

**San Lorenzo Unified School District
Regular Meeting of the Personnel Commission
Wednesday, May 8, 2019 at 4:30 p.m.
The Board Room
15510 Usher Street
San Lorenzo, CA 94580**

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

1. Call to Order

2. Flag Salute

3. Commissioner Roll Call

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

4. Approve the Meeting Agenda of May 8, 2019

ACTION

<p><u>PUBLIC HEARING</u></p> <p>Personnel Commission Budget for Fiscal Year 2019-2020</p> <p>The Brown Act declares that it is the intent of the law that actions of state agencies be taken openly and that their deliberations be conducted openly and that the legislative body accept public testimony regarding the matter before it. Pursuant to this Act, the agenda for this meeting of the Personnel Commission of San Lorenzo Unified School District hereby contains a Public Hearing to allow public comment on the proposed budget for the Personnel Commission for Fiscal Year 2019-2020. Members of the public are afforded the opportunity to speak during the consideration of this agenda item. (Government Code §11125.7.).</p>
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5. Open Public Comment on Proposed Personnel Commission Budget for Fiscal Year 2019-2020

Persons may comment at this time on the proposed 19-20 Personnel Commission Budget. The Commissioners will hear such comments but may not act upon them unless and until the items appear on a posted agenda.

6. Close Public Comment on Proposed Personnel Commission Budget for Fiscal Year 2019-2020

7. Motion to Close the Public Hearing on the Proposed Personnel Commission Budget for Fiscal Year 2019-2020 **ACTION**

8. Motion to Adopt the Proposed Personnel Commission Budget for Fiscal Year 2019-2020 Attachment A **ACTION**

Convene to the Regular Meeting of the Personnel Commission

5. **Approve the Meeting Minutes for the Following:** **ACTION**
- April 22, 2019
6. **Approve the Following Eligibility Lists:** **ACTION**
- Attendance Technician (Promotional)
 - Attendance Technician (Open Competitive)
 - Custodian (Promotional)
 - Custodian (Open Competitive)
 - Director of Technology Integration Services (Open Competitive)
 - Project/Program Assistant (Promotional)
 - Project/Program Assistant (Open Competitive)
 - Purchasing Technician (Promotional)
 - Purchasing Technician (Open Competitive)
 - Senior Office Assistant (Promotional)
 - Senior Office Assistant (Open Competitive)
7. **Information Items** **INFORMATION**
The following job announcements are presented for information only.
- Administrative Assistant
8. **Conference Item**
The following item is presented for discussion and action.
- 2019 – 2020 Personnel Commission Meeting Dates
9. **Commissioner’s Report** **INFORMATION**
10. **Director’s Report** **INFORMATION**
11. **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, June 12, 2019 at 4:30 p.m.
District Office Board Room

SAN LORENZO UNIFIED SCHOOL DISTRICT

Regular Meeting of the Personnel Commission

Subject: Public Hearing – 2019-2020 Fiscal Year Personnel Commission Budget

Prepared By: Randy Perez, Director of Classified Personnel

Type of Item: Discussion and Action

BACKGROUND INFORMATION:

Pursuant to Education Code section 45253, the Personnel Commission shall prepare an annual budget for its own office and shall conduct a public hearing on the budget no later than May 30 of each fiscal year. If the Personnel Commission adopts the proposed budget, the budget shall be forwarded to the County Superintendent of Schools for final approval.

RECOMMENDATION:

I request a motion to approve the 2019-2020 Personnel Commission budget as presented.

San Lorenzo Unified School District

Personnel Commission

Personnel Commission Budget for Fiscal Year 2019-2020

Program (PG): 908 Site (SC): 081

		2018-2019 Amended & Adopted Budget	2019-2020 Proposed Budget
<u>Salaries and Benefits:</u>			
2301	Classified Administrator	\$148,734	\$152,417
2401	Classified Staff	\$220,872	\$219,679
2416	Commissioners and Clerical Stipends	\$4,000	\$4,000
2405	Classified Clerical-Substitute	\$2,500	\$2,500
2406	Classified Clerical - Hourly	\$0	\$0
2407	Classified Clerical/OT	\$0	\$0
3202	PERS Classified	\$65,222	\$67,393
3312	Social Security	\$26,820	\$22,801
3322	Medicare Classified	N/A	\$5,453
3402	Health & Welfare Classified	\$39,761	\$23,785
3502	State Unemployment Ins. Classified	\$187	\$196
3602	Worker's Comp Classified	\$12,272	\$12,932
3702	GASB 45 % - Classified	\$3,991	\$4,152
3752	GASB 45 per FTE - Classified	\$1,380	\$1,527
3902	Other benefits (TSA, Cash in Lieu of Benefits, etc.)	\$2,259	\$13,291
Total:		\$527,998	\$530,126
<u>Operating Expenses:</u>			
4300	Supplies	\$4,350	\$3,000
4350	Refreshments for Exam Panels and Meetings	\$1,300	\$1,300
4400	Non Capitalized Equipment Replacement	\$4,000	\$3,000
5200	Travel & Conference	\$10,000	\$10,000
5200/5800	Professional Development for Classified	\$2,000	\$2,000
5300	Dues & Memberships	\$1,335	\$1,335
5600	Rental Equipment/Repairs	\$1,750	\$1,750
5710	Graphics and Publications	\$1,500	\$1,500
5800	Professional Services and Fees	\$11,500	\$8,900
5801	Advertising	\$5,000	\$4,000
5815	Online Dues and Subscriptions	\$10,250	\$16,200
Total:		\$52,985	\$52,985
GRAND TOTAL:		\$580,983	\$583,111

Amounts indicated in the salaries and benefits section were provided by the Business Services Department. These amounts are estimated only and do not account for any future salary or benefit increases that may result from negotiations.



SAN LORENZO UNIFIED SCHOOL DISTRICT
Personnel Commission

**Minutes for the Regular Meeting of
April 22, 2019**

- CALL TO ORDER Commissioner Kingdon called the meeting to order at 4:35 p.m.
- FLAG SALUTE Commissioner Kingdon led the flag salute.
- ROLL CALL Commissioners Kingdon, Souza and Hutchison were present.
- APPROVE AGENDA A motion to approve the April 22, 2019 Meeting Agenda was made by Commissioner Souza and seconded by Commissioner Hutchison.
- Comments: None
- Ayes: Kingdon, Souza, Hutchison
- PUBLIC COMMENT None
- APPROVE MINUTES A motion to approve the March 13, 2019 Personnel Commission Meeting Minutes was made by Commissioner Souza and seconded by Commissioner Hutchison.
- Comments: None
- Ayes: Kingdon, Souza, Hutchison
- APPROVE ELIGIBILITY LISTS A motion to approve the following eligibility lists was made by Commissioner Souza and seconded by Commissioner Hutchison
- Campus Safety Assistant (Open Competitive)
 - Head Custodian (Promotional)
 - Head Custodian (Open Competitive)
 - Maintenance Craftsperson –Locksmith/Clocks (Promotional)
 - Maintenance Craftsperson – Locksmith/Clocks (Open Competitive)
 - Maintenance Manager (Dual Certification)
 - Paraeducator Special Education – PH/SH (Open Competitive)
 - Paraeducator Special Education (Dual Certification)
 - School Lunch Helper I (Open Competitive)
 - School Office Assistant (Promotional)
 - School Office Assistant (Open Competitive)
- Comments: None
- Ayes: Kingdon, Souza, Hutchison
- INFORMATION ITEMS The following recruitment announcements were provided for information only:

- Buyer
- Construction Manager
- Custodian
- Maintenance Craftsperson –Locksmith/Clocks
- Maintenance Craftsperson –Painter
- Program Project Assistant – Business Services
- Purchasing Technician
- Warehouse Worker

Comments: None

DISCUSSION ITEMS

The following items were presented for discussion only. No action could be taken on any of these items.

Review and update of Personnel Commission Budget – Director Perez explained the changes to the proposed 2019-20 Personnel Commission budget. He plans to confirm the salaries provided by Business Services. A hearing will be posted to approve the proposed 2019-2020 Personnel Commission budget.

Classified Vacancy Report – Director Perez reviewed the report and shared that Commission staff is working on improving data tracking related to our 30 day turnaround standard for producing eligibility lists. Of the data completed, Mr. Perez reported that the PC staff is hitting the 30 day standard 78% of the time.

CONFERENCE ITEM

The following items are presented for discussion and action.

a) Operations Manager Job Description

A motion to approve the Operations Manager job description was made by Commissioner Souza and seconded by Commissioner Hutchison. T

Comments: None

Ayes: Kingdon, Souza, Hutchison

b) Operations Manager and Maintenance Manager Recommended Compensation

A motion to approve the Operations Manager and Maintenance Manager recommended compensation from range 20 to range 26 was made by Commissioner Souza and seconded by Commissioner Hutchison. T

Comments: None

Ayes: Souza, Hutchison

Noes: Kingdon

c) Bus Driver Job Description

A motion to approve the Bus Driver job description was made by Commissioner Souza and seconded by Commissioner Kingdon. T

Comments: None

Ayes: Kingdon, Souza, Hutchison

d) Reclassification of a School Office Assistant

A motion to approve the Reclassification of Stacie Drain from School Office Assistant to School Administrative Assistant effective 4/22/19 was made by Commissioner Hutchison and seconded by Commissioner Souza.

Comments: Heidi Kaye, Human Resources Analyst – Classified, commented.

Ayes: Kingdon, Souza, Hutchison

COMMISSIONER'S REPORT	None
DIRECTOR'S REPORT	Director Perez shared that the Neogov Admin User Guide was presented at a principal's meeting, and it was received very positively.
PUBLIC COMMENT	None
ADJOURNMENT	Commissioner Kingdon adjourned the meeting at 5:27 p.m.
NEXT REGULAR MEETING	The next regular Personnel Commission Meeting will be held on Wednesday, May 8, 2019 in the San Lorenzo District Office Board Room.

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

**Promotional
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Attendance Technician

HOURLY SALARY: \$21.52 - \$26.22 Range 58 CSEA

ESTABLISHED: April 26, 2019 LIST EXPIRES: April 26, 2020

EXAMINATIONS:

<u>Application & 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>Catherine Jacobson</u>
<u>2</u>	<u>Dawn Kaye*</u>

Comments: Applications Received: 56
Passed Screening: 33
Passed Written: 06
Passed Oral Board: 03
Total on Eligibility List: 01

*Merged Eligibility List Expires 8/29/19

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

4/26/2019
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: Attendance Technician

HOURLY SALARY: \$21.52 - \$26.22 Range 58 CSEA

ESTABLISHED: April 26, 2019 LIST EXPIRES: April 26, 2020

EXAMINATIONS:

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

CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>
<u>1.</u>	<u>Sabina Lopez</u>
<u>2.</u>	<u>Jorden Clark</u>

Comments: Applications Received: 56
Passed Screening: 33
Passed Written: 06
Passed Oral Board: 03
Total on Eligibility List: 02

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

4/26/2019
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: Custodian

ANNUAL SALARY: \$19.87 - 24.39 Range 12 SEIU

ESTABLISHED: April 29, 2019 LIST EXPIRES: April 29, 2020

EXAMINATIONS:

Application & Résumé	PASS/FAIL
Performance Examination	60%
Oral Examination	40%

CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>
1.	<u>JoAnne Freitas</u>
2.	<u>Matthew Elliott</u>

COMMENTS:

Applications Received:	35
Passed Screening:	29
Performance Exam Attendees:	11
Passed Performance Exam:	10
Oral Exam Attendees:	10
Passed Oral Exam Process:	07
Total on Eligibility List:	02

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

4/30/2019
Date


Signature

Personnel Commission Approval 5/8/19
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: April 29, 2019 LIST EXPIRES: April 29, 2020

EXAMINATIONS:

Application & Résumé	PASS/FAIL
Performance Examination	60%
Oral Examination	40%

CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>
1.	<u>David Winn</u>
2.	<u>David Gonzales</u>
3.	<u>Herlez Cuadros</u>
4.	<u>Pamela Groves*</u>
5.	<u>Rolando Ochoa</u>
6.	<u>Jeremy Wismer*</u>
7.	<u>Jordan Azraei</u>

COMMENTS: Applications Received: 35
Passed Screening: 29
Performance Exam Attendees: 11
Passed Performance Exam: 10
Oral Exam Attendees: 10
Passed Oral Exam Process: 07
Total on Eligibility List: 07

*Merged from eligibility list expiring 1/18/20

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

4/30/2019
Date


Signature

Personnel Commission Approval 5/8/19
Date

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

**OPEN COMPETITIVE
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Director Of Technology Integration Services
ANNUAL SALARY: \$128,738.00 - \$152,560.00 Range Management Range 44
ESTABLISHED: April 26, 2019 LIST EXPIRES: April 26, 2020
EXAMINATIONS:

<u>Application & Résumé</u>	PASS/FAIL
<u>Technical Oral</u>	60%
<u>General Oral</u>	40%

CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>
1. _____	Alex Sedique _____
2. _____	Daniel Enos _____
3. _____	Mia Gittlen _____
4. _____	Lori Parris _____
5. _____	Kevin Moore _____

Comments : Applications Received: 22
 Passed Screening: 11
 Passed Oral Board: 05
 Total on Eligibility List: 05

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

4/26/2019
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: Program Project Assistant (Business Services)

MONTHLY SALARY: \$4476 - \$5453 Range 68 CSEA

ESTABLISHED: April 29, 2019 LIST EXPIRES: April 29, 2020

EXAMINATIONS:

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

CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>
<u>1.</u>	<u>Rashida Bibi</u>
<u>2.</u>	<u>Donna Chew</u>
<u>3.</u>	<u>Maria Camarillo</u>
<u>4.</u>	<u>Dani Ly</u>
<u>5.</u>	<u>Elvira Andrade</u>

COMMENTS:	Applications Received:	40
	Passed Screening:	31
	Passed Written Exam	10
	Oral Exam Attendees:	09
	Passed Oral Exam:	07
	Total on Eligibility List:	05

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

4/29/2019
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: Program Project Assistant (Business Services)

MONTHLY SALARY: \$4476 - \$5453 Range 68 CSEA

ESTABLISHED: April 29, 2019 LIST EXPIRES: April 29, 2020

EXAMINATIONS:

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


CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>
<u>1.</u>	<u>Vijay Uppin</u>
<u>2.</u>	<u>Jamila Epperson</u>

COMMENTS: Applications Received: 40
Passed Screening: 31
Passed Written Exam: 10
Oral Exam Attendees: 09
Passed Oral Exam: 07
Total on Eligibility List: 02

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

4/29/2019
Date


Signature

Personnel Commission Approval 5/8/19
Date

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

**PROMOTIONAL
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Purchasing Technician
HOURLY SALARY: \$3,583 - \$4,368 Range 59 CSEA
ESTABLISHED: April 25, 2019 LIST EXPIRES: April 25, 2020
EXAMINATIONS:

<u>Application & 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>Farina Bibi</u>
<u>2.</u>	<u>Andrew Ruiz</u>
<u>3.</u>	<u>Rashida Bibi</u>

Comments: Applications Received: 24
Passed Screening: 14
Passed Written: 09
Passed Oral Board: 07
Total on Eligibility List: 03

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

4/26/2019
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: Purchasing Technician

HOURLY SALARY: \$3,583 - \$4,368 Range 59 CSEA

ESTABLISHED: April 25, 2019 LIST EXPIRES: April 25, 2020

EXAMINATIONS:

<u>Application & 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>Marguerite Namdar</u>
<u>2.</u>	<u>Gian Benaducci</u>
<u>3.</u>	<u>Jesse Sanchez</u>
<u>4.</u>	<u>Howard Greenspan</u>

Comments: Applications Received: 24
Passed Screening: 14
Passed Written: 09
Passed Oral Board: 07
Total on Eligibility List: 04

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

4/26/2019
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: Sr. Office Assistant

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

ESTABLISHED: April 15, 2019 LIST EXPIRES: April 15, 2020

EXAMINATIONS:

<u>Application & 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>Catherine Jacobson</u>

Comments: Applications Received: 60
Passed Screening: 41
Passed Written: 15
Passed Oral Board: 01
Total on Eligibility List: 01

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

4/26/19
Date

[Signature]
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: Sr. Office Assistant

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

ESTABLISHED: April 15, 2019 LIST EXPIRES: April 15, 2020

EXAMINATIONS:

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

CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>
<u>1.</u>	<u>Gian Benaducci</u>
	<u>Selina Cao</u>
<u>2.</u>	<u>Natali Ybarnegaray</u>
<u>3.</u>	<u>Soledad Martinez</u>
<u>4.</u>	<u>Yogita Acholkar</u>
<u>5.</u>	<u>De'Junique Ferguson</u>

Comments: Applications Received: 60
 Passed Screening: 41
 Passed Written: 15
 Passed Oral Board: 06
 Total on Eligibility List: 06

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

4/26/19
Date


Signature

Personnel Commission Approval _____
Date



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

ADMINISTRATIVE ASSISTANT
(Annual; Full-Time)

SALARY: \$3,956.00 - \$4,819.00 Monthly

OPENING DATE: 04/08/19

CLOSING DATE: 04/29/19 04:00 PM

BASIC FUNCTION:

Under general Administrative supervision, perform a variety of complex secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications and information for the administrator; prepare and maintain a variety of manual and automated records and reports related to assigned activities.

ESSENTIAL FUNCTION:

Perform a variety of complex secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and assist in the coordination and flow of communications and information; assure smooth and efficient office operations; assure related functions comply with established laws, rules, regulations, policies and procedures.

Serve as primary secretary to the assigned administrator; perform public relations and communication services for the administrator; receive, screen and route telephone calls; take, retrieve and relay messages as needed; schedule and arrange appointments, conferences and other events.

Receive visitors, including administrators, staff, parents and the public; provide information or direct to appropriate personnel; exercise independent judgment in resolving a variety of issues; refer difficult issues to the administrator as needed; provide technical information and assistance related to program or operations and related laws, rules, regulations, policies and procedures.

Compile information and prepare and maintain a variety of records, logs and reports related to programs, students, attendance, staff, projects and assigned duties; establish and maintain filing systems; revise, verify, proofread and edit a variety of documents.

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

Compose, independently or from oral instructions, note or rough draft, a variety of materials such as inter-office communications, forms, letters, memoranda, bulletins, agenda items, labels, fliers, requisitions, handbooks, newsletters, brochures, certificates, contracts and other materials; format materials to meet program and office needs.

Research, compile and verify a variety of data and information; compute statistical information for various federal, state and local reports as necessary; identify and resolve a variety of financial and statistical discrepancies; assure mandated reports are completed and submitted to appropriate agency according to established time lines.

Distribute, collect, process and evaluate a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed; assist with the preparation, processing and maintenance of grant information, records and related materials as assigned.

Coordinate, schedule and attend a variety of meetings, workshops and special events; prepare and send out notices of meetings; compile and prepare agenda items and other required information for meetings, workshops and other events; set up equipment and supplies for meetings and other events as needed; take, transcribe and distribute minutes as directed.

Train and provide guidance to designated clerical personnel as assigned by the position; assign and review the work of others.

Perform a variety of clerical accounting duties as assigned; monitor funds for income and expenditures; calculate, prepare and revise accounting and budgetary data; balance and reconcile assigned accounts and budgets; assist with budget development and preparation; maintain financial and statistical records and files.

Perform special projects and prepare various forms and reports on behalf of the assigned administrator; conduct research and process documents in specialized areas; attend to administrative details on special matters as assigned.

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

Operate a variety of modern office equipment and assigned software; arrange for equipment repairs as required.

Maintain appointment and activity schedules and calendars; coordinate travel arrangements and hotel reservations as necessary; process and follow up on reimbursement claims; reserve facilities and equipment for meetings and other events as needed.

Monitor inventory levels of office and designated supplies; order, receive and maintain appropriate levels of inventory as required; prepare, process and code purchase orders and invoices as assigned; arrange for billings and payments as directed.

Receive, open, sort, screen and distribute incoming e-mail and mail; compose replies independently or from oral direction; prepare and distribute informational packets and bulk mailings.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organizational operations, policies and objectives.
Policies and objectives of assigned programs and activities.
Applicable laws, codes, regulations, policies and procedures.
Record-keeping and filing techniques.
Business letter and report writing, editing and proofreading.
Telephone techniques and etiquette.
Methods, procedures and terminology used in clerical accounting work.
Modern office practices, procedures and equipment.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Oral and written communication skills.
Record retrieval and storage systems.
Basic public relations techniques.
Mathematic calculations.

ABILITY TO:

Perform a variety of complex secretarial and administrative assistant duties to relieve the

administrator of administrative and clerical detail.
Plan, coordinate and organize office activities and coordinate flow of communications and information for the administrator.
Assure smooth and efficient office operations.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
Compose effective correspondence independently.
Perform a variety of clerical accounting duties in support of assigned department or program.
Type or input data at an acceptable rate of speed.
Answer telephones and greet the public courteously.
Complete work with many interruptions.
Maintain a variety of records, logs and files.
Utilize a computer to input data, maintain automated records and generate computerized reports.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Work independently with little direction.
Communicate effectively both orally and in writing.
Determine appropriate action within clearly defined guidelines.
Add, subtract, multiply and divide with speed and accuracy.

EDUCATION & EXPERIENCE REQUIREMENTS:

EDUCATION AND EXPERIENCE:

Any combination of education and/or experience equivalent to: High school diploma or equivalent and four years increasingly responsible secretarial or administrative assistant experience involving public contact.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.
Bending the waist, kneeling or crouching and lifting.

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 : May 9, 2019

Exam #2 : May 16, 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>

Recruitment #19-164
ADMINISTRATIVE ASSISTANT
MS

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



2019 – 2020

PERSONNEL COMMISSION MEETING DATES

Wednesday	July 10th (Tentative)
Wednesday	August 14th
Wednesday	September 11th
Wednesday	October 9th
Wednesday	November 13th
Wednesday	December 11th
Wednesday	January 8th
Wednesday	February 12th
Wednesday	March 11th
Wednesday	April 8th
Wednesday	May 13th
Wednesday	June 10th

Unless otherwise announced, Personnel Commission meetings will be held at 4:30 p.m. in the Board Room at the San Lorenzo Unified School District Office, located at 15510 Usher Street, San Lorenzo, CA 94580. Meeting schedules can be found www.SLZUSD.org.