

**San Lorenzo Unified School District**  
**Regular Meeting of the Personnel Commission**  
**Wednesday, August 9, 2017 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](http://www.slzusd.org)

1. **Call to Order**
2. **Flag Salute**
3. **Commissioner Roll Call**

Isabel Polvorosa, Chair	<input type="checkbox"/> present	<input type="checkbox"/> absent
Marvin Kingdon, Vice-Chair	<input type="checkbox"/> present	<input type="checkbox"/> absent
Diana Souza, Member	<input type="checkbox"/> present	<input type="checkbox"/> absent
4. **Approve the Agenda of August 9, 2017** **ACTION**
5. **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.*
6. **Approve the Meeting Minutes for the Following:** **ACTION**
  - July 12, 2017
7. **Approve the Following Examinations:** **ACTION**
  - Director of Facilities and Operations
  - Paraeducator- Bilingual (Spanish)
  - Payroll Technician
8. **Approve the Following Eligibility Lists:** **ACTION**
  - Director of Child Nutrition
  - Office Manager
  - Paraeducator PH/SH
9. **Discussion and Action**  
Request to Extend Office Assistant Eligibility List – Attachment A **ACTION**
10. **Commissioner’s Report** **INFORMATION**
11. **Director’s Report** **INFORMATION**
  - a) Advanced Salary Placement Policy and Merit Rule
  - b) Upcoming Commissioner Vacancy

**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, September 13, 2017 at 4:30 p.m.  
District Office Board Room**



SAN LORENZO UNIFIED SCHOOL DISTRICT  
Personnel Commission

**Minutes for Regular Meeting  
July 12, 2017**

- CALL TO ORDER Commissioner Polvorosa called the meeting to order at 4:30 p.m.
- FLAG SALUTE Commissioner Kingdon led the flag salute.
- ROLL CALL Commissioners Polvorosa and Kingdon were present at 4:30 p.m., Commissioner Souza arrived at 4:33 p.m.
- APPROVE AGENDA A motion to approve the July 12, 2017 Meeting Agenda was made by Commissioner Kingdon and seconded by Commissioner Polvorosa.
- Comments: None
- Ayes: Polvorosa, Kingdon
- PUBLIC COMMENT None
- APPROVE MINUTES A motion to approve the June 14, 2017 Meeting Minutes was made by Commissioner Kingdon and seconded by Commissioner Polvorosa.
- Comments: None
- Ayes: Polvorosa, Kingdon
- APPROVE EXAMINATIONS A motion to approve the following examinations was made by Commissioner Souza and seconded by Commissioner Kingdon.
- Accounting Technician
  - Computer Media Specialist
  - Director of Child Nutrition
  - Paraeducator-Autistic I
  - Speech Language Pathology Assistant
- Comments: None
- Ayes: Polvorosa, Kingdon, Souza
- A motion to approve the following examinations was made by Commissioner Kingdon and seconded by Commissioner Polvorosa.
- Office Manager (Bilingual Spanish Required)

Comments: Bev Kral, IT Technician II and Heidi Kaye, Classified Human Resources Assistant, commented.

Ayes: Polvorosa  
Noes: Kingdon, Souza

APPROVE ELIGIBILITY  
LISTS

A motion to approve the following eligibility lists was made by Commissioner Souza and seconded by Commissioner Kingdon.

- District Translator/Interpreter (Spanish)
- Library Media Technician
- School Community Liaison

Comments: None

Ayes: Polvorosa, Kingdon Souza

COMMISSIONER'S  
REPORT

Commissioner Souza reported that she completed the Merit System Academy. Commissioner Polvorosa reported that Washington Manor Park is getting a new playground and swimming pool.

DIRECTOR'S REPORT

Director Perez reported that the Personnel Commission budget was provided. He stated that we are continuing to recruit for substitute employees and mentioned that changes are coming for Lunch Period Supervisors.

PUBLIC COMMENT

None

ADJOURNMENT

Commissioner Polvorosa adjourned the meeting at 5:20 p.m.

NEXT REGULAR  
MEETING

The next Regular Personnel Commission Meeting will be held on Wednesday, August 9, 2017 in the San Lorenzo District Office Board Room.



**SAN LORENZO UNIFIED SCHOOL DISTRICT**  
ANNOUNCES A MERGED **PROMOTIONAL** AND **OPEN** EXAMINATION FOR:

**DIRECTOR OF FACILITIES & OPERATIONS**  
(ANNUAL POSITION)

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**SALARY:** \$103,354.00 - \$126,827.00 Annually

**OPENING DATE:** 07/28/17

**CLOSING DATE:** 08/31/17 04:00 PM

**BASIC FUNCTION:**

Serves under administrative direction of the Assistant Superintendent, Business Services and is responsible for managing and directing the construction, modernization, capital improvement, relocation and maintenance of school facilities and grounds. Provides leadership and direction for the facility maintenance, operations and transportation department through the department managers. Administer various construction and facilities budgets. Works with the Director of Purchasing to solicit bids, contract with, and administer the work of architects, engineers, inspectors and contractors related to construction projects. Oversees the work of contractors and performs other related functions as required.

**ESSENTIAL FUNCTIONS:**

Plans, arranges and directs construction, modernization, facility relocation, and all other facility-related capital improvements.

Plans, arranges and directs all facility maintenance and repair programs through the department manager.

Plans, arranges and directs all operations, grounds and transportation functions through the department managers.

Assists the maintenance and operations personnel with unusual and unforeseen problems.

Determines and establishes quantity and quality standards for work in the division.

Plans, develops and implements a preventive maintenance program.

Develops, prepares and interprets project specifications and plans.

Investigates, tests and recommends acquisition of supplies, materials and equipment, and the development of a replacement schedule for obsolete equipment for the Construction

Management Department and the Facilities Department

Investigates, tests and recommends construction standards and modernization/repair of district facilities and the development of a replacement schedule for building systems such as HVAC systems, roofing systems, playground hardscape and other systems.

Plans, coordinates, directs, selects and evaluates the performance of assigned staff.

Confers with site and district-level personnel regarding construction and maintenance of district facilities.

Prepares, implements and monitors annual departmental budgets for assigned functions.

Analyzes and plans use of labor and funds to assure optimum efficiency and effectiveness.

Attends a variety of meetings and conferences; serves on committees as needed.

Plans, organizes and conducts orientation and in-service training programs.

Prepares written reports to governmental agencies.

Performs related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **Knowledge of:**

Architectural and construction management methods and techniques

Methods, practices, materials and equipment utilized in construction and facilities maintenance.

Laws, rules and regulations related to assigned activities, including but not limited to: AHERA, ADA, CAL-OSHA, California Public Contract Code

Applicable sections of the State Education Code and other applicable laws

Terms, procedures and practices used in the planning, design, construction, rehabilitation, remodeling, maintenance and operations of school buildings and facilities

Environmental and communication systems common to large facilities.

Principles of organization management and supervision.

Principles of budget preparation and control

### **Ability to:**

Oversee and direct the operations, services and activities of construction management, facilities maintenance, operations and transportation

Coordinate major construction projects

Prepare and administer large and complex construction and facility maintenance department budgets

Manage, direct and coordinate the work of lower level staff.

Select, supervise, train, coordinate and evaluate staff.

Develop and administer division goals, objectives and procedures.

Prioritize and identify needs and solve problems independently as appropriate.

Maintain high level of professionalism

Establish and maintain cooperative and effective working relationships.

Adapt easily to work assignments, additional priorities and new procedures.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

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

Operate a computer and assigned office equipment.

Drive a vehicle to conduct work.

**EDUCATION & EXPERIENCE REQUIREMENTS:**

Any combination equivalent to: Bachelor's Degree in engineering, architecture, public administration or related discipline and/or a minimum of five years of progressively responsible experience in the facility management and construction industry as inspector of record, lead construction project manager, or facilities director for large projects/facilities.

**Qualifications:**

Knowledge of: principles, practices, procedures, rules, codes, regulations, techniques and strategies of District and the assigned position, including working with CDE, OPSC, DGS, DSA, AHERA, ADA, CAL-OSHA and local agencies; principles and techniques of providing successful conflict management skills; school construction and facility maintenance within the State of California; construction principals, functions, and activities; effectively work with individuals and groups; Architectural/engineering design procedures; industry standards and costs; computerized scheduling programs; effective project management skills; risk management; interpersonal skills utilizing tact, patience, and courtesy; proficient with computer technology.

**License or Certificate:**

Valid California driver's license

**Working Conditions:**

ENVIRONMENT: Active office and construction site environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Climbing on ladders and scaffolding, walking, bending, stooping and reaching to inspect work; speaking to exchange information and make presentations.

Persons performing service in this position classification may exert 50 to 70 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.

Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.

Visual acuity sufficient to review drawings, plans, blueprints, records and reports, identify colors and see small details is required.

**HAZARDS:**

Reviewing projects during demolition; working at heights.

**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 as follows:

**General Fitness and Technical Oral Board Examinations will be held on September 12, 2017.**

Exam Locations 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 the list is exhausted or extended by the Personnel Commission.

New employees to the district are placed on step E of the management salary schedule. The maximum salary is reached after 5 years of employment.

The Personnel Commission will be ratifying one dual certified eligibility list for the Director of Facilities and Operations. Promotional candidates that successfully pass the examination process will be awarded seniority points in accordance with the Merit Rules of the San Lorenzo Unified School District prior being placed on the eligibility list. After all promotional candidates are awarded seniority points, their ranking will be merged with candidates from the open list in accordance with their overall ranking. The resulting will be one single merged list.

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

Position #18-07  
DIRECTOR OF FACILITIES & OPERATIONS  
HK

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

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Educating for Success



**THE PERSONNEL COMMISSION  
OF THE SAN LORENZO UNIFIED SCHOOL DISTRICT**  
Announces an Open Competitive Recruitment to establish an eligibility list for:

**PARAEDUCATOR - BILINGUAL (Spanish)**  
(School Year; 10 Month Position)

**SALARY:** \$16.64 - \$20.29 Hourly

**OPENING DATE:** 07/19/17

**CLOSING DATE:** 08/31/17 04:00 PM

**BASIC FUNCTION:**

Under general supervision, to perform a variety of instructional support duties involved in providing instructional assistance to individuals and small groups of students with limited or non-English speaking skills; to translate for parents and teachers as necessary; and to perform a variety of clerical duties as assigned.

**ESSENTIAL FUNCTIONS:**

Assist with the development, preparation, and reinforcement of bilingual learning materials and in the performance of other bilingual instructional activities.

Provide instruction to assigned limited or non-English proficient students in their primary language; assist in the acquisition of the English language by providing instruction in the areas of reading, language arts, mathematics, English as a second language, social behavior and other areas as necessary.

Confer with teachers concerning programs and materials to meet student needs; alert teacher to any special problems or information concerning students.

Assist staff with the preparation of instructional and testing materials; administer and score tests; assist in the preparation of graphic and written teaching materials.

Assist individuals or small groups of students with academic and social skills and the achievement of goals; reinforce instruction to individuals or small groups in a variety of subjects; develop creative methods and techniques for working with students within the suggested framework of the teacher; review plans with the teacher to ensure correct teaching techniques are being utilized for each student.

Assist in evaluating student progress in a wide variety of skills; correct papers; report progress regarding student performance and behavior to the teacher.

Observe and manage behavior of students according to approved procedures; assist in maintaining order among the students in the classroom and on the school grounds; supervise students as assigned in the classroom, playground, or cafeteria; accompany students going from one location to another.

Perform a variety of clerical duties including recording information, compiling and maintaining records and files, preparing reports, operating machines, and assembling packets and materials for students.

Provide support to the teacher by setting up work areas, displays, and exhibits, operating audiovisual equipment and educational training equipment, distributing and collecting papers and supplies, preparing bulletin board materials, and decorating the classroom; assist in maintaining a neat, orderly, and attractive learning environment.

Assist in assessing programs and materials to meet the needs of the children; collect, assemble, and distribute learning materials, supplies, equipment, and other resource materials; order instructional material and aids when necessary.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Language, vocabulary, and grammar of a designated second language.

Basic subjects taught in schools.

English usage, spelling, grammar, and punctuation.

Basic clerical procedures.

Simple record keeping procedures.

General methods of education and tutoring.

General needs, learning styles, and behavior of students.

Basic child development theory and principles.

Basic techniques to motivate students and manage student behavior.

Safe work practices.

#### **Skill to:**

Learn to operate equipment used as educational aids.

Operate modern office equipment including computer equipment.

#### **Ability to:**

Learn the procedures and functions necessary to perform assigned duties.

Learn instructional terminology, program philosophies, concepts, materials, methods, and procedures.

Learn child guidance principles and practices.

Interact effectively and sensitively with individuals from diverse backgrounds.

Read, write, speak, and translate from and to English and designated second language.

Effectively direct the work of individual students and groups of students.

Assist with the instructional and related activities of the assigned learning environment.

Support the assigned teacher's style of classroom management.

Supervise students according to approved policies and procedures.

Perform clerical duties including filing and duplicating.

Maintain accurate records.

Maintain confidentiality of student and school information.

Demonstrate an understanding, patient, and receptive attitude toward children.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

### **EDUCATION & EXPERIENCE REQUIREMENTS:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

#### **Experience:**

Some experience working in an organized education or child care setting. Experience working with limited-English students and using bilingual skills is highly desirable.

#### **Training:**

Equivalent to a high school diploma. Supplemental specialized training in child development, education, or a related field is desirable.

#### **License or Certificate:**

Possession of CPR and First Aid Certificates.

#### **Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard classroom environment.

### **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 - To Be Determined**  
**Oral Board Interview - To Be Determined**

Exam Date and Location will be announced in the invite email.

OTHER IMPORTANT INFORMATION: The duration of the eligibility list is one (1) year unless extended by the Personnel Commission. **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 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, 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.slzusd.org>

Position #18-06  
PARAEDUCATOR - BILINGUAL (SPANISH)  
HK

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

- 
1. Describe below each of your positions in which you gained the experience specified in the question. 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.
  - \* 2. List the academic subject areas you have experience tutoring and/or providing instructional support to children. What grade levels have you worked with?
  - \* 3. Describe motivational methods you have used with children in the classroom. What do you do when a particular student is not able to grasp the academic material being taught?
  - \* 4. How have you adapted your instructional methods and techniques to compliment the specific teaching style of the classroom teacher?
  - \* 5. What methods and /or techniques do you use to manage behavior in the classroom and/or with groups of children on field trips?
  - \* 6. Describe your experience providing assistance with setting up classroom projects and cleaning up after projects and activities. Describe any experience you have setting up audiovisual equipment and any other instructional equipment.
  - \* 7. Describe your experience making photocopies, recording grades, and maintaining various records and files.
  - \* 8. ACKNOWLEDGEMENT: I certify that all my statements in this supplemental application are true and complete, and that if I have made any false statements, I may be disqualified or dismissed.  
Yes   No

\* Required Question

Educating for Success



**THE PERSONNEL COMMISSION  
OF THE SAN LORENZO UNIFIED SCHOOL DISTRICT**  
Announces a **Promotional** and **Open Competitive** Recruitment to establish a dual  
certification eligibility list for:

## **PAYROLL TECHNICIAN**

(Annual; 12 Month Position)

**SALARY:** \$3,549.00 - \$4,326.00 Monthly

**OPENING DATE:** 07/14/17

**CLOSING DATE:** 08/04/17 04:00 PM

### **BASIC FUNCTION:**

Under general supervision, to perform responsible and complex accounting work in the preparation, process, and distribution of the District payroll for certificated and classified employees and may include developing, processing and maintaining financial records of payroll benefits including dental, vision, medical, life insurance, and Sec. 125 health and welfare benefits

### **ESSENTIAL FUNCTIONS:**

Organize, supervise, and maintain payroll and/or benefit records for classified and certificated employees; maintain and update employee records showing personal data, site locations, individual earnings, various deductions, insurance coverage, tax sheltered annuities, and credit union transactions; prepare employment and change of status forms; maintain records of deductions for report purposes; prepare separation forms for retiring employees.

Reconcile computerized payroll output with payroll records.

Maintain record of individual earnings, deductions, sick leave, vacation, and overtime.

Process payroll deductions for union dues, credit unions, garnishments, STRS and PERS retirement, medical benefits, and direct deposit.

Review, extend, balance, code, summarize, and compile fiscal data for monthly and variable payrolls and other financial reports.

Prepare reports for STRS and PERS retirement programs.

Compute payroll for hourly and daily employees; process and verify time cards; compute gross salary, overtime earnings, retirement, and insurance.

Verify insurance billings and process insurance forms.

Assist employees with W-2 reporting, correction, and distribution.

Process manual warrants; prepare warrants for distribution to employees.

Compile a variety of statistical reports on payroll operations.

Respond to questions or complaints from employees requiring limited interpretation of complex laws, rules, and regulations governing District payroll and/or benefit; research problems and complaints of employees; document and correct records.

Assist in preparing a variety of routine fiscal benefit statements, reports, and schedules utilizing data in accordance with specified reporting formats and accounting principles; edit computer printouts and enter corrections; separate and distribute reports.

Assist departments and employees by providing benefit information, explaining procedures, and answering questions; provide information and instruction regarding applicable procedures and methods.

Establish and maintain complete benefit files and records related to assigned functions; participate in the maintenance of various computer files and records; input and retrieve a variety of benefit and statistical information using a computer terminal.

Compose correspondence to inform schools and District offices about new or revised payroll-related procedures and to exchange information with school and District personnel and outside agencies regarding adjustments to payroll, errors, coding, lost or stolen warrants, insurance, and computer runs; prepare memos to employees for distribution with payroll.

Work with County Office of Education personnel to coordinate changes in procedures and to alleviate problems.

Attend and participate in professional group meetings and workshops to stay abreast of current payroll and/or benefit procedures.

Respond to and assist in resolving difficult and sensitive requests and complaints; apply policies, procedures, and employee contract; work with District and site personnel concerning payroll and/or benefit reporting.

Research and compile information and prepare clear and concise reports including reports for STRS and PERS retirement programs.

Verify salary and set up new employees in system with salary, W-4 information, absence tracking and increments; compute and enter new salaries each year.

Balance monthly payroll including gross earnings, voluntary deductions, STRS, PERS, and other deductions.

Monitor and verify increments for classified employees including entering longevity increments.

Maintain and reconcile a variety of ledgers, reports, and accounting records; examine and correct accounting transactions to ensure accuracy; prepare journal vouchers to adjust and correct errors in payroll benefits records; participate in the preparation and recording of journal entries with appropriate supporting information.

Provide packets to new employees and explain the benefit choices available; distribute information related to benefits programs to all employees.

**Knowledge of:**

Principles, procedures, methods, practices, and terminology used in payroll and financial record keeping and reporting.

Principles and practices of data collection and report preparation.

Modern office practices, methods, and computer equipment.

Alphabetical, numerical, and subject matter filing systems.

Mathematical principles.

**Skill to:**

Operate modern office equipment including ten key and computer equipment.

Enter data at a speed necessary for successful job performance.

**Ability to:**

Learn the District payroll and retirement system procedures and terminology including coding used for payroll information.

Learn and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Learn and understand the organization and operation of the District as necessary to assume assigned responsibilities.

Perform responsible data entry and mathematical computations work with accuracy, speed, and minimal supervision.

Respond to requests and inquiries for information regarding payroll related policies and procedures.

Clearly explain a wide variety of complex procedures and policies to individuals who have minimal knowledge of pay and personnel related processes and procedures.

Prepare and maintain complex and confidential financial records and reports.

Read and apply financial records, reports, technical, and legal materials.

Research, collect, compile, and analyze information and data.

Maintain confidentiality of employee information.

Plan and organize work to meet schedules and deadlines.

Perform accurate mathematical computations.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

## **EDUCATION & EXPERIENCE REQUIREMENTS:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:** Two years of increasingly responsible experience the maintenance of financial and statistical records including experience maintaining payroll, financial, or statistical records.

**Training:** Equivalent to a high school diploma supplemented by specialized training or course work in accounting, financial record keeping, or a related field.

**Special Requirements:** *Essential duties require the following physical skills and work environment: Ability to work in a standard office environment.*

## **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 - August 17, 2017 10:00 a.m.**

**Oral Board Interview - August 24, 2017**

Exam Locations 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 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 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, where less than three ranks exist on the promotional list, the open list will be utilized to complete a total of three ranks.

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

Position #18-04  
PAYROLL TECHNICIAN (OPEN & PROMOTIONAL)  
HK

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

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

**OPEN & PROMOTIONAL  
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Director of Child Nutrition

ANNUAL SALARY: \$98,659-122,132 Range 31 SLMA

ESTABLISHED: July 25, 2017 LIST EXPIRES: July 25, 2018

EXAMINATIONS:

<u>Application &amp; Résumé</u>	<b><u>PASS/FAIL</u></b>
<u>Supplemental Questions</u>	<b><u>PASS/FAIL</u></b>
<u>Oral Examination</u>	<b><u>100%</u></b>

**CERTIFICATION IN ORDER OF RANKING**

<b><u>Rank</u></b>	<b><u>Name</u></b>
1. _____	<u>Rachel Gekas</u>
2. _____	<u>Peter Oshinski</u>
3. _____	<u>Ana Miramon</u>

COMMENTS:	Applications Received:	07
	Passed Screening:	03
	Passed Oral Exam Process:	03
	Total on Eligibility List:	03

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

7/25/17  
Date

  
Signature

Personnel Commission Approval \_\_\_\_\_  
Date

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

**PROMOTIONAL  
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Office Manager

HOURLY SALARY: \$21.31 - 25.98 Range 59A CSEA

ESTABLISHED: July 13, 2017 LIST EXPIRES: July 13, 2018

EXAMINATIONS:

<u>Application &amp; Résumé</u>	<b><u>PASS/FAIL</u></b>
<u>Written Exam</u>	<b><u>50%</u></b>
<u>Technical Oral</u>	<b><u>50%</u></b>

**CERTIFICATION IN ORDER OF RANKING**

<b><u>Rank</u></b>	<b><u>Name</u></b>
<u>1.</u>	<u>Ruth Von Mecklenburg *</u>
<u>2.</u>	<u>Elvira Andrade *</u>
<u>3.</u>	<u>Donna Fuller</u>
<u>4.</u>	<u>Carmen Velasquez *</u>

Comments:

Applications Received: 20  
Passed Screening: 14  
Passed Written: 04  
Passed Oral Board: 04  
Total on Eligibility List: 04

\* Proficiency in Spanish Tested

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

7/14/2017  
Date

  
Signature

Personnel Commission Approval \_\_\_\_\_  
Date

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

**COMPETITIVE  
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Paraeducator PH/SH

HOURLY SALARY: \$17.49 - \$21.31 Range 51 CSEA

ESTABLISHED: August 1, 2017 LIST EXPIRES: August 1, 2018

EXAMINATIONS:

<u>Application &amp; Résumé</u>	<u>PASS/FAIL</u>
<u>Written</u>	<u>PASS/FAIL</u>
<u>Technical Oral</u>	<u>100%</u>

**CERTIFICATION IN ORDER OF RANKING**

<b><u>Rank</u></b>	<b><u>Name</u></b>
<u>1.</u>	<u>***James Dorr</u>
	<u>Nicole Valle</u>
	<u>Madelyn Paperno</u>
<u>2.</u>	<u>*Taylor Watson</u>
	<u>Jonelle Booze-Johnson</u>
	<u>**Leylane Cortez</u>
	<u>Mercedes Macco</u>
<u>3.</u>	<u>*Kamika Curry</u>
	<u>*Lisbet Duran</u>
	<u>Shari Starr</u>

COMMENTS: Applications Received: 11  
Passed Screening: 10  
Passed Written: 06  
Passed Oral Board: 05  
Total on Eligibility List: 10  
\*Merged From Eligibility list Expires 4/18/18  
\*\* Merged From Eligibility list Expires 2/8/18  
\*\*\* Merged From Eligibility list Expires 12/21/17

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

8/1/2017  
Date

  
Signature

Personnel Commission Approval \_\_\_\_\_

SAN LORENZO UNIFIED SCHOOL DISTRICT

Personnel Commission

Regular Session of August 9, 2017

To: The Personnel Commission  
Prepared By: Randy Perez, Director of Classified Personnel  
Subject: Request to Extend Office Assistant Eligibility List  
Type of Item: Discussion and Action

BACKGROUND INFORMATION:

The present Office Assistant eligibility list is valid through September 22, 2017. However, the list contains eleven ranks, and more than five eligible candidates recently expressed interest in employment opportunities in the Office Assistant classification if any such opportunity arises in the future. We use the eligibility list to fill not only permanent positions, but to staff limited term assignments that come about with employee leaves of absence and short-term project needs.

RECOMMENDATION:

I request a motion to approve the extension of the Office Assistant eligibility list to September 22, 2018.

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

**COMPETITIVE  
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Office Assistant

HOURLY SALARY: \$18.65 - \$22.73 Range 54 CSEA

ESTABLISHED: September 22, 2016 LIST EXPIRES: September 22, 2017

EXAMINATIONS:

<u>Application &amp; Résumé</u>	<u>PASS/FAIL</u>
<u>Written Exam</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>Marlo Huaman</u>
<u>2.</u>	<u>Mara Narcisco</u>
<u>3.</u>	<u>Angela Willoughby</u>
<u>4.</u>	<u>Mischa Cantwell</u>
<u>4.</u>	<u>Alia Dinglasan</u>
<u>4.</u>	<u>*Sandra Torres</u>
<u>5.</u>	<u>Eva Quino</u>
<u>6.</u>	<u>*Jean F. Cabreza</u>
<u>7.</u>	<u>Rochelle Stephers</u>
<u>8</u>	<u>*Chaznique Franklin</u>
<u>8.</u>	<u>*Dana Pazdirek</u>
<u>9.</u>	<u>Kassandra Silva</u>
<u>9.</u>	<u>*Ashley Ludovico</u>
<u>9.</u>	<u>*Loriann M. Staples</u>
<u>10.</u>	<u>Antonia Antone</u>
<u>10.</u>	<u>Charlisa Hunter</u>
<u>11.</u>	<u>Monica Avila</u>
<u>11.</u>	<u>Marguerite Namdar</u>

Comments: Applications Received: 114  
Passed Screening: 95  
Passed Written: 17  
Passed Oral Board: 12  
Total on Eligibility List: 18

\*Merged From Pervious list Expiration date : May 19, 2017

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

8/2/2017  
Date

  
Signature

Personnel Commission Approval \_\_\_\_\_  
Date