CA 94580**

**Promotional
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Buyer

HOURLY SALARY: \$4,588.00 - \$5,589.00 Range 69 CSEA

ESTABLISHED: May 16, 2019 LIST EXPIRES: May 16, 2020

EXAMINATIONS:

<u>Application & Résumé</u>	<u>PASS/FAIL</u>
<u>Written</u>	<u>50%</u>
<u>Technical Oral</u>	<u>50%</u>

CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>
<u>1.</u>	<u>Rashida Bibi</u>
<u>2.</u>	<u>Ashley Van De Ven</u>

COMMENTS: Applications Received: 29
Passed Screening: 14
Passed Written: 07
Passed Oral Board: 03
Total on Eligibility List: 02

This Eligibility List Approved by the Director of Classified Personnel pending final approval by the Personnel Commission.

5/16/2019
Date


Signature

Personnel Commission Approval 6/12/19
Date

**San Lorenzo Unified School District
Personnel Commission
15510 Usher Street, San Lorenzo, CA 94580**

**Open Competitive
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Buyer

HOURLY SALARY: \$4,588.00 - \$5,589.00 Range 69 CSEA

ESTABLISHED: May 16, 2019 LIST EXPIRES: May 16, 2020

EXAMINATIONS:

<u>Application & Résumé</u>	<u>PASS/FAIL</u>
<u>Written</u>	<u>50%</u>
<u>Technical Oral</u>	<u>50%</u>

CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>
<u>1.</u>	<u>Tsan Kwan Ng</u>

COMMENTS: Applications Received: 29
Passed Screening: 14
Passed Written: 07
Passed Oral Board: 03
Total on Eligibility List: 01

This Eligibility List Approved by the Director of Classified Personnel pending final approval by the Personnel Commission.

5/16/2019
Date


Signature

Personnel Commission Approval 6/12/19
Date

**San Lorenzo Unified School District
Personnel Commission
15510 Usher Street, San Lorenzo, CA 94580**

**Dual-Certified
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Construction Manager
 ANNUAL SALARY: \$104,388 – 128,096 Range 33 SLMA
 ESTABLISHED: May 14, 2019 LIST EXPIRES: May 14, 2020

EXAMINATIONS:

<u>Application & Résumé</u>	PASS/FAIL
<u>Supplemental Questions</u>	PASS/FAIL
<u>Oral Technical</u>	100%

CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>
<u>1.</u>	<u>Alexander Navasca</u>
<u>2.</u>	<u>Abdul Elham</u>
	<u>Paul Stoddard</u>

COMMENTS: Applications Received: 09
 Passed Screening/Supplemental Questions: 05
 Oral Exam Attendees: 04
 Passed Oral Exam: 03
 Total on Eligibility List: 03

This Eligibility List Approved by the Director of Classified Personnel pending final approval by the Personnel Commission.

5/14/2019
Date


Signature

Personnel Commission Approval 6/12/19
Date

**San Lorenzo Unified School District
Personnel Commission
15510 Usher Street, San Lorenzo, CA 94580**

**Open Competitive
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Maintenance Craftsperson – Mechanic

MONTHLY SALARY: \$4,798 - 5,889 Range 19 SEIU

ESTABLISHED: May 2, 2019 LIST EXPIRES: May 2, 2020

EXAMINATIONS:

Application & Résumé	PASS/FAIL
Written Examination	50%
Performance Examination	50%

CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>
1.	Raphael Philipsian

COMMENTS: Applications Received: 08
Passed Screening: 04
Written Exam Attendees: 04
Passed Written Exam: 04
Oral Exam Attendees: 02
Passed Oral Exam: 01
Total on Eligibility List: 01

This Eligibility List Approved by the Director of Classified Personnel pending final approval by the Personnel Commission.

5/10/2019
Date


Signature

Personnel Commission Approval 6/12/19
Date

**San Lorenzo Unified School District
Personnel Commission
15510 Usher Street, San Lorenzo, CA 94580**

**Promotional
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Maintenance Craftsperson – Painter

MONTHLY SALARY: \$4,798 - 5,889 Range 19 SEIU

ESTABLISHED: May 2, 2019 LIST EXPIRES: May 2, 2020

EXAMINATIONS:

Application & Résumé	PASS/FAIL
Written Examination	50%
Performance Examination	50%

CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>
1.	<u>Robert Bickford</u>
2.	<u>Stephen Correa Jr.</u>
3.	<u>Jesus Patino</u>

COMMENTS:	Applications Received:	13
	Passed Screening:	07
	Written Exam Attendees:	04
	Passed Written Exam:	04
	Oral Exam Attendees:	04
	Passed Oral Exam:	04
	Total on Eligibility List:	03

This Eligibility List Approved by the Director of Classified Personnel pending final approval by the Personnel Commission.

9/20/2019
Date


Signature

Personnel Commission Approval 6/12/19
Date

**San Lorenzo Unified School District
Personnel Commission
15510 Usher Street, San Lorenzo, CA 94580**

**Open Competitive
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Maintenance Craftsperson – Painter

MONTHLY SALARY: \$4,798 - 5,889 Range 19 SEIU

ESTABLISHED: May 2, 2019 LIST EXPIRES: May 2, 2020

EXAMINATIONS:

Application & Résumé	PASS/FAIL
Written Examination	50%
Performance Examination	50%

CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>
1.	<u>Clayton Carpenter</u>

COMMENTS:	Applications Received:	13
	Passed Screening:	07
	Written Exam Attendees:	04
	Passed Written Exam:	04
	Oral Exam Attendees:	04
	Passed Oral Exam:	04
	Total on Eligibility List:	01

This Eligibility List Approved by the Director of Classified Personnel pending final approval by the Personnel Commission.

5/10/2019
Date


Signature

Personnel Commission Approval 6/12/19
Date

**San Lorenzo Unified School District
Personnel Commission
15510 Usher Street, San Lorenzo, CA 94580**

**Promotional
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Warehouse Worker

MONTHLY SALARY: \$3,426 - 4,206 Range 15b SEIU

ESTABLISHED: May 20, 2019 LIST EXPIRES: May 20, 2020

EXAMINATIONS:

<u>Application & Résumé</u>	PASS/FAIL
<u>Written Examination</u>	50%
<u>Performance Examination</u>	50%

CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>
<u>1.</u>	<u>Anthony Moore</u>
	<u>Shane Roth</u>

COMMENTS: Applications Received: 50
Passed Screening: 20
Written Exam Attendees: 14
Passed Written Exam: 08
Oral Exam Attendees: 08
Passed Oral Exam: 05
Total on Eligibility List: 03

This Eligibility List Approved by the Director of Classified Personnel pending final approval by the Personnel Commission.

6/6/2019
Date


Signature

Personnel Commission Approval 6/12/19
Date

**San Lorenzo Unified School District
Personnel Commission
15510 Usher Street, San Lorenzo, CA 94580**

**Open Competitive
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Warehouse Worker

MONTHLY SALARY: \$3,426 - 4,206 Range 15b SEIU

ESTABLISHED: May 20, 2019 LIST EXPIRES: May 20, 2020

EXAMINATIONS:

Application & Résumé	PASS/FAIL
Written Examination	50%
Performance Examination	50%

CERTIFICATION IN ORDER OF RANKING

Rank	Name
1.	<u>Rick Solis</u>
2.	<u>Aaron Daglows</u>
	<u>Juan Manuel Hernandez</u>

COMMENTS: Applications Received: 50
Passed Screening: 20
Written Exam Attendees: 14
Passed Written Exam: 08
Oral Exam Attendees: 08
Passed Oral Exam: 05
Total on Eligibility List: 03

This Eligibility List Approved by the Director of Classified Personnel pending final approval by the Personnel Commission.

6/6/2019
Date


Signature

Personnel Commission Approval 6/12/19
Date



SAN LORENZO UNIFIED SCHOOL DISTRICT
Announces a **Promotional** and **Open Competitive** Recruitment to establish two
separate eligibility lists for:

ACCOUNTING TECHNICIAN

(Annual; Full-Time)

SALARY: \$3,763.00 - \$4,588.00 Monthly

OPENING DATE: 05/24/19

CLOSING DATE: 06/14/19 04:00 PM

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts; maintain, audit and reconcile assigned accounts; prepare, maintain and assure accuracy of various financial records and reports.

ESSENTIAL FUNCTIONS:

ESSENTIAL DUTIES:

Perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts; provide technical accounting support for various accounts and functions such as accounts payable and accounts receivable activities.

Maintain, audit and reconcile assigned accounts; assemble, match, sort, tabulate, check and post a variety of financial and statistical data including income and expenditures; review, adjust and assure accuracy of journal entries; balance and adjust accounts.

Review, process and evaluate purchase orders, warrants and invoices as assigned; prepare invoices for payment; verify invoices and match with purchase orders; issue and distribute accurate payments to purchase orders as directed.

Input a variety of financial and statistical data into an assigned computer system; maintain various automated records and files; initiate queries, manipulate data, develop spreadsheets and generate a variety of computerized reports and statements; assure accuracy of input and output data.

Research, compile, prepare and revise financial data related to assigned accounts and activities; prepare and maintain a variety of auditable financial records, reports and files related to accounts, income, expenditures, transfers, purchase orders, invoices, budgets and assigned activities.

Maintain contact with vendors to modify and clarify invoices and resolve discrepancies as required; follow-up on purchase orders, invoices, warrants and payments as needed.

Process accounts receivable as assigned; reconcile cash accounts; receive, verify and process deposits; check money totals against receipts and invoices to assure accuracy; prepare invoices and arrange for billings as directed.

Process and evaluate various forms and applications as assigned; compare and reconcile forms, statements, records, reports and other financial documents; identify errors and resolve discrepancies; initiate account transfers as needed.

Assemble and distribute related materials; assure reports are submitted to appropriate personnel according to established time lines.

Assist designated departments and programs in the maintenance and evaluation of budgetary records and data as assigned; monitor funds for income and expenditures; calculate, prepare and revise budgetary data.

Balance student body, child nutrition services, and school funds.

Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

Perform various clerical duties in support of assigned functions as required; receive and respond to mail and e-mail as assigned; prepare routine correspondence; duplicate and distribute materials.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures and terminology used in technical accounting work.
Financial and statistical record-keeping techniques.
Preparation of financial statements and comprehensive accounting reports.
General accounting and business functions of an educational organization.
Policies and objectives of assigned programs and activities.
Use and processing of requisitions, purchase orders, invoices and related documents.
Preparation, review and control of assigned accounts.
Data control procedures and data entry operations.
Modern office practices, procedures and equipment.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills including tact, patience and courtesy.
Arithmetic computations.

ABILITY TO:

Perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts.
Maintain accurate financial and statistical records.
Prepare and evaluate comprehensive accounting reports and statements.
Verify, balance and adjust accounts.
Review, process, evaluate and verify a variety of financial information.
Identify, investigate and resolve financial errors and discrepancies.
Issue and distribute vendor and claim reimbursement payments as assigned.
Monitor and audit income and expenditures.
Assemble, organize and prepare data for records and reports.
Reconcile, balance and audit assigned accounts.
Compare numbers and detect errors efficiently.
Operate standard office equipment including a computer and assigned software.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Perform arithmetic calculations quickly and accurately.

EDUCATION & EXPERIENCE REQUIREMENTS:

Any combination of education and/or experience equivalent to: High school diploma or equivalent supplemented by college-level course work in accounting or related field and two years of increasingly responsible clerical accounting or bookkeeping experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.

SELECTION PROCESS:

The examination process for this recruitment may be comprised of one or any combination of the following: screening of the applicant's training, background, and experience; scored evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly

qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

Applicants invited to advance in this recruitment, the exam and interview dates are currently as follows:

Written Examination - June 19, 2019
Oral Board Interview - June 26, 2019

Exam Location will be announced in the invite email.

Dates are tentative, but it is highly recommended that you plan your calendar accordingly. No Make-up dates will be offered.

OTHER IMPORTANT INFORMATION: The duration of the eligibility list is one (1) year unless extended by the Personnel Commission. **Eligibility lists established from this recruitment will be used for full-time, part-time and limited term positions.**

New employees to the district are placed on step A of the salary schedule. The maximum salary is reached after 3 ½ years of employment.

Recruitments that list **Promotional and Open Competitive** opportunities may result in one of the following: 1) a dual-certified eligibility list in which internal employees of the San Lorenzo Unified School District are awarded seniority points to their final passing score before placement on the eligibility list, or 2) two separate eligibility lists consisting of candidates on a promotional only list and an open list. In the latter case, candidates on the promotional list are referred to the hiring authority before candidates on the open. However, when less than three ranks exist on the promotional list, the open list will be utilized to complete a total of three ranks.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.slzused.org>

Recruitment #19-174
ACCOUNTING TECHNICIAN (PROMOTIONAL & OPEN COMPETITIVE)
HK

15510 Usher Street
San Lorenzo, CA 94580
(510) 317-4650

ACCOUNTING TECHNICIAN (Promotional & Open Competitive) Supplemental Questionnaire

* 1. By marking 'Yes' below, you understand that you are required to respond honestly and truthfully to all questions on this application. By marking 'Yes' below, you understand that over-evaluating your skill level is considered providing false and/or misleading information. By marking 'Yes' below, you understand that the statements you make on this form are subject to verification. By marking 'Yes' below, you understand that applicants found to have provided false or misleading information of their skills will be disqualified from further employment processing or, if hired, will be immediately terminated from employment.

Yes No

* 2. How many years of experience do you possess in clerical accounting and/or bookkeeping?

- 0-1 Years
 2-3 Years
 3+ Years

* 3. Have you completed college course work in accounting, business and/or mathematics?

Yes No

4. If so, how many units did you complete?

* 5. What college or university did you attend?

* Required Question



REVISED 5/28/19
SAN LORENZO UNIFIED SCHOOL DISTRICT
Announces a Promotional and Open Competitive Recruitment to establish
a dual certification eligibility list for:

DIRECTOR OF BUSINESS - FISCAL AND ACCOUNTING

(Annual; Full-Time)

SALARY: \$117,439.00 - \$140,911.00 Annually

OPENING DATE: 05/24/19

CLOSING DATE: ~~06/17/19 04:00 PM~~ **06/03/19 09:00 AM**

BASIC FUNCTION:

Under the direction of the Assistant Superintendent-Business Services, plan, organize, control and direct payroll, accounting and financial activities; oversee, control and direct the District's warehouse and mail services; prepare financial and budget reports required by the State, administration, federal agencies and the Board; direct District school site and department budgets; supervise and evaluate the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

ESSENTIAL DUTIES:

Plan, organize, control and direct budget, payroll, accounting, warehouse and mail services; develop and implement budget guidelines, time lines, policies and procedures; assure functions comply with Board policy and procedures, Education Code, union contracts and labor codes; analyze and review budgetary and financial data; perform complex professional level accounting and auditing functions; control and direct payroll operations and activities to assure District employees are paid in an accurate and timely manner

Develop and control the District's budget and accounting procedures in collaboration with the Assistant Superintendent; coordinate preparation and management of financial reports with program managers and school sites; direct and monitor fiscal management activities; provide financial management for District funds; develop intermediate and long-range income and expenditure projections; monitor, control and authorize expenditures in accordance with established limitations

Plan, organize and implement long and short-term programs and activities designed to enhance assigned budgets and financial and accounting activities; develop, implement and monitor accounting systems for a variety of financial functions; coordinate required audits

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide or coordinate staff budget and financial training; process formal and informal grievances and advise staff on matters related to performance and work interaction

Perform research and direct the preparation and maintenance of a variety of financial and statistical reports, records and files related to assigned activities and required by the State, administration, federal agencies and the Board; complete annual budget and interim financial reports and required County forms

Provide technical expertise, information and assistance to the Assistant Superintendent, site staff and others regarding assigned budgets, local school accounting and related programs; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the administrator of unusual trends or problems and recommend appropriate corrective action; assist Principals and program directors/managers in computing budget costs of salary and benefits as needed

Communicate with other administrators, personnel, outside organizations and the community to coordinate activities and programs, resolve issues and conflicts and exchange information; consult with other departments to enhance budget control and forecasting capabilities

Plan and direct interim and annual financial and cost accounting information for District, County, State and federal reports as requested; control the opening, verification, balancing and adjusting of accounts, including general ledgers, subsidiary ledgers, payroll registers, including income tax and other payroll related data

Direct other activities in support of the Department including closing books at year end, reviewing and approving grant claims reports, reviewing petty cash disbursements, reconciling fixed asset with the general ledger, posting inter-fund transfers for indirect and temporary cash borrowing, and others activities as directed

Direct the auditing activities with District external auditors; work with auditors on specific audit findings and obtain details of exceptions and recommend corrective action to implement and meet audit requirements; coordinate with District auditors and administrators on new procedures and policies to assure compliance; conduct student body account site audits

Plan, direct and control District payroll runs; assure payroll activities comply with established laws, codes, regulations, policies and procedures; review, reconcile and process District payroll tax returns, W2s, PERS, STRS and TSA retirement reports

Plan and coordinate payroll functions with various governmental agencies and outside organizations; coordinate and assure proper processing, application and maintenance of employee benefits, insurance enrollments, billing information, taxes and employee deductions

Collaborate with the County Office and software applications vendor regarding problems; upgrade implementation

Develop, maintain and improve the warehouse inventory control and distribution system and conduct annual inventory as needed; assure proper, safe and effective receiving/delivery operations; assure mail service operations are efficient, cost effective and centered on delivery of quality customer service

Operate a computer and other office equipment as assigned; drive a vehicle to various sites conduct work

Attend and conduct a variety of meetings as assigned; plan and conduct workshops for District employees related to budgets, student body accounting and software applications

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and implementation of District budgets

California School Accounting procedures and account code structure, and its purpose and meaning of each segment/coding

Budget administration, preparation and control

Financial analysis and projection principles and methods

Generally accepted accounting and auditing principles, practices and procedures

Accounting, budget and business functions

Financial and statistical record-keeping techniques

Advanced principles and methods related to the preparation and processing of payroll

Preparation, maintenance, verification and processing of payroll records and reports

Oral and written communication skills

Principles and practices of administration, supervision and training

Applicable laws, codes, regulations, policies and procedures

Modern warehouse and inventory control systems and procedures

Public Contract Code

Interpersonal skills using tact, patience and courtesy

Operation of a computer and assigned software

ABILITY TO:

Plan, organize, control and direct payroll, budget and accounting related activities

Apply policies, laws, rules and regulations pertaining to school payroll, accounting and budget procedures

Train, evaluate and supervise the performance of assigned personnel

Prepare financial and budget reports required by the State, administration, federal agencies and the Board

Analyze financial data and prepare forecasts and recommendations

Make complex arithmetic computations with speed and accuracy

Communicate effectively both orally and in writing

Assure warehouse and mail services are provided in a cost-efficient, legal and timely manner

Organize and oversee payroll operations and activities to assure District employees are paid in an accurate and timely manner

Assure proper and timely resolution of payroll discrepancies, issues and conflicts

Monitor, audit, adjust and reconcile payroll data

Interpret, apply and explain rules, regulations, policies and procedures

Establish and maintain cooperative and effective working relationships with others

Operate a computer and assigned office equipment

Analyze situations accurately and adopt an effective course of action

Meet schedules and time lines

Work independently with little direction

Plan and organize work

Direct the maintenance of a variety of reports and files related to assigned activities

EDUCATION & EXPERIENCE REQUIREMENTS:

Any combination equivalent to: bachelor's degree in business, economics, accounting, finance or related field and five years increasingly responsible experience in the administration of budgets or professional accounting activities

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations

Dexterity of hands and fingers to operate a computer keyboard

Seeing to read a variety of materials

SELECTION PROCESS:

The examination process for this recruitment may be comprised of one or any combination of the following: screening of the applicant's training, background, and experience; scored evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

Applicants invited to advance in this recruitment, the exam and interview dates are currently as follows:

Oral Board Interview (2) - ~~June 27, 2019~~ JUNE 7, 2019

Exam Location will be announced in the invite email.

Dates are tentative, but it is highly recommended that you plan your calendar accordingly. No Make-up dates will be offered.

OTHER IMPORTANT INFORMATION: The duration of the eligibility list is one (1) year unless extended by the Personnel Commission. **Eligibility lists established from this recruitment will be used for full-time, part-time and limited term positions.**

New employees to the district are placed on step E of the salary schedule. The maximum salary is reached after 6 years of employment.

Recruitments that list **Promotional and Open Competitive** opportunities may result in one of the following: 1) a dual-certified eligibility list in which internal employees of the San Lorenzo Unified School District are awarded seniority points to their final passing score before placement on the eligibility list, or 2) two separate eligibility lists consisting of candidates on a promotional only list and an open list. In the latter case, candidates on the promotional list are referred to the hiring authority before candidates on the open. However, when less than three ranks exist on the promotional list, the open list will be utilized to complete a total of three ranks.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.slzUSD.org>

15510 Usher Street
San Lorenzo, CA 94580
(510) 317-4650

Recruitment #19-175
DIRECTOR OF BUSINESS - FISCAL AND ACCOUNTING
(PROMOTIONAL & OPEN COMPETITIVE)
HK

**DIRECTOR OF BUSINESS - FISCAL AND ACCOUNTING (Promotional & Open Competitive)
Supplemental Questionnaire**

- * 1. By marking 'Yes' below, you understand that you are required to respond honestly and truthfully to all questions on this application. By marking 'Yes' below, you understand that over-evaluating your skill level is considered providing false and/or misleading information. By marking 'Yes' below, you understand that the statements you make on this form are subject to verification. By marking 'Yes' below, you understand that applicants found to have provided false or misleading information of their skills will be disqualified from further employment processing or, if hired, will be immediately terminated from employment.
 Yes No

2. According to the job announcement, check the level of your proficiency to perform the minimum

qualifications (MQs) listed.

3. Analyzing and reviewing funding sources in order to maximize revenues
 - 1 - No ability to apply this knowledge
 - 2 - Limited ability and experience to apply this knowledge
 - 3 - Proficient and experienced in applying this knowledge
4. Assets management
 - 1 - No ability to apply this knowledge
 - 2 - Limited ability and experience to apply this knowledge
 - 3 - Proficient and experienced in applying this knowledge
5. Audit principles, procedures and practices
 - 1 - No ability to apply this knowledge
 - 2 - Limited ability and experience to apply this knowledge
 - 3 - Proficient and experienced in applying this knowledge
6. Budget development and control
 - 1 - No ability to apply this knowledge
 - 2 - Limited ability and experience to apply this knowledge
 - 3 - Proficient and experienced in applying this knowledge
7. Compiling, consolidating, summarizing and analyzing data for state-mandated or similar required reports
 - 1 - No ability to apply this knowledge
 - 2 - Limited ability and experience to apply this knowledge
 - 3 - Proficient and experienced in applying this knowledge
8. Control and authorization of expenditures in accordance with established budgetary limitations
 - 1 - No ability to apply this knowledge
 - 2 - Limited ability and experience to apply this knowledge
 - 3 - Proficient and experienced in applying this knowledge
9. Financial analysis and projection techniques
 - 1 - No ability to apply this knowledge
 - 2 - Limited ability and experience to apply this knowledge
 - 3 - Proficient and experienced in applying this knowledge
10. Financial record-keeping principles, procedures and practices
 - 1 - No ability to apply this knowledge
 - 2 - Limited ability and experience to apply this knowledge
 - 3 - Proficient and experienced in applying this knowledge
11. Formulation and development of business / fiscal policies, procedures and programs
 - 1 - No ability to apply this knowledge
 - 2 - Limited ability and experience to apply this knowledge
 - 3 - Proficient and experienced in applying this knowledge
12. Interpreting, applying, and explaining rules, regulations, policies, and procedures
 - 1 - No ability to apply this knowledge
 - 2 - Limited ability and experience to apply this knowledge
 - 3 - Proficient and experienced in applying this knowledge
13. Long-range financial planning
 - 1 - No ability to apply this knowledge
 - 2 - Limited ability and experience to apply this knowledge
 - 3 - Proficient and experienced in applying this knowledge
14. Preparing financial statements, comprehensive accounting reports and other technical financials
 - 1 - No ability to apply this knowledge
 - 2 - Limited ability and experience to apply this knowledge
 - 3 - Proficient and experienced in applying this knowledge
15. Preparing, reviewing and controlling assigned accounts

- 1 - No ability to apply this knowledge
- 2 - Limited ability and experience to apply this knowledge
- 3 - Proficient and experienced in applying this knowledge

16. Property and liability risk management

- 1 - No ability to apply this knowledge
- 2 - Limited ability and experience to apply this knowledge
- 3 - Proficient and experienced in applying this knowledge

17. Statistical research and analysis

- 1 - No ability to apply this knowledge
- 2 - Limited ability and experience to apply this knowledge
- 3 - Proficient and experienced in applying this knowledge

18. Training, supervising, and evaluating the performance of assigned staff

- 1 - No ability to apply this knowledge
- 2 - Limited ability and experience to apply this knowledge
- 3 - Proficient and experienced in applying this knowledge

19. Verifying, balancing and adjusting accounts

- 1 - No ability to apply this knowledge
- 2 - Limited ability and experience to apply this knowledge
- 3 - Proficient and experienced in applying this knowledge

* 20. Tell us about a time when you identified an organizational problem, and developed a solution which resulted in an effective plan of action. Please include the name of the employer and your job title during this time.

* 21. Describe a time when you researched, oversaw, and implemented methods to fund projects and programs in your organization that required the use of bonds and state funding sources in accordance with the law. Please include the name of the employer and your job title during this time.

* 22. Describe a time when you had to make a tough financial decision that would have a large impact on your organization. Include in your response your thought processes and actions in addressing and understanding the issue, gathering and analyzing information, evaluating the potential impact, and identifying and leveraging resources. Please include the name of the employer and your job title during this time.

* Required Question



SAN LORENZO UNIFIED SCHOOL DISTRICT
Announces a Promotional and Open Competitive Recruitment to establish
two separate eligibility lists for:

Human Resources Technician (Annual; Full-Time)

SALARY: \$4,056.00 - \$4,939.00 Monthly

OPENING DATE: 05/28/19

CLOSING DATE: 06/18/19 04:00 PM

BASIC FUNCTION:

Under the direction of assigned administrator, perform a variety of technical duties in support of classified and/or certificated human resources operations and activities; provide information and assistance to employees, job applicants and the general public regarding personnel functions, policies and procedures; prepare and maintain a variety of manual and automated personnel files, records and reports.

ESSENTIAL FUNCTIONS:

ESSENTIAL DUTIES:

Perform a variety of technical duties in support of human resources operations and activities; resolve personnel-related issues and concerns with discretion and confidentiality; refer more difficult or sensitive issues to supervisor as needed.

Serve as an informational resource to employees, job applicants and the general public; respond to inquiries and provide information regarding job openings and personnel functions, policies and procedures; distribute and assist applicants with completing required forms and applications; provide employment verifications; receive and respond to telephone calls and e-mails as appropriate.

Input a variety of employee information and other personnel data into an assigned computer system; maintain automated employee records and files; generate a variety of computerized lists and reports; assure accuracy of input and output data.

Establish and maintain a variety of personnel files and records according to established policies and procedures; update records and files with employee information, position control number, job location, job assignment, payroll information, credentials and other related information; maintain Department of Justice and Federal Bureau of Investigation files related to District employees.

Collect and process various employment forms and applications; arrange interview panels and testing activities as assigned; arrange and follow-up for clearance on fingerprints; forward new employee information to payroll and other departments.

Perform a variety of technical duties in the review and processing of applications and other documents to assure certificated personnel hold valid and proper credentials as assigned by the position; notify individuals of required course work to obtain or clear credential and provide related materials; assist with processing renewal applications, temporary certificates and clearances for general credentials and permits; assist with processing emergency substitute credentials as requested.

Utilize the computer and web-based substitute system as appropriate; arrange for long-term, limited term and provisional employees to cover employee leave-of-absence or limited term needs; input and maintain limited term, and provisional employee records; process limited term and provisional employee applications and assist with hiring limited term and provisional staff; track provisional and limited-term assignments.

Provide information to new employees regarding vacation days, sick days, TB tests, benefits and District rules and regulations; determine proper salary placement; monitor employee longevity and notify appropriate personnel of changes in salary step progression and benefits eligibility; provide information and process unemployment claims as assigned.

Process and provide information for verification of employment requests.

Compose a variety of correspondence including inter-office communications, lists, notices, forms, letters, memoranda and other materials; disseminate bulk mailings as requested.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

Perform variety of clerical duties related to assigned activities such as answering phones, greeting visitors and duplicating materials as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human resources office functions, practices and procedures.

Practices and procedures related to classified and/or certificated personnel.

District contracts and bargaining units.

Applicable laws, codes, regulations, policies and procedures related to assigned human resources activities.

Current laws, codes, regulation, requirements, procedures and rules related to credentialing as assigned.

Operations, policies and objectives relating to human resources activities.

Record-keeping and report preparation techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Telephone techniques and etiquette.

Modern office procedures and record-keeping techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Technical aspects of field of specialty.

Data entry and retrieval techniques.

Mathematical computations.

ABILITY TO:

Perform a variety of technical duties in support of human resources operations and activities.

Participate in the recruitment, screening and processing of new personnel.

Provide information and assistance to employees, job applicants and the general public regarding personnel functions, policies and procedures.

Prepare and maintain a variety of manual and automated personnel files, records and reports.

Assure employee credentials are valid and current as assigned.

Prepare announcements for job openings and place advertisements.

Interpret, apply and explain rules, regulations, policies and procedures.

Distribute, screen and process employment applications and other personnel-related documents. Maintain confidentiality of sensitive and privileged information.

Compose correspondence and written materials independently.

Type or input data at an acceptable rate of speed.

Understand and follow oral and written instructions.

Operate a variety of office equipment including a computer and assigned software.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Complete work with many interruptions.

Determine appropriate action within clearly defined guidelines.

Make mathematical computations with speed and accuracy

EDUCATION & EXPERIENCE REQUIREMENTS:

Any combination of education and/or experience equivalent to: High school diploma or equivalent supplemented by college level course work in human resources or related field and two years increasingly responsible experience in a human resources office.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.

SELECTION PROCESS:

The examination process for this recruitment may be comprised of one or any combination of the following: screening of the applicant's training, background, and experience; scored evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

Applicants invited to advance in this recruitment, the exam and interview dates are currently as follows:

Written Examination - Tuesday, June 25, 2019
Oral Board Interview - Tuesday, July 2, 2019

Exam Location will be announced in the invite email.

Dates are tentative, but it is highly recommended that you plan your calendar accordingly. No Make-up dates will be offered.

OTHER IMPORTANT INFORMATION: The duration of the eligibility list is one (1) year unless extended by the Personnel Commission. **Eligibility lists established from this recruitment will be used for full-time, part-time and limited term positions.**

New employees to the district are placed on step A of the salary schedule. The maximum salary is reached after 3 ½ years of employment.

Recruitments that list **Promotional and Open Competitive** opportunities may result in one of the following: 1) a dual-certified eligibility list in which internal employees of the San Lorenzo Unified School District are awarded seniority points to their final passing score before placement on the eligibility list, or 2) two separate eligibility lists consisting of candidates on a promotional only list and an open list. In the latter case, candidates on the promotional list are referred to the hiring authority before candidates on the open. However, when less than three ranks exist on the promotional list, the open list will be utilized to complete a total of three ranks.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.slzUSD.org>

15510 Usher Street
San Lorenzo, CA 94580
(510) 317-4650

Announcement #19-176
HUMAN RESOURCE TECHNICIAN (PROMOTIONAL & OPEN
COMPETITIVE)
HK

Human Resource Technician (Promotional & Open Competitive) Supplemental Questionnaire

1. Respond honestly and truthfully to all questions. Over-evaluating your skill level is considered providing false and/or misleading information. The statements you make on this form are subject to verification. Applicants found to have provided false or misleading information of their skills and/or experience will be disqualified from further employment processing or, if hired, will be immediately terminated from employment. I understand and agree.

Yes No

- * 2. Check the level of your proficiency to perform the minimum qualifications or your level of

knowledge: Compile employee information such as salary, probationary period, and eligibility to ensure accurate employee compensation and compliance with all applicable regulations

- No ability to apply this knowledge in work related situations
- Limited ability to apply this knowledge in work related situations
- Proficient in applying this knowledge in work related situations

- * 3. Check the level of your proficiency to perform the minimum qualifications or your level of knowledge: Monitor and ensure certificated employees hold current, valid and appropriate credentials
 - No ability to apply this knowledge in work related situations
 - Limited ability to apply this knowledge in work related situations
 - Proficient in applying this knowledge in work related situations
- * 4. Check the level of your proficiency to perform the minimum qualifications or your level of knowledge: Review and evaluate employee transcripts and/or experience in order to ensure correct salary schedule placement
 - No ability to apply this knowledge in work related situations
 - Limited ability to apply this knowledge in work related situations
 - Proficient in applying this knowledge in work related situations
- * 5. Check your level of proficiency with Human Resources Information Systems (HRIS)
 - No knowledge/ability to use this software proficiently in work related applications
 - Limited ability to use this software proficiently in work-related applications
 - Proficient in using this software in work related applications
- * 6. Check the level of your proficiency to perform the minimum qualifications or your level of knowledge: Schedule and coordinate events such as examinations and/or interviews
 - No ability to apply this knowledge in work related situations
 - Limited ability to apply this knowledge in work related situations
 - Proficient in applying this knowledge in work related situations
- * 7. Check your level of proficiency with MS Excel
 - No knowledge/ability to use this software proficiently in work related applications
 - Limited ability to use this software proficiently in work-related applications
 - Proficient in using this software in work related applications
- * 8. Check your level of proficiency with MS Word
 - No knowledge/ability to use this software proficiently in work related applications
 - Limited ability to use this software proficiently in work-related applications
 - Proficient in using this software in work related applications
- 9. Check the amount of on-the-job experience you possess in Human Resources functions, procedures and systems
 - Less than one year of experience
 - One to three years' experience
 - Three to five years' experience
 - More than five years' experience
- 10. Based on your responses to the years of Human Resources Experience, please list the following: 1) List employer 2) Title you held 3) Number of years on HR experience with this employer

* Required Question



SAN LORENZO UNIFIED SCHOOL DISTRICT
Announces a **Promotional** and **Open Competitive** recruitment to
establish a dual certified eligibility list for:

High School Cafeteria Supervisor (School Year)

SALARY: \$32,692.00 - \$47,197.00 (Annually)

OPENING DATE: 05/03/19

CLOSING DATE: 05/23/19 04:00 PM

BASIC FUNCTION:

Under the direction of the Director-Child Nutrition, organize and supervise high school cafeteria operations and activities; train and evaluate the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

ESSENTIAL DUTIES:

Organize and supervise high school cafeteria operations and activities; supervise the production and service of breakfast and lunch at assigned school site.

Supervise and assist, when necessary*, in large-quantity cooking activities in the preparation of entrees, side dishes and other food for high school breakfast and lunch; coordinate personnel and activities to assure proper compliance with standardized recipe, menu and meal requirements; print and distribute daily recipes in appropriate quantities.

Train and evaluate the performance of assigned staff; assign employee duties and review work for accuracy, completeness and compliance with established standards; review and recommend modifications of work schedules for assigned high school cafeteria staff.

Supervise and assist, when necessary*, in the cooking, packaging and sale of prepared food items and supplies to assure smooth and efficient flow of meals within the high school cafeterias and other campus serving locations.

Oversee the assembly of ingredients and cooking, frying or heating of food items; oversee the mixing, slicing, grating and chopping of food items; assure meals are prepared for sale and distributed to campus serving locations in accordance with established time lines.

Supervise activities to assure food service facilities, equipment and utensils are maintained in a clean and sanitary condition; inspect and review food preparation areas to assure compliance with established health, safety and sanitary standards and regulations.

Assist in determining appropriate quantity of food items for preparation; coordinate food preparation and service functions to assure smooth and efficient activities and compliance with food quality, freshness, appearance and portion control standards; assure proper temperature of foods.

Oversee and participate in the preparation and maintenance of various records and reports related to food production, inventory, personnel, payroll and assigned activities.

Communicate with personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Oversee the operation of food service equipment including ovens, stoves, freezers, carts, can openers and warmers; utilize a computer and assigned software; drive a vehicle to conduct work; arrange for maintenance and repairs as needed.

Develop and maintain standards of efficiency, quality and sanitation in food preparation.

Attend and participate in various meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

*Incumbents in this class may perform cooking, serving and food preparation duties in emergency situations in order to ensure efficient food service operations

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of high school cafeteria operations and activities including the large quantity preparation, packaging and sale to students.

Methods, practices and procedures of quantity food preparation functions.

Sanitation and safety practices related to preparing, handling and serving food.

Inventory practices and procedures including proper storage temperature and rotation of perishable food.

Quality and portion control techniques, practices and procedures.

Policies and objectives of assigned program and activities.

Principles and practices of supervision and training.

Health and safety regulations.

National School Lunch Program requirements

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Mathematic calculations.

ABILITY TO:

Organize and direct high school cafeteria operations and activities including the large quantity preparation, packaging and sale of food.

Supervise and participate in related inventory, quality control and sanitation functions.

Train and evaluate the performance of assigned personnel.

Monitor and inspect school site food service activities to assure food quality, quantity, sanitation practices and safety conditions meet established standards and requirements.

Organize and direct the cooking and preparation of entrees, side dishes and other food items.

Estimate and order appropriate amounts of food items and supplies to meet student needs.

Oversee and participate in the receipt, storage and rotation of food items and supplies.

Follow and assure compliance with health and sanitation requirements.

Learn, interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned software.

Meet schedules and time lines.

Follow, extend and adjust recipes.

Work independently with little direction.

Plan and organize work.

Compile information and prepare and maintain a variety of records, reports and files.

EDUCATION & EXPERIENCE REQUIREMENTS:

Any combination equivalent to: graduation from high school and three years increasingly responsible experience in quantity food preparation, preferably in a school food service setting, including work with cooking and inventory functions.

LICENSES AND OTHER REQUIREMENTS:

Valid ServSafe certification or ability to pass within 6 months of hire date

Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor work environment.
Subject to heat from ovens.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Sitting or standing for extended periods of time.
Hearing and speaking to exchange information.
Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
Dexterity of hands and fingers to operate food service equipment.
Reaching overhead, above shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Seeing to monitor food quality and quantity.

HAZARDS:

Heat from ovens.
Exposure to very hot foods, equipment, and metal objects.
Working around and with machinery having moving parts.

SELECTION PROCESS:

The examination process for this recruitment may be comprised of one or any combination of the following: screening of the applicant's training, background, and experience; scored evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

If your application is accepted to advance in this recruitment, the exam and interview dates are as follows:

Exam: June 4, 2019

Dates are tentative, but it is highly recommended that you plan your calendar accordingly. No Make-Up dates will be offered.

Other Important information: The duration of the eligibility list is one (1) year unless extended by the Personnel Commission. The eligibility list from this recruitment will be used for full-time, part-time and limited term positions.

New employees to the district are placed on step A of the salary schedule. The maximum salary is reached after 3 ½ years of employment.

Recruitments that list **Promotional and Open Competitive** opportunities may result in one of the following: 1) a dual-certified list in which internal employees of the San Lorenzo Unified School District are awarded seniority points to their final passing score before placement on the eligibility list, or 2) two separate eligibility lists consisting of candidates on a promotional only list and an open list. In the latter case, candidates on the promotional list are referred to the hiring authority before candidates on the open. However, where less than three ranks exist on the promotional list, the open list will be utilized to complete a total of three ranks.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.szusd.org>

Recruitment #19-167
HIGH SCHOOL CAFETERIA SUPERVISOR
MS

15510 Usher Street
San Lorenzo, CA 94580
(510) 317-4650



San Lorenzo Unified School District

PERSONNEL COMMISSION

Marvin Kingdon, **Chairperson**
Diana Souza, **Vice-Chairperson**
Justin Hutchison, **Commissioner**
Randy Perez, **Secretary to the Commission**

Request for Reclassification Review Form

In accordance with Merit Rule 3.13 A and B, the Personnel Commission possesses the authority to approve or deny reclassification requests. An employee may request a reclassification review by completing and submitting this form to the Director of Classified Personnel. The Director of Classified Personnel will conduct, or cause to be conducted, an analysis of the position in question, and then report his/her findings to the Personnel Commission for any possible action.

Employee Name: _____ Present Job Title: _____

Department: _____

Supervisor's Name: _____

Please check one or more of the following that apply to your situation:

- There has been a gradual increase in the duties assigned to my position over an extended period of time that are aligned with duties assigned to a higher class.
- The duties presently listed in my job class are obsolete and/or no longer applicable and newer duties and responsibilities that are not listed in the job description have been assigned to my position.
- The reporting structure within my department has changed and has caused a significant change in duties assigned to my position. The duties I'm now performing are different than those listed in my job description

Please indicate the date you began performing the higher level duties: _____

Please provide more information to support your request and reason marked above. Explain the duties you are performing that do not aligned with your present job description



San Lorenzo Unified School District

PERSONNEL COMMISSION

Marvin Kingdon, **Chairperson**

Diana Souza, **Vice-Chairperson**

Justin Hutchison, **Commissioner**

Randy Perez, **Secretary to the Commission**

(Request for Reclassification Review Continued)

Signature

Date

SAN LORENZO UNIFIED SCHOOL DISTRICT

Personnel Commission

Regular Session of June 12, 2019

Item: 9

Subject: Health and Wellness Coordinator Job Description and Recommended Compensation

Prepared By: Randy Perez, Director of Classified Personnel

Type of Item: Discussion and Action

BACKGROUND INFORMATION:

Education Code section 45256 states in relevant part:

“The Commission shall classify all employees and positions within the jurisdiction of the governing board or of the commission, except those that are exempt from the classified service, as specified in subdivision (b)... ‘To classify’ shall include, arranging classes into occupational hierarchies, determining reasonable relationships within occupational hierarchies, and preparing written class specifications.”

Recently, District representatives expressed a desire to establish a new administrative job class responsible for leading the District’s Health and Wellness Advisory Council and establishing health and wellness centers throughout the District. The attached job description has been vetted by the District and the San Lorenzo Management Association (SLMA). Included with this agenda item is a compensation study and recommendation for salary.

RECOMMENDATION:

I request a motion to approve the Health and Wellness Coordinator job description. I request another motion to approve the recommendation for the salary placement of this class.

SAN LORENZO UNIFIED SCHOOL DISTRICT

CLASS TITLE: HEALTH AND WELLNESS COORDINATOR

BASIC FUNCTION:

The Health and Wellness Coordinator ensures effective district-wide implementation of the *Whole School, Whole Community, Whole Child* model and the District's health and wellness initiative. The Health and Wellness Coordinator designs, implements and provides technical assistance to schools around programs and initiatives to promote the health and well-being of students and staff in the San Lorenzo Unified School District.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Lead the District's Health and Wellness Advisory Council by ensuring appropriate council representation, planning, and facilitating monthly meetings. Sample activities include:

- With the District's Health and Wellness Advisory Council, evaluate and recommend changes to district-level policies related to school health and wellness, including behavioral health, physical education/activity and nutrition, and recommend updates to them based on the most recent requirements
- Advise school principals, parent-teacher organizations, fundraising groups and sports teams on adherence to the District health and wellness policy
- Assist with development, implementation, and enforcement of policies that promote student and staff health

Collaborate with multiple partners and teams internally to implement health and wellness programs and activities effectively. Sample activities include:

- Collaborate with school site and district staff to visit other school districts implementing health and wellness centers, and host other school districts to establish a community centered on developing and fostering health and wellness initiatives
- Collaborate in the development and implementation of school health and wellness centers to educate and provide resources to students and families
- Collaborate with relevant District departments to ensure internal alignment of efforts to achieve District health and wellness goals

Provide outreach, guidance and support to schools and departments in achieving the school, student and staff health and wellness goals of the District. Sample activities include:

- Assist with the development and implementation of the health and wellness curriculum and collaborate with other staff in integrating health and wellness into the broader curriculum
- Identify school Wellness Champions at each school to serve as the program lead at the site
- Coordinate with school Wellness Champions, administration, staff, students, and families to establish school health and wellness committees at each school in the district

- Create documents, fact sheets, and other communication materials to solicit feedback on school health and wellness, and to gain understanding of the District's state of health and wellness
- Develop and execute professional learning opportunities for school staff and stakeholders to develop and implement key school health and wellness initiatives, including nutrition education, social-emotional wellness / behavioral health, physical education, healthy food choices and physical activity

Create systems and processes to track progress in attaining a culture of health and wellness utilizing quantifiable and data-driven rubrics, including preparing surveys and other data collection documents. Sample activities may include:

- In collaboration with the Director of Assessment, assure the collection and submission of appropriate school-level health and wellness data in order to assess needs and improve services
- Work with the Coordinator of Grants and Compliance to pursue district-level grant funding to support healthy schools and assist schools with school-level funding opportunities
- Manage grant funding and complete required reports
- Coordinate data collection within the district related to healthy eating and physical activity; identify effective methods and strategies in order to continue implementing best practices

Identify external resources and partners who can provide health and wellness services in schools. Sample activities may include:

- Cultivate and maintain relationships with organizations providing health and wellness services in the District
- Collaborate with technical assistance providers to develop action plans addressing barriers and gaps in the healthy eating and physical activity environments of the school buildings
- Coordinate closely with the Alameda County Health Services Agency (HCSA) and the Alameda County Office of Education (ACOE) to enhance services at schools and coordinate action plans
- Assist the district in identifying potential resources for improved nutrition and expanded physical activity opportunities through grants and other funding mechanisms

OTHER DUTIES:

Performs related duties as assigned

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Applicable state and federal laws and regulations regarding child nutrition and physical health
 Applicable nutrition and education standards
 Community resource organizations including various federal, state and local agencies
 Grants and other funding resources supporting health and wellness initiatives
 Policies and objectives of the Health and Wellness Program
 Health nutrition, physical fitness, health activity and healthy lifestyle choices

Public outreach and involvement techniques
Basic concepts of behavioral and emotional health of school-aged children
Public speaking methods and techniques
Methods of delivering educational information to a diverse population of students, families and staff
Correct English usage, grammar, spelling and writing mechanics
Principles and practices of administration, supervision of staff and training
Data collection and reporting methods and techniques
Oral and written communication skills
Interpersonal skills using tact, patience and courtesy
Modern office practices, procedures and equipment
Operation of a computer and assigned software

ABILITY TO:

Lead and facilitate the District's Health and Wellness Advisory Council
Work and collaborate with families, staff, students and community members in various program initiatives and activities
Interpret, explain and apply applicable policies, procedures and regulations
Maintain current knowledge of health and wellness resources, child nutrition, physical fitness, and applicable state and federal laws
Deliver information in an engaging, meaningful and culturally relevant manner
Research various funding sources, solicit grants and meet critical timelines
Write effectively and compose correspondences independently
Develop various forms and surveys to collect relevant data and information
Maintain accurate data and prepare comprehensive narrative and statistical reports
Organize and maintain confidential student and family records and files
Build and foster effective relations with students, staff, the community and various service agencies
Develop and deliver professional development
Train, supervise and provide work direction to assigned staff
Work independently with little direction
Communicate effectively
Meet schedules and timelines
Plan and organize work

EDUCATION AND EXPERIENCE

Any combination of education and/or experience equivalent to: bachelor's degree in social sciences, public health, nutrition or related field and three years of increasingly responsible experience in health and human services, school counseling, teaching, nutrition education or related field.

WORKING CONDITIONS

ENVIRONMENT:

Office environment
Driving a vehicle to conduct
Occasional work during the evening or variable hours

PHYSICAL DEMANDS:

Hearing and speaking to exchange information

Seeing to read a variety of materials

Dexterity of hands and fingers to set up and operate equipment

Lifting, carrying, pushing or pulling objects typically weighing up to 25 pounds or more

Sitting for extend periods of time

Bending at the waist, kneeling or crouching

SAN LORENZO UNIFIED SCHOOL DISTRICT

SALARY SURVEY DETAIL

June 6, 2019

CLASSIFICATION: HEALTH AND WELLNESS COORDINATOR

<u>SURVEY PARTICIPANT</u>	<u>PARTICIPANT'S CLASSIFICATION</u>	SALARY RANGE	
		<u>MINIMUM</u>	<u>MAXIMUM*</u>
Alameda County Office of Education ²	Program Manager I, Wellness	\$7,833	\$9,500
Oakland Unified School District	Wellness Coordinator	\$7,129	\$9,099
Hayward Unified School District ¹	Field Coordinator, Integrated Support	\$5,900	\$7,127
Berkeley Unified School District	Health & Wellness Program Coordinator	\$5,141	\$6,239
New Haven Unified School District	N/A		
Fremont Unified School District	N/A		
San Leandro Unified School District	N/A		
Livermore Valley Unified School District	N/A		
Alameda Unified School District	N/A		
Antioch Unified School District	N/A		
Castro Valley Unified School District	N/A		
Dublin Unified School District	N/A		
Pleasanton Unified School District	N/A		
		**MEDIAN:	\$8,113
	Recommended SLMA Range:	20	\$8,147

¹ Salaries reported include a reduction of \$390 (\$2.25/hr) from 261-day work calendar for health care benefits

² Salaries reported include a reduction of \$500 per month from a 261 day work calendar for health care benefits.