

**San Lorenzo Unified School District**  
**Regular Meeting of the Personnel Commission**  
**Wednesday, February 13, 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](http://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 February 13, 2019** **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. Each person will have three (3) minutes maximum for public comment.*

**6. Approve the Meeting Minutes for the Following:** **ACTION**  
 • **January 9, 2019**

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

- Assistant High School Building Foreman (Promotional)
- Assistant High School Building Foreman (Open)
- Building Maintenance Specialist (Promotional)
- Building Maintenance Specialist (Open)
- Cafeteria Delivery Driver (Open)
- Custodian (Open)
- Director of Facilities and Construction (Dual Certified)
- Executive Assistant I, Confidential (Dual Certified)
- School Office Assistant (Open)

**8. Information Items** **INFORMATION**

The following job announcements are presented for information only.

- Cafeteria Delivery Driver
- Campus Safety Assistant
- Grounds Equipment Operator
- Human Resources Coordinator
- Maintenance Craftsperson (Locksmith-Clocks)

- School Accounting Technician
- School Lunch Helper

**9. Conference Items**

The following items are presented for discussion and action.

**DISCUSSION & ACTION**

- a) Maintenance Manager Job Description
- b) Director of Technology Integration Services Job Description and Recommended Compensation

**10. Commissioner's Report**

**INFORMATION**

**11. Director's Report**

**INFORMATION**

**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, March 13, 2019, Beginning at 4:30 pm  
District Office Board Room**

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

**PROMOTIONAL  
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Assistant High School Building Foreman

MONTHLY SALARY: \$3783 - 4644 Range 16 SEIU

ESTABLISHED: January 22, 2019 LIST EXPIRES: January 22, 2020

EXAMINATIONS:

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

**CERTIFICATION IN ORDER OF RANKING**

<b><u>Rank</u></b>	<b><u>Name</u></b>
<u>1.</u>	<u>Salvador Macias</u>

COMMENTS: Applications Received: 08  
Passed Screening: 04  
Written Exam Attendees: 03  
Passed Written Exam: 03  
Oral Exam Attendees: 03  
Passed Oral Exam Process: 02  
Total on Eligibility List: 01

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

1/22/2019  
Date

  
Signature

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

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

**OPEN COMPETITIVE  
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Assistant High School Building Foreman

MONTHLY SALARY: \$3783 - 4644 Range 16 SEIU

ESTABLISHED: January 22, 2019 LIST EXPIRES: January 22, 2020

EXAMINATIONS:

<u>Application &amp; Résumé</u>	<u>PASS/FAIL</u>
<u>Written Examination</u>	<u>50%</u>
<u>Oral Examination</u>	<u>50%</u>

**CERTIFICATION IN ORDER OF RANKING**

<u>Rank</u>	<u>Name</u>
<u>1.</u>	<u>William Dupree</u>

COMMENTS: Applications Received: 08  
Passed Screening: 04  
Written Exam Attendees: 03  
Passed Written Exam: 03  
Oral Exam Attendees: 03  
Passed Oral Exam Process: 02  
Total on Eligibility List: 01

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

1/22/2019  
Date

[Signature]  
Signature

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

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

**PROMOTIONAL  
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Building Maintenance Specialist

HOURLY SALARY: \$3,935.00 - \$4,831.00 Range 17 SEIU

ESTABLISHED: February 5, 2019 LIST EXPIRES: February 5, 2020

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>Brent Mills</u>
<u>2.</u>	<u>Bryden Dragoni</u>
<u>3</u>	<u>Jesse Patino</u>

Comments: Applications Received: 33  
Passed Screening: 25  
Passed Written: 16  
Passed Oral Board: 04  
Total on Eligibility List: 03

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

2/7/2019  
Date

  
Signature

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

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

**OPEN COMPETITIVE  
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Building Maintenance Specialist

HOURLY SALARY: \$3,935.00 - \$4,831.00 Range 17 SEIU

ESTABLISHED: February 5, 2019 LIST EXPIRES: February 5, 2020

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>William Dupree</u>

Comments: Applications Received: 33  
Passed Screening: 25  
Passed Written: 16  
Passed Oral Board: 04  
Total on Eligibility List: 01

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

2/7/2019  
Date

  
Signature

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

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

**OPEN COMPETITIVE  
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Cafeteria Delivery Driver

HOURLY SALARY: \$17.64 - \$21.65 Range 9 SEIU

ESTABLISHED: February 6, 2019 LIST EXPIRES: February 6, 2020

EXAMINATIONS:

<u>Application &amp; Résumé</u>	<b><u>PASS/FAIL</u></b>
<u>Written Exam</u>	<b><u>100%</u></b>

**CERTIFICATION IN ORDER OF RANKING**

<b><u>Rank</u></b>	<b><u>Name</u></b>
<u>1.</u>	<u>Carl Leach</u>
<u>2.</u>	<u>Santos Alferez</u>
<u>3.</u>	<u>Salvador Zambrano</u>

Comments: Applications Received: 12  
Passed Screening: 12  
Passed Written: 03  
Total on Eligibility List: 03

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

2/7/2019  
Date

  
Signature

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

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

**OPEN COMPETITIVE  
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Custodian

ANNUAL SALARY: \$19.87 – 24.39 Range 12 SEIU

ESTABLISHED: January 18, 2019 LIST EXPIRES: January 18, 2020

EXAMINATIONS:

<u>Application &amp; Résumé</u>	<b>PASS/FAIL</b>
<u>Performance Examination</u>	<b>60%</b>
<u>Oral Examination</u>	<b>40%</b>

**CERTIFICATION IN ORDER OF RANKING**

<b><u>Rank</u></b>	<b><u>Name</u></b>
1.	<u>Pamela Groves</u>
	<u>Darnell McKinley</u>
2.	<u>Esther Buenrostro</u>
3.	<u>Amber Clark</u>
4.	<u>Jeremy Wismer</u>

COMMENTS:	Applications Received:	27
	Passed Screening:	21
	Performance Exam Attendees:	10
	Passed Performance Exam:	09
	Oral Exam Attendees:	09
	Passed Oral Exam Process:	05
	Total on Eligibility List:	05

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

1/22/2019  
Date

  
Signature

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



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

**Promotional & Open Competitive  
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Director of Facilities and Construction

ANNUAL SALARY: \$117,439 - 140,911 Range 39 MANAGEMENT

ESTABLISHED: January 14, 2019 LIST EXPIRES: January 14, 2020

EXAMINATIONS:

Application & Résumé	<b>PASS/FAIL</b>
Oral Examination - Technical/General	<b>100%</b>

**CERTIFICATION IN ORDER OF RANKING**

<b><u>Rank</u></b>	<b><u>Name</u></b>
1.	<u>Craig Fraulino</u>
2.	<u>Danish Behrooz</u>
	<u>John Ramirez</u>
3.	<u>Herman Blackmon*</u>

COMMENTS:	Applications Received:	16
	Passed Screening:	07
	Oral Exam Attendees:	05
	Passed Oral Exam:	03
	Total on Eligibility List:	04

\*Merged from eligibility list #19-57 expiring 10/29/19

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

1/17/2019  
Date

  
Signature

Personnel Commission Approval 2/13/19  
Date

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

**Promotional & Open Competitive  
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Executive Assistant I, Confidential

ANNUAL SALARY: \$68,151 – 91,620 Range 18 SLMA

ESTABLISHED: January 24, 2019 LIST EXPIRES: January 24, 2020

EXAMINATIONS:

<u>Application &amp; Résumé</u>	<u>PASS/FAIL</u>
<u>Written</u>	<u>50%</u>
<u>Oral Examination</u>	<u>50%</u>

**CERTIFICATION IN ORDER OF RANKING**

<u>Rank</u>	<u>Name</u>
<u>1.</u>	<u>Della Hsiao</u>
<u>2.</u>	<u>Brennan McCauley</u>
<u>3.</u>	<u>Tenile Zayas</u>
<u>4.</u>	<u>Kay Donaldson</u>
	<u>Jessica Spikes</u>
<u>5.</u>	<u>Rashida Bibi</u>
	<u>Cara Madden</u>
<u>6.</u>	<u>Elayne Barreto</u>

COMMENTS:	Applications Received:	68
	Passed Screening:	36
	Written Exam Attendees:	17
	Passed Written Exam	10
	Oral Exam Attendees:	10
	Passed Oral Exam:	08
	Total on Eligibility List:	08

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

1/24/2019  
Date

  
Signature

Personnel Commission Approval 2/13/19  
Date

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

**COMPETITIVE  
ELIGIBILITY LIST FOR:**

CLASSIFICATION: School Office Assistant

HOURLY SALARY: \$19.97 - \$24.35 Range 55 CSEA

ESTABLISHED: January 8, 2019 LIST EXPIRES: January 8, 2020

EXAMINATIONS:

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

**CERTIFICATION IN ORDER OF RANKING**

<b><u>Rank</u></b>	<b><u>Name</u></b>
1.	Alma Tejeda**
	Andrea Dinn
2.	Tanisha Hendrix
3.	Linda Reichoff
4.	Alyssa Padilla
5.	Guadalupe Navarro**
6.	Breanna White
6.	Maricela Sandoval**
7.	Vanessa White
	Kimberly Carr
8.	*Sabina Lopez**
	Marinia Walker-Collier
9.	Jessica Schimmels

Comments: Applications Received: 80  
 Passed Screening: 36  
 Passed Written: 20  
 Passed Oral Board: 12  
 Total on Eligibility List: 13

\*Merged from previous eligibility list; Expires 3/29/19

\*\* Spanish Bilingual Proficiency Tested

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

1/9/2019  
Date

  
Signature

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



**SAN LORENZO UNIFIED SCHOOL DISTRICT**  
Announces an **Open Competitive** Recruitment to establish a eligibility  
lists for:

## **CAFETERIA DELIVERY DRIVER** (School Year; Part-Time)

---

**SALARY: \$17.64 -\$21.65 Hourly**

**OPENING DATE: 01/09/19**

**CLOSING DATE: 01/30/19 4:00PM**

### **BASIC FUNCTION:**

#### **Definition**

Under general supervision, operate a truck in the delivery of lunches to district schools; and to do related work as required

### **ESSENTIAL FUNCTIONS:**

#### **Examples of Duties:**

Drives a light truck, making deliveries to schools and school cafeterias;  
Loads and unloads truck;  
Keeps count of lunches and other foodstuffs to be delivered on truck and actually delivered;  
Fills vending machines at various schools;  
Sells food to students at lunchtime;  
Loads thermal bags for pre-school lunch program;  
Performs other duties of School Lunch Helper

#### **Knowledge of:**

Operation of light truck;  
Safe driving practices and traffic laws;  
Basic mathematics;  
Sanitation principles applicable to food transport and service.

#### **Ability to:**

Drive a light truck safely;  
Follow oral and written instructions;  
Operate machines found  
in school cafeterias;  
Keep all necessary records;  
Receive cash and make change accurately and quickly;  
Maintain cordial working relations with co-workers, children, school staff and public.

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

Six months experience at the School Lunch Helper I level or work experience equivalent to six months of recent commercial driving experience.

#### **Education:**

Equivalent to completion of twelfth grade or informal education sufficient to insure ability to perform job duties.

#### **Other Requirements:**

Possession of a valid California driver's license is a continuous requirement.

### **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:

Written Examination: Monday, February 4, 2019

Exam Location and times 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 1/2 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>

Recruitment # 19-108  
CAFETERIA DELIVERY DRIVER  
MN

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

---



**SAN LORENZO UNIFIED SCHOOL DISTRICT**  
Announces an **Open Competitive** recruitment to establish an eligibility  
list for:

**CAMPUS SAFETY ASSISTANT**  
(School Year; Part-Time)

---

**SALARY: \$15.36 - \$18.85 Hourly**

**OPENING DATE: 01/10/19**

**CLOSING DATE: 01/31/19 04:00PM**

**BASIC FUNCTION:**

Under general supervision, supervise students in the lunchroom and on the grounds; perform light cafeteria work as assigned; do related work as requested.

**ESSENTIAL FUNCTIONS:**

Supervise students in the lunchrooms, playgrounds, bus stops, parking lots, crosswalks, and other areas assigned including locker rooms and classrooms when teachers are unavailable;  
Engage student in play and games on the blacktop/field;  
Be alert for and report conditions hazardous to the health and safety of children; Enforce all school agreements concerning proper behavior of students;  
Report ongoing/serious conflicts to administration;  
Monitor and scan (move through target areas) while supervising; Perform light cafeteria duties such as cleaning tables and benches; Assist students as needed with opening lunch items;  
Maintain order in and around (indoor/outdoor) lunch areas; Collect lost jackets and maintain lost and found;  
Assist children in conflict mediation/solving problems;  
Assist with school wide activities such as Picture Day and Vision/Hearing Screening to maintain efficient movement of students to and from activity;  
Other related duties as assigned.

**EDUCATION & EXPERIENCE REQUIREMENTS:**

**EXPERIENCE:**

None required, some type of experience supervising or working with children is desirable

**EDUCATION:**

Equivalent to completions of twelfth grade or informal education sufficient to insure ability to perform job duties

**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:**

Written Exam: Thursday, February 7, 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.slzsd.org>

Position #19-111  
CAMPUS SAFETY ASSISTANT  
MS

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

---





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

## **GROUND'S EQUIPMENT OPERATOR**

(Annual; 37.5 Hours/Week)

---

**SALARY:** \$3,783.00 - \$4,644.00 Monthly

**OPENING DATE:** 01/18/19

**CLOSING DATE:** 02/13/19 04:00 PM

**BASIC FUNCTION:**

Under general supervision, operate power driven mowers with five or more mowing reels, large automotive type sweepers designed for paved surfaces and tractors with and without attachments such as mowers, blades, and graders; perform routine grounds maintenance and sprinkler repair work and do related work as required.

**ESSENTIAL FUNCTIONS:**

Operates, services, connects attachments, and makes adjustments and emergency repairs to power-driven equipment; Uses tractor attachments as the job demands;  
Operates auxiliary mechanical equipment on the vehicles;  
Loads and unloads materials and equipment; May be assigned to assist with grounds maintenance work and custodial or maintenance duties either seasonally or incidental to regular activities.

**Qualifications**

**Knowledge of:**

The uses and purposes of grounds maintenance equipment, and the operation, care and adjustment of such equipment

The operation of the auxiliary mechanical equipment carried on power-driven equipment;

The provisions of the California Vehicle Code and other regulations pertaining to automotive operation on city streets and school grounds;

Groundskeeping materials, tools and equipment, and of their safe use and care.

**Ability To:**

Operate power driven mowers with five or more mowing reels, large sweepers designed for paved surfaces and tractors with and without attachments

Work without immediate supervision in the field;

Make emergency repairs and adjustments in the field and to service equipment;

Read, write and follow oral and written instructions;

Work cooperatively with those contacted in the course of work; Perform heavy manual labor.

**EDUCATION & EXPERIENCE REQUIREMENTS:**

Two years of experience in grounds maintenance work, including training in the skillful operation of grounds maintenance equipment.

**Education:**

Equivalent to completion of the twelfth grade or informal education sufficient to insure ability to perform job duties.

**SPECIAL REQUIREMENTS:**

Possession of a valid California driver's license is a continuous requirement.

## 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 - February 20, 2019**  
**Oral Board Interview - February 28, 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.slzsd.org>

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

Recruitment #19-112  
GROUNDS EQUIPMENT OPERATOR (PROMOTIONAL AND OPEN  
COMPETITIVE)  
HK

---



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

**HUMAN RESOURCE COORDINATOR**  
(Annual; 12 Month Position)

---

**SALARY: \$96,314.00 - \$119,782.00**

**OPENING DATE: 02/06/19**

**CLOSING DATE: 02/13/19 04:00 PM**

**BASIC FUNCTION:**

Under the direction of the Assistant Superintendent – Human Resources, coordinates, manages and performs a variety of complex, confidential, and professional human resources functions in the recruitment, selection, assignment and compensation of regular and temporary certificated employees; selects, trains, supervises and evaluates assigned personnel; assists in advising employees and supervisors regarding the principles of progressive discipline; assures compliance with laws, rules, regulations, Human Resources policies, and collective bargaining unit contracts; acts in the absence of the Assistant Superintendent – Human Resources as assigned; and performs other related duties as required.

**ESSENTIAL FUNCTIONS:**

Coordinate, manage and perform a variety of complex, confidential, and professional human resources functions in the recruitment, selection, assignment and compensation of regular and temporary certificated employees

Select, train, supervise, evaluate, and provide work direction and guidance to assigned personnel; assure employee understanding of departmental policies, guidelines and procedures; assign employee duties and review work for accuracy and completeness

Maintain current knowledge of and assure compliance with laws, rules, regulations, Human Resources policies, and collective bargaining unit contracts; assist in the development of sound personnel processes and procedures in response to personnel programs, laws, regulations, county, and state requirements

Perform specialized personnel related studies and prepare reports including the Certificated Board report for Board of Education meetings; create and submit various agenda items; draft and submit resolutions for Board approval and prepare attachments as needed

Assist in the development and coordination of professional development and training programs; assists in advising employees and supervisors regarding the principles of progressive discipline; assist in administering the disciplinary process at the preliminary stage; provide guidance to managers, supervisors, employees and candidates regarding, personnel procedures, employee agreements and related personnel matters

Respond to various requests for information from bargaining units, staff, and the public; provide technical information regarding personnel policies, procedures, laws, codes, rules, regulations and the administration of certificated human resources programs

Coordinate and conduct complete recruitment processes including advertising, interviewing, and selecting; prepare job announcements and place advertisements in various media; forward announcements and related correspondence to other departments, agencies and identified members of the public

Oversee and participate in the screening of employee applications to assure candidates meet minimum

qualification guidelines; coordinate the assembly of application and interview packets; verify eligibility and background information of applicants; prepare and distribute acceptance and rejection letters to applicants as appropriate

Schedule interviews and arrange interview locations; select panelists and explain candidate requirements, rating sheets and interview questions to panelists; participate in interview panels to determine eligibility of candidates as assigned; analyze and accept or reject job applicants according to established requirements

Prepare certificated employee temporary/probationary contracts, history cards, files, and assure new hire documentation is submitted in a timely manner; monitor and process status changes from probationary levels through regular employee status; process independent contracts

Confer with applicants concerning job vacancies, qualification requirements, credentials and related information; verify employment to outside organizations as requested; notify employees of TB expiration dates and results

Conduct audit of salary placement for certificated staff; prepare personnel and position actions for teachers receiving salary increases due to educational unit accumulation; issue longevity increments and degree stipends for administrators as appropriate

Advise, collaborate, and work with site administrators regarding staffing allocations and audits; collaborate with and act as liaison to Business Services department in ensuring employment and assignment updates and position control for certificated personnel

Perform a variety of complex technical duties in the monitoring of certificated assignments and renewals to assure compliance with credential requirements; assure credentialing activities comply with established guidelines, policies, regulations and procedures; monitor revoked credential list provided by the Commission on Teacher Credentialing (CTC) and assure District employees are not on the list; verify new and current employee credentials on the CTC website

Prepare and maintain a variety of statistical and narrative records and reports related to employee recruitment, compensation and assigned personnel functions; input employee data in assigned human resources software program; process and analyze a variety of forms and applications; prepare postings, spreadsheets, notices and letters as assigned; maintain eligibility and seniority lists

Prepare and assist administrators in preparing personnel and position action forms for employment, leave of absences, retirements, terminations, and changes in classifications or salary, leaves, layoffs, re-employment and other personnel actions as assigned

Monitor, file and determine need for annual teacher evaluations; prepare list for sites and provide list to appropriate personnel

Compose a variety of correspondence including inter-office communications, forms, letters, memoranda, contracts, special projects, legal documents, Board agendas and resolutions, handbooks and other materials; receive and respond to e-mails

Research, compile, verify and provide a variety of information for reports, special projects, salary negotiations, collective bargaining, interviews, Board meetings, employee orientations and other personnel-related functions; determine salary placement

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

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

Maintain confidentiality regarding issues related to negotiations and collective bargaining matters;

serve on the District negotiation team when negotiating with the teacher's union

Attend and participates in a variety of meetings and in-services as assigned

**OTHER DUTIES:**

Performs related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, practices, methods and terminology used in public personnel administration, including teacher credentialing, selection, recruitment and compensation  
Teacher credentialing requirements set forth by the California Commission on Teacher Credentialing (CCTC)

Various governmental guidelines and regulations relating to personnel selection

Current laws, codes, rules and regulations and rules related to assigned personnel functions

Operations, policies and objectives relating to human resources activities

Common occupations and their requirements

Organizational operations, policies and objectives

Record-keeping and report preparation techniques

Correct English usage, grammar, spelling, punctuation and vocabulary

Operation of a variety of office equipment including a computer and assigned software

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Technical aspects of field of specialty

Research methods

**ABILITY TO:**

Perform a variety of complex, confidential and professional human resources functions in the recruitment, selection, and compensation of certificated employees

Interpret, apply, explain and assure compliance with rules, regulations, policies and procedures

Assure proper and current credentials of certificated personnel

Screen and process employment applications and other personnel-related documents

Coordinate and participate in the interviewing and selection of applicants

Oversee the screening and processing of new personnel according to established procedures

Maintain current knowledge of laws, rules and regulations related to personnel activities

Maintain confidentiality of sensitive and privileged information

Compose correspondence and written materials independently

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

Analyze situations accurately and adopt an effective course of action

Communicate effectively both orally and in writing

Establish and maintain cooperative and effective working relationships with others

Maintain records and prepare reports

Plan and organize work

Meet schedules and time lines

Determine appropriate action within clearly defined guidelines

Maintain confidentiality of sensitive information

**EDUCATION & EXPERIENCE REQUIREMENTS:**

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in business administration, human resources, public administration or related field and three years of professional human resources experience involving recruitment, selection or credentialing activities

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment

Constant interruptions

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard  
Hearing and speaking to exchange information  
Sitting or standing for extended periods of time  
Seeing to read a variety of materials  
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.

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

Exam #1: February 19, 2019  
Exam #2: February 26, 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.slzUSD.org>

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

Position #19-126  
HUMAN RESOURCE COORDINATOR  
MS

---



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

**MAINTENANCE CRAFTSPERSON  
LOCKSMITH/CLOCKS**  
(Annual; 37.5 Hours/Week)

---

**SALARY: \$4,798.00 - \$5,889.00 Monthly**

**OPENING DATE: 01/28/19**

**CLOSING DATE: 02/19/19 4:00PM**

**BASIC FUNCTION:**

Under direction, to repair and install locks on doors and cabinets; to make keys; to repair and install door closers; to repair, install, and adjust clocks and bell systems; to perform a variety of skilled, semi-skilled and unskilled tasks in several other trades; and to do related work as required.

Work in this class combines the responsibility for performance of all the duties of a skilled worker with the responsibilities for the quality, quantity, and progress of work performed in the field. Supervision received consists primarily of verbal instructions covering the work assignment, sometimes accompanied by sketches or blueprints, and on occasion inspection of the work while in progress or after completion. The Maintenance Locksmith must be able to recognize occupational hazards and see that health and safety precautions are observed personally and be workers supervised. Workers in this class are also responsible to report to their supervisor and hazards they may observe in the school district. Skill required in any other craft is less than journeyman level.

**ESSENTIAL FUNCTIONS:**

Maintain and repair fire alarms systems, audio-visual equipment, public address and intercom systems, clocks and bell systems;

Keep records and submit reports;

Disassembles padlocks, door and safe locks, or other types of locks;

Install new locks, repair locks; change lock combinations;

Repair and/or replace door jambs;

Open locks and make new or duplicate keys;

Make repairs using various hand tools, including screw drivers, cold chisels, and hammers;

Repair or replace tumblers, springs and other parts, filing tumblers to fit locks with a hand file and replacing them in lock cylinder;

Remove broken or worn springs and attach new springs to lugs;

Maintains file and security of duplicate keys;

Repair panic bars and other exit hardware;

Perform duties included in the Building Maintenance Specialist job description.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to

perform each essential duty satisfactorily. The requirements listed below and representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions:

**ABILITY TO:**

Read shop drawings and work from plans and specifications;

Read, write and follow oral and written instructions;

Maintain cooperative relationships with those contacted in the course of work;

Perform a wide variety of skilled, semi-skilled and unskilled work in several trades.

**KNOWLEDGE OF:**

The methods, materials, tools and equipment used in above work;

Methods, materials, and tools used in building maintenance trades;

The variety of locks and other equipment available and the best use of each type;

Applicable codes.

**EDUCATION & EXPERIENCE REQUIREMENTS:**

High school diploma or general education degree (GED) [Equivalent to completion of the twelfth grade or informal education sufficient to insure ability to perform job duties];

Two years of journeyman level locksmith/clock experience.

**OTHER REQUIREMENTS:** Possession of a valid California driver's license is a continuous requirement.

**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 1: Tuesday, February 26, 2019**

**Exam 2: Wednesday, March 6, 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 1/2 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, 2) two separate 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 #19-117  
MAINTENANCE CRAFTSPERSON LOCKSMITH/CLOCKS  
HK

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

---



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

## **School Accounting Technician** (School Year; 37.5 Hours/Week)

---

**SALARY: \$23.16- \$28.24 Hourly**

**OPENING DATE:** 01/10/19

**CLOSING DATE:** 01/31/19 04:00PM

### **BASIC FUNCTION:**

Under the direction of the assigned administrator, perform a variety of technical accounting duties in support of assigned student accounts; receive, review and process student body purchase orders and invoices as assigned; prepare and maintain related financial records and reports.

### **ESSENTIAL FUNCTIONS:**

Perform a variety of technical clerical accounting duties in support of assigned student body accounts; review accounts for errors and make appropriate adjustments.

Receive, review and process student body purchase orders and invoices as assigned; prepare payment; prepare checks for payment and submit to appropriate personnel for signatures; maintain contact with vendors to modify and clarify invoices and resolve discrepancies.

Compile information and prepare and maintain various auditable records and reports related to purchase orders, income, expenditures and assigned accounts; establish and maintain filing systems; prepare, balance, adjust, and reconcile statements, balance sheets and other financial documents as assigned; initiate queries, develop spreadsheets and generate a variety of computerized lists and reports.

Verify, balance and adjust assigned accounts in support of assigned student body programs; monitor funds for income and expenditures; prepare and reconcile bank statements and other financial statements as directed.

Process accounts receivable for student body funds as assigned; collect and receive monies related to assigned accounts and programs; collect and process deposits to club accounts; count and record monies into proper accounts; prepare bank deposits; prepare and assure accuracy of receipts; process donations; sell, tickets for various school activities, sport events, yearbooks, tests, student fees, identification cards and other items as directed.

Calculate, assemble, match, sort, tabulate, review and post a variety of financial and statistical data; review, adjust and assure accuracy of ledgers and journal entries; review data for accuracy and completeness; initiate transfers as appropriate.

Receive and process non-sufficient fund checks; prepare letters and copies of checks and mail to parents; enter related data and place "blocks" on students.

Operate a variety of modern office equipment and assigned software.

Communicate with administrators, personnel, vendors, auditors and outside agencies to exchange information and resolve issues or concerns related to student body programs, accounts and activities.

Attend club, ASB or other meetings and maintain minutes of meetings as assigned.

Assist in the planning and organization of fundraising activities for various student body programs as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Methods, procedures and terminology used in clerical accounting work.  
Financial and statistical record-keeping techniques.  
Preparation, review and control of assigned student body accounts.  
Preparation of financial statements and comprehensive accounting reports.  
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 using tact, patience and courtesy.  
Arithmetic computations.

ABILITY TO:

Perform a variety of technical accounting duties in support of assigned student body accounts.  
Receive, review and process student body purchase orders and invoices.  
Prepare and maintain accurate financial and statistical records and reports.  
Assemble, organize and prepare data for records and reports.  
Collect and account for monies received from various student functions.  
Verify, reconcile, balance, adjust and audit assigned accounts.  
Operate standard office equipment including a computer and assigned software.  
Compare numbers and detect errors efficiently.  
Process and record accounting transactions accurately.  
Understand and follow oral and written instructions.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Add, subtract, multiply and divide quickly and accurately.  
Meet schedules and time lines.

**EDUCATION & EXPERIENCE REQUIREMENTS:**

Any combination of education and/or experience equivalent to: High school diploma or equivalent, supplemented with 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.  
Evening or variable hours due to sporting or special events.

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.

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

Exam #1: Wednesday, February 6, 2019

Exam #2 Wednesday, February 13, 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>

Position #19-110  
SCHOOL ACCOUNTING TECHNICIAN  
MS

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

---



**SAN LORENZO UNIFIED SCHOOL DISTRICT**  
Announces an **Open Competitive** Recruitment to establish a single  
eligibility list:

## **SCHOOL LUNCH HELPER I** (School Year: Part-Time)

---

**SALARY: \$15.36 - \$18.85 Hourly**

**OPENING DATE: 01/28/19**

**CLOSING DATE: 02/19/19 04:00PM**

### **BASIC FUNCTION:**

Under supervision, assist in the preparation and service of school lunches; perform routine tasks in the Central Kitchen or a school cafeteria; may be required to handle cash; and to do related work as required.

### **ESSENTIAL FUNCTIONS:**

Assists with general cleaning;  
Assists in all phases of the school lunch preparation;  
Serves lunches and a la carte items;  
Washes pots and pans;  
Cleans kitchen area and appliances;  
Puts stock away, stores food, supplies and equipment;  
Orders and sells food items as required.

#### **Knowledge of:**

Basic food preparation procedures;  
Basic food utensils and appliances;  
Basic mathematics;  
Sanitation principles applicable to food preparation, serving and kitchen maintenance.

#### **Ability to:**

Read and write English;  
Follow oral and written instructions;  
Operate machines found in school cafeterias, or in the Central Kitchen;  
Work in an efficient, sanitary and safe manner;  
Receive cash and make change accurate and quickly;  
Maintain cordial relations with co-workers, children, school staff and public.

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

#### **Experience:**

Basic cooking experience or training as a Cafeteria Substitute.

#### **Education:**

Equivalent to completion of twelfth grade or informal education sufficient to insure ability to perform job duties.

### **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:**

Written Exam- Wednesday, February 27, 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 1/2 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 list 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.slzsd.org>

Position #19-118  
SCHOOL LUNCH HELPER I  
MS

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

---

SAN LORENZO UNIFIED SCHOOL DISTRICT

Personnel Commission

Regular Session of February 13, 2019

To: The Personnel Commission

Prepared By: Randy Perez, Director of Classified Personnel

Subject: Approval of Maintenance Manager Job Description

Type of Item: Discussion and Action

BACKGROUND INFORMATION:

In order to support the efficient operations of the Maintenance, Operations and Transportation Department, the Director of MOT requested that Personnel Commission office revise the Maintenance Manager job description to reflect accurately the types of duties and responsibilities and the body of knowledge and abilities required of the classification. The final draft of the Maintenance Manager job description is included. This is an administrative level class and will fall under the San Lorenzo Management Association (SLMA). The compensation will remain the same at range 20 of the SLMA salary schedule.

RECOMMENDATION:

I request a motion to approve the Maintenance Manager job description.

**SAN LORENZO UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: MAINTENANCE MANAGER**

**BASIC FUNCTION:**

Under the direction of the Director-Maintenance, Operations & Transportation, coordinate and manage the activities involved in the maintenance and repair of District facilities, utilities, grounds and equipment; coordinate, prioritize and evaluate the District's preventative maintenance plan in accordance with District standards and policies; monitor and ensure the safety of facilities and grounds in accordance with applicable laws, codes and regulations.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Coordinate and manage the activities involved in the maintenance and repair of District facilities, utilities, grounds and equipment to assure safe access and usage under the direction of the Director – Maintenance, Operations and Transportation; organize and oversee the workflow and performance of staff in grounds and the construction trades such as carpentry, electrical work, HVAC, plumbing, locksmith and painting; organize, prioritize and evaluate the District's preventative maintenance plan in accordance with established goals and standards and as directed by the Director.

Coordinate, oversee and evaluate the District's work order system; approve and prioritize work orders to ensure optimal safety in accordance with building codes and regulations; inspect completed work orders to ensure all required tasks are completed in totality and in compliance with established standards, requirements and procedures.

Coordinate with site principals and other administrators to implement maintenance and grounds projects and minimize disruption to school operations; communicate with administrators, personnel, contractors, regulatory agencies and other outside organizations to coordinate and plan maintenance and grounds activities in accordance with established project standards and timelines; work with appropriate parties to resolve issues and conflicts that arise during the implementation of such projects.

Read and interpret plans, diagrams, blue prints, sketches and specifications to discern information necessary to carry out work plans and projects; estimate labor, materials and equipment needed for grounds, maintenance and repair activities; compile and prepare cost estimates for maintenance and grounds projects that adhere to budget specifications; monitor and assure adequate levels of equipment and supplies to ensure work is completed within established timelines; research and coordinate the purchase of equipment and supplies as appropriate; prepare a variety of narrative and statistical reports and records and provide progress reports to the Director – Maintenance, Operations and Transportation.

Perform regular safety checks of facilities to ensure compliance with established laws, codes and regulations; identify and resolve safety hazards and arrange emergency call-out repair services; respond to and resolve emergency situations as required to ensure safety and minimize risk to the District.



Plan, organize, and oversee tasks associated with maintenance of grounds and landscape in accordance with established quality standards; organize and oversee the planting, cultivation, maintenance and irrigation of landscaped areas to ensure compliance with department standards; develop annual fertilizer plans accordingly and as directed.

Comply and enforce the district's facilities use, reporting and monitoring programs including facilities inspections, repairs, use of herbicides, Integrated Pest Management, Storm Water and other programs in accordance with state and federal policies and regulations.

Supervise and evaluate the performance of assigned Maintenance and Grounds staff; interview and select employees and recommend promotions, transfers, reassignments, termination and other disciplinary actions; analyze daily staffing requirements and make recommendations; schedule and arrange training as necessary to assure compliance with applicable building, health and safety laws, codes, regulations and standards.

Assist in the development, preparation and implementation of the budget for this function to assure optimal efficiency; analyze, monitor and review expenditures in accordance with established budgetary guidelines.

Provide technical expertise, information and assistance to the Director – Maintenance, Operations and Transportation and other District administrators regarding assigned functions; participate in the formulation and development of policies, procedures and programs as requested.

Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

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

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Construction industry practices and procedures, including cost estimating, project scheduling and project inspections

Methods, materials, tools, terminology and equipment used in the building maintenance trades including electrical work, HVAC, carpentry, plumbing, painting, locksmith and glazing

Building and construction practices and laws governing the construction, maintenance and repair of schools and public buildings

Applicable laws, codes, regulations, and policies

Preventative maintenance principles and practices

Appropriate OSHA and related health and safety precautions, procedures and regulations

Proper methods of storing equipment, materials and supplies  
Proper methods of assessment and remediation of hazardous materials  
Requirements of maintaining facilities, utilities and equipment in good condition  
Hand and power tools and equipment operation  
Principles, methods and practices of supervising, evaluating and training staff  
Record keeping and report preparation techniques  
Oral and written communication techniques and methods  
Principles and techniques of providing successful conflict management  
Interpersonal skills using tact, patience and courtesy  
Proper lifting techniques  
Computer operation and data entry techniques

**ABILITY TO:**

Organize, plan and oversee the operations and activities involved in the maintenance and repair of District facilities, grounds, utilities and equipment including tasks in carpentry, electrical work, HVAC, plumbing, painting, locksmith and glazing  
Read and interpret plans, blue prints, diagrams and sketches and construction specifications  
Perform a variety of technical duties in the planning, development, implementation and inspection of organizational facilities maintenance and grounds projects  
Inspect projects and tasks for completeness and compliance with established requirements and procedures  
Perform safety inspections in accordance with health and safety laws, codes and regulations  
Interpret, apply and explain laws, codes, regulations, policies and procedures  
Estimate costs and assure adequate resources to meet material, labor, equipment and project timelines  
Analyze, monitor and review a variety of financial and budgetary information  
Develop and coordinate preventative maintenance plan  
Prepare and deliver comprehensive narrative and financial reports  
Work independently with little direction  
Meet schedules and time lines  
Communicate effectively both orally and in writing and present data graphically  
Supervise, train and evaluate staff  
Establish and maintain cooperative and effective working relationships  
Maintain records and prepare reports  
Prioritize and schedule work  
Analyze situations accurately and adopt an effective course of action  
Plan and organize work  
Operate standard office computer equipment and software

**EDUCATION AND EXPERIENCE:**

Any combination of education and/or experience equivalent to: graduation from high school supplemented by specialized training in building maintenance or related field and five years of journey-level experience in the maintenance trades including three years in a supervisory or lead capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment

Office environment

Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard

Seeing to read a variety of materials

Hearing and speaking to exchange information and make presentations

Standing or walking for extended periods to conduct inspections

Climbing ladders during site visits

Bending or squatting to inspect facilities

**HAZARDS:**

Working at heights during site visits

Working around or with machinery having moving parts during site visits

Regular exposure to fumes, dirt, dust, oil/grease

Seasonal heat and cold or adverse weather conditions

SAN LORENZO UNIFIED SCHOOL DISTRICT

Personnel Commission

Regular Session of February 13, 2019

To: The Personnel Commission

Prepared By: Randy Perez, Director of Classified Personnel

Subject: Approval of Director of Technology Integration Services Job Description and Recommended Compensation

Type of Item: Discussion and Action

**BACKGROUND INFORMATION:**

In an effort to support the District's vision for technology integration in District operations and in the classroom, District leadership and the Personnel Commission Office have collaborated on revising the job description for the Director of Technology Integration Services. Ms. Sakai-Miller, our present Director of Technology Integration Services, will be retiring at the end of August. As a result, we have taken the opportunity to get ahead of the recruitment effort in finding a highly qualified successor to Ms. Sakai-Miller. The final draft job description for Director of Technology Integration Services aims to align the vision for technology integration to the mission of the District.

In addition, a compensation study was conducted, and the data from the study is included separately. As shown, the maximum monthly salary of our present Director of Technology Integration Services class is approximately \$430 per month below the median maximum salary offered to similar classes of surrounding public education employers. In order to bring the Director of Technology Integration Services up to the median, the District may have to establish a range 43 on the SLMA salary schedule. Presently, the SLMA salary schedule has a maximum range of 42, which amounts to \$12,452 per month and is \$116 less per month than the median max salary. The Director of Technology Integration Services is an administrative level class and will fall under the San Lorenzo Management Association (SLMA).

**RECOMMENDATION:**

I request a motion to approve the Director of Technology Integration Services job description, and the recommended median monthly salary maximum of no less than \$12,568 per month.

## **SAN LORENZO UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: DIRECTOR OF TECHNOLOGY INTEGRATION SERVICES**

#### **BASIC FUNCTION:**

Under the general direction of the Assistant Superintendent, establish a vision for technology in support of the District's overall mission; plan, organize and administer the activities of the District's information technology; provide leadership in incorporating current and emerging technologies into the educational process relating to Common Core Standards and assessments; provide leadership in the planning of short and long term technology goals; evaluate the technology needs for the district and lead the infusion of innovative technologies for all technical platforms

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Develop, with collaboration from executive cabinet, the vision for how technology will support the District's overall mission; establish a strategy for ensuring that all facets of technology deployment are aligned with the operational goals and objectives of the District; create and foster a vision of educational technology integration to support student learning in the 21<sup>st</sup> century and mastery of Common Core State Standards

Collaborate with system leaders, learning communities and District department administrators to identify short and long term plans needed to meet technology service, standards, performance goals and outcomes; provide leadership in strategic alignment of technology with all District systems such as instruction, assessment, business, facilities, personnel, food service and other systems; evaluate through data and metrics, effectiveness of technology plan and establish contingency plans where appropriate

Provide facilitative leadership of the Educational Technology Committee and various subcommittees to strengthen the use of technology as it relates to standards and instruction; lead advisory committees in determining use of technology that meets District strategic goals; facilitate the process of prioritizing goals and plans in support of the technology vision

Provide direction and support to District staff on programs, processes and equipment needed to further the educational technology vision; advocate for the integration of technology with curriculum and instruction to provide optimum teaching and learning environments; proactively research and be informed of state and national standards, benchmarks, and frameworks for technology integration and trends in education

Develop and implement professional development and training programs for District and school site staff to ensure knowledge proficiency and productivity; research topics related to current and emerging technology and present information via workshops, seminars and/or meetings

Direct, coordinate and implement processes and systems related to information technology, infrastructure, standards, and the integration of technology in all aspects of District operations; plan, implement, evaluate and assess technical platforms, network infrastructure, and technology

## **Director of Technology Integration Services**

communication systems; develop, interpret and report metrics for the performance of all technical systems

Establish and administer standard operating procedures and protocols to maintain and modify the network infrastructure; develop and maintain security measures and implement disaster recovery and business continuity plans to ensure District operations are uninterrupted in a crisis or a compromise in data systems; monitor the performance of the network and security systems and carry out any necessary modifications and repairs

Direct and oversee Student Information Systems including the management of online registration and attendance functions and information in coordination with the Student Services Department; monitor data processing services to ensure that information needs are assessed and met; guide and manage systems and tools for gathering, integrating, and reporting data in a meaningful manner for strategic planning; administer District databases in accordance with industry standards

Direct, oversee and provide leadership in technology communication systems; administer and coordinate the use of e-mail, the District website, web tools, voice mail systems, and other forms of technical communication in order to enhance overall communication and the dissemination of information

Develop, implement and enforce policies relating to the social, legal and ethical issues of technology use; inform District staff and community about pertinent laws and legal issues related to the implementation and use of technology in the District; communicate and model appropriate professional conduct and ethical use of technology

Develop, implement and manage the technology budget; monitor budget allocations, expenditures, fund balances and related financial activities to ensure technology department operations are carried out within budget limits and in accordance with financial protocols

Develop plans for future agency requirements in terms of emerging educational and computer technology and software packages; guide purchasing decisions for hardware, software and other technology initiatives; recommend software acquisition/development and the utilization of contract services; determine the return on investment for all technology implementations to ensure technology acquisitions are meeting target goals

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; process and respond to formal and informal grievances and advise staff on matters related to performance and work interaction; provide feedback to staff regularly regarding areas of strength and required growth, using quantitative and qualitative data; support staff performance and development through purposeful professional development and training

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

### **OTHER DUTIES:**

Perform related duties as assigned

## **Director of Technology Integration Services**

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Methods for planning and developing strategic goals to meet District-wide mission  
Existing and emerging technology systems  
Virtual Server Platforms  
Various network infrastructures (SAN, LAN, WAN)  
Corporate mail systems and VOIP  
Security concepts and content filtering  
Classroom technology including electronic teaching resources  
Student data systems and SQL  
HTML and website development and maintenance  
Database management, structure and concepts  
Technology system and platform design  
Emerging technical communication tools and systems  
Applicable state and federal laws  
Applicable codes, regulations, policies and procedures  
Social, legal and ethical issues related to technology use  
Principles and practices of administration, supervision and training  
Methods and practices of budget management  
Operation of a computer and assigned software

#### **ABILITY TO:**

Develop and lead a vision for technology that meets the District's mission  
Communicate and collaborate with various stakeholders in defining short and long term technology goals  
Lead and facilitate various stakeholder committees and advisory groups  
Plan, organize and direct the operations and activities of the Information Technology department  
Assess technology needs and determine priorities for integration  
Develop and implement internal control procedures  
Formulate and administer technology policies and regulations  
Develop and administer technology budget  
Negotiate and administer vendor contracts  
Manage projects on inter-related timelines  
Research and keep current on emerging technology as well as educational trends  
Plan and administer training and professional development for staff  
Direct and oversee database systems and mining and integrity of data  
Direct and oversee network infrastructure and security  
Plan, lead and direct District technology communication systems and the policies and regulations governing technology communication  
Present information at Board meetings, seminars, workshops and other forums  
Supervise, evaluate and provide direction to technology staff  
Communicate effectively both orally and in writing  
Read, understand and apply complex materials  
Establish and maintain cooperative and effective working relationships with others

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to:

## **Director of Technology Integration Services**

### **Education:**

A bachelor's degree in computer science, management information systems, informational technology, educational technology, public administration or closely related field

### **Experience:**

Five (5) years of progressively responsible experience in the development, management and maintenance of information and/or educational technology systems including at least three years of experience at management level.

### **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



**SAN LORENZO UNIFIED SCHOOL DISTRICT  
SALARY SURVEY DETAIL**

Updated August 2018

**CLASSIFICATION: DIRECTOR OF TECHNOLOGY INTEGRATION SERVICES**

<u>SURVEY PARTICIPANT</u>	<u>PARTICIPANT'S CLASSIFICATION</u>	<u>SALARY RANGE</u>	
		<u>MINIMUM</u>	<u>MAXIMUM*</u>
San Leandro Unified School District	Chief Technology Officer	\$11,457	\$13,745
Alameda County Office of Education	Director IV, Information Technology Services	\$12,077	\$13,204
Hayward Unified School District <sup>1</sup>	Director II, Educational Information Technology	\$10,879	\$13,183
Fremont Unified School District	Chief Technology Officer	\$10,824	\$13,115
Dublin Unified School District	Chief Technology Officer	\$11,151	\$12,568
New Haven Unified School District	Director of Technology	\$11,018	\$12,550
Castro Valley Unified School District	Director, Technology	\$9,172	\$11,741
Berkeley Unified School District	Director of Technology	\$9,289	\$11,286
Alameda Unified School District	Director of Management Information Systems	\$8,516	\$10,246
Pleasanton Unified School District	N/A		
Antioch Unified School District	N/A		
Livermore Valley Unified School District	N/A		
Oakland Unified School District	N/A		
		<b>**MEDIAN:</b>	\$12,568
		<b>SLZUSD:</b>	<b>\$12,134</b>

<sup>1</sup> Salaries reported include a reduction of \$390 (\$2.25/hr) from 261-day work calendar. Salary schedule figures for benefits paid by District.