

**San Lorenzo Unified School District**  
**Regular Meeting of the Personnel Commission**  
**Wednesday, December 12, 2018 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 December 12, 2018** **ACTION**

**5. Public Comment**

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

**6. Approve the Meeting Minutes for the Following:** **ACTION**

- **November 14, 2018**

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

- Absence Control Specialist (Open Competitive)
- Bus Driver (Open Competitive)
- Cafeteria Delivery Driver (Open Competitive)
- Maintenance Craftsperson – HVAC (Promotional)
- Paraeducator – PH/SH (Open Competitive)
- Paraeducator – Special Education (Open Competitive)

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

The following job announcements are presented for information only.

- Career Center Specialist (Limited Term Opportunity)
- Director, Facilities and Construction
- Paraeducator Autistic I
- School Office Assistant

**9. Conference Items**

The following items are presented for discussion and action.

**DISCUSSION & ACTION**

- a) First Reading: Merit Rule 4.5
- b) Defining Merit Rule 4.10 (15)
- c) Commission Chair and Vice-chair for the 2019 Calendar year

**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, January 9, 2019, Beginning at 4:30 pm  
District Office Board Room**



SAN LORENZO UNIFIED SCHOOL DISTRICT  
Personnel Commission

**Minutes for the Regular Meeting of  
November 14, 2018**

- CALL TO ORDER Commissioner Kingdon called the meeting to order at 4:38 p.m.
- FLAG SALUTE Commissioner Kingdon led the flag salute.
- ROLL CALL Commissioners Kingdon and Souza were present.
- APPROVE AGENDA A motion to approve the November 14, 2018 Meeting Agenda was made by Commissioner Souza and seconded by Commissioner Kingdon.
- Comments: None
- Ayes: Kingdon, Souza
- PUBLIC COMMENT None
- APPROVE MINUTES A motion to approve the October 19, 2018 Personnel Commission Meeting Minutes with corrections was made by Commissioner Kingdon and seconded by Commissioner Souza. The correction was made to Chris Stevens' comment 'He stated that the District botched the investigation against Brandon Parks and of all the thirteen charges against him, only two had merit and one was a rule that was **not** commonly known to staff.'
- Comments: None
- Ayes: Kingdon, Souza
- APPROVE ELIGIBILITY LISTS A motion to approve the following eligibility lists was made by Commissioner Kingdon and seconded by Commissioner Souza
- Computer Media Specialist (Open)
  - Director of Facilities and Construction (Competitive)
  - Director of Maintenance, Operations & Transportation (Dual Certified)
  - Groundskeeper (Promotional)
  - Groundskeeper (Open)
  - Paraeducator (Open)
  - Paraeducator – Bilingual Chinese (Open)
- Comments: None
- Ayes: Kingdon, Souza

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

- Assistant High School Building Foreman
- Custodian
- Elementary School Cashier
- Maintenance Craftsperson (HVAC)
- Paraeducator – PH/SH
- Paraeducator (Substitute)
- Paraeducator – Special Education (Substitute)
- School Lunch Helper I

Comments: None

INFORMATION ITEMS The following item is presented for information only. No action is required of the Personnel Commission regarding this item.

a) Reappointment of Commissioner Marvin Kingdon

CSEA Notified Director Perez that they wish to reappoint Commissioner Kingdon for another term. CSEA will notify the Board of Education at the special meeting on November 11, 2018.

Comments: None

CONFERENCE ITEM The following items are presented for discussion and action.

a) 2017-2018 Personnel Commission Annual Report

A motion to approve the 2017-2018 Personnel Commission Annual Report was made by Commissioner Souza and seconded by Commissioner Souza. Director Perez thanked Cindy Ornellas for designing the report.

b) Corrected Salary Recommendation for Assessment Support Technician

Comments: None

Ayes: Kingdon, Souza

A motion to approve the corrected salary recommendation for Assessment Support Technician was made by Commissioner Souza and seconded by Commissioner Kingdon.

Comments: None

Ayes: Kingdon, Souza

c) Examination Appeal Form and Process

A motion to approve the Examination Protest Form and appeal process was

made by Commissioner Souza and seconded by Commissioner Kingdon.

Comments: None

Ayes: Kingdon, Souza

COMMISSIONER'S  
REPORT

Commissioner Souza thanked PC staff for their hard work. She mentioned that she hopes that the new Board member will join us at Personnel Commission meetings.

DIRECTOR'S REPORT

Director Perez discussed the 15 day minimum posting period requirement according to Education Code §45278. He reported that he will discuss this item in detail at the next personnel Commission meeting.

PUBLIC COMMENT

None

ADJOURNMENT

Commissioner Kingdon adjourned the meeting at 5:10 p.m.

NEXT REGULAR  
MEETING

The next regular Personnel Commission Meeting will be held on Wednesday, December 12, 2018 in the San Lorenzo District Office Board Room.

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

**Open Competitive  
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Absence Control Specialist

HOURLY SALARY: \$21.20 - \$25.86 Range 55 CSEA

ESTABLISHED: September 13, 2018 LIST EXPIRES: September 13, 2019

EXAMINATIONS:

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

**CERTIFICATION IN ORDER OF RANKING**

<u>Rank</u>	<u>Name</u>
<u>1.</u>	<u>Neal Elgar</u>
<u>2.</u>	<u>Jonet Dorry</u>
<u>3.</u>	<u>Alexis Neideffer</u>
<u>3.</u>	<u>Justin Nevels</u>
<u>4.</u>	<u>Sofia Perez</u>
<u>5.</u>	<u>LaSaundra Scott</u>
<u>6.</u>	<u>Phyllis James</u>
<u>6.</u>	<u>Joseph Martinez</u>
<u>7.</u>	<u>Adriana Mendoza</u>

COMMENTS: Applications Received: 39  
Passed Screening: 31  
Passed Written: 12  
Passed Oral Board: 09  
Total on Eligibility List: 09

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

9/18/18  
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: Bus Driver

HOURLY SALARY: \$22.38 - \$27.47 Range 15a SEIU

ESTABLISHED: November 13, 2018 LIST EXPIRES: November 13, 2019

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>Brent Hull</u>

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

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

11/13/18  
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: \$15.81 - \$19.67 Range 9 SEIU

ESTABLISHED: September 11, 2018 LIST EXPIRES: September 11, 2019

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>David Casey*</u>
	<u>Shane Roth</u>

Comments:

Applications Received: 05  
Passed Screening: 05  
Passed Written: 01

Total on Eligibility List: 02

\*Merged from eligibility list expires 8/2/19

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

9/11/2018  
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: Maintenance Craftsperson - HVAC

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

ESTABLISHED: December 5, 2018 LIST EXPIRES: December 5, 2019

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>Geoffrey Bennetts</u>

COMMENTS:

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

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

12/5/2018  
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: Paraeducator – PH/SH  
 HOURLY SALARY: \$21.00 – 25.58 Range 57 CSEA  
 ESTABLISHED: November, 2018 LIST EXPIRES: November 13, 2019

EXAMINATIONS: Application & Résumé **PASS/FAIL**  
Written Examination **PASS/FAIL**  
Oral Technical **100%**

**CERTIFICATION IN ORDER OF RANKING**

<b><u>Rank</u></b>	<b><u>Name</u></b>
1.	<u>Vanessa Dyson</u>
2.	<u>Ray Klauber</u>
3.	<u>Jakob Santos</u>
	<u>Andrea Dinn*</u>
4.	<u>Barbara Reyes**</u>

COMMENTS: Applications Received: 12  
 Passed Screening: 11  
 Passed Written Exam: 04  
 Oral Exam Attendees: 04  
 Total on Eligibility List: 05

\*Merged from Elist Expires 8/14/19  
 \*\*Merged from Elist Expires 2/13/19

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

11/13/18  
 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: Paraeducator-Special Education

HOURLY SALARY: \$19.49-\$23.75 Range 54 CSEA

ESTABLISHED: November 13, 2018 LIST EXPIRES: November 13, 2019

EXAMINATIONS:

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

**CERTIFICATION IN ORDER OF RANKING**

<b><u>Rank</u></b>	<b><u>Name</u></b>
<u>1.</u>	<u>Dominic Gonzalez-Jurado*</u>
<u>2.</u>	<u>Vanessa Dyson</u>
	<u>Ray Klauber</u>
<u>3.</u>	<u>Fiona Misquitta***</u>
<u>4.</u>	<u>Andrea Dinn*</u>
<u>5.</u>	<u>Leticia Guzman-Meza*</u>
	<u>Jakob Santos</u>
	<u>Sisca Vu*</u>
<u>6.</u>	<u>June Horcasitas***</u>

COMMENTS: Applications Received: 17  
Passed Screening: 14  
Passed/Waived Written: 09  
Passed Oral Board: 05  
Total on Eligibility List: 09

\* Merged from Eligibility list Expires 8/14/19  
\*\* Expires 4/12/19  
\*\*\* Merged from Eligibility list Expires 2/13/19

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

11/14/18  
Date

  
Signature

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



**SAN LORENZO UNIFIED SCHOOL DISTRICT**  
invites applications for the position of:

**LIMITED TERM/TEMPORARY  
CAREER CENTER SPECIALIST**

(Limited Term/Temporary, 7.5 hours per day, Monday - Friday)  
(6 MONTH ASSIGNMENT FROM DECEMBER 2018 - JUNE 2019)

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**SALARY: \$19.01 Hourly**

**OPENING DATE: 11/13/18**

**CLOSING DATE: 12/11/18 4:00 PM**

**BASIC FUNCTION:**

Under the supervision of the Principal, the Career Center Specialist will provide technical support to students within a high school setting; will provide information and assistance to students concerning assigned career resource programs including Regional Occupation Programs (ROP), Work Based Learning, Small Learning Communities (SLCs) and career center activities utilizing career resources; and, will perform a variety of clerical function

**ESSENTIAL FUNCTIONS:**

Organize, update, and display materials in the Career Center about colleges and careers, including ROP courses/assignment and Small Learning Communities; research educational and/or career opportunities and provide students with information. Conduct career center orientation for students and staff and provide information regarding occupational programs, the Career Centers' services, and other post high school opportunities.

Administer career assessment tests to new and out of district students and help them evaluate their career options, interests, abilities, progress, expectations, and goals. Work with teachers, counselors, and other district personnel in a variety of activities and events promoting college and career development, including, but not limited to career exploration visits, speaker presentations, workshops, internships, college visits, college night, etc.

Plan and implement informational meetings and events (in partnership with other staff at the school) about financial aid, college materials, applications, online registration, scholarship, test deadlines, internships, etc.

Meets with students to ensure that they are aware of this information and works with counselors to ensure that deadlines are met by students.

Perform related clerical functions (input student data, maintain database of student participation in college/career opportunities, copying, faxing, answering phones, etc.) to support teachers and/or administrators in providing records/materials when required by district.

Prepare a variety of records and reports related to student information, career center programs, job openings, student employment and assigned activities and maintain files and/or convey information related to program activities as requested.

Perform other related duties, as assigned, to ensure the efficient and effective functioning of the career center at their high school site.

**SKILLS** to satisfactorily perform the functions of the job: operating standard office equipment using pertinent software applications, and preparing and maintaining accurate records.

**KNOWLEDGE** to perform basic math; read a variety of manuals; write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Additionally, specific knowledge to satisfactorily perform the functions of the job including: business telephone etiquette, concepts of grammar and punctuation, and public speaking techniques.

**ABILITY** to schedule activities, meetings, and/or events; gather and/or collate data, and use job-related equipment. Flexibility to work with others in a wide variety of circumstances; ability to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related software and equipment.

**RESPONSIBILITIES** include working under limited supervision at times; leading, guiding, and/or coordinating others. Utilization of resources from other work units is often required to perform the job's functions.

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

#### **EDUCATION/EXPERIENCES:**

High School diploma (Post High School Education Desirable) and two years of job related experiences in public relations-type activities with increasing levels of responsibility.

**OTHER REQUIREMENTS:** Possession of a valid California Driver's license.

Essential duties require the following physical skills and work environment:  
Ability to work in a standard office environment within a high school campus.

### **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 – Friday, December 14, 2018**

**Oral Board Interview – Wednesday, December 19, 2018**

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:** *This is a temporary, limited term position that will be in place from December 2018 - June 2019. This position is a temporary assignment and will not continue into the 2019-2020 school year.*

Please note: This temporary, limited term position will be 7.5 hours per day (37.5 hours per week), Monday - Friday and is expected to end on Thursday, June 13, 2019.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.slzsd.org>

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

Position #19-82  
LIMITED TERM, TEMPORARY CAREER CENTER SPECIALIST  
SR

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

**DIRECTOR, FACILITIES & CONSTRUCTION**  
(Annual; Full-Time)

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

**OPENING DATE:** 11/29/18

**CLOSING DATE:** 12/20/18 04:00 PM

**BASIC FUNCTION:**

Under the supervision of the Assistant Superintendent of Business Services, plan, organize and direct operations and activities involved in the design, construction, implementation and completion of the Districts Bond Program, facility construction, renovation and repair projects; coordinate and direct communications, personnel and resources to meet District needs and assure proper and timely completion of construction and renovation activities.

**ESSENTIAL FUNCTIONS:**

**ESSENTIAL DUTIES:**

Plan, control, and direct the facility Bond Measure, construction and modernization projects and all other facilities projects in collaboration with District administration, staff, architects, contractors, and other consultants, and vendors

Direct the design, adoption and implementation of District energy efficiency projects including solar, energy management, and utility upgrades projects

Direct work related to the planning, implementation and monitoring of new construction projects; prepare and provide construction project descriptions, scope and specifications for architects, contractors and maintenance personnel

Develop and plan projects requiring review or approval from the Board of Trustees, Division of the State Architect, Superintendent's Office, Department of Toxic Substances Control or others

Develop and prepare project budgets; maintain fiscal controls and cost management; compile and analyze budgetary and financial data; control and authorize expenditures in accordance with established limitations; administer other funding allocations for special projects

Evaluate resource utilization plans and project progress to assure compliance with established laws, codes, ordinances, regulations, policies, procedures and timelines; inspect completed projects and contractor work for accuracy, completeness and compliance with established contracts, standards and specifications; determine necessary actions to resolve problems

Direct bid and award process; prepare and issue Requests for Qualifications for architects, engineers and other contractors for District construction projects; review bids, proposals, contract documents and related materials for compliance with approved plans and specifications; review and analyze contractor qualifications; provide recommendations concerning contractor selection; negotiate with outside contractors

Review and analyze bid documents and contract language and recommend modifications as appropriate

Conduct meetings and provide consultation to District administrators, personnel, contractors and outside agencies concerning construction, renovation and repair projects and related activities

Provide technical expertise, information and assistance to the Assistant Superintendent of Business Services regarding construction processes and procedures

Formulate and develop policies, procedures and programs in relation to facilities and construction

Prepare and maintain a variety of narrative and statistical records, reports and files related to projects, contractors, plans, specifications, financial activity and assigned duties

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; analyze daily staffing requirements and make recommendations; schedule and arrange training as necessary

Work collaboratively with bargaining units regarding compliance with and enforcement of collective bargaining agreements

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

Coordinate and direct asbestos abatement and other hazardous waste disposal activities as directed; prepare incident reports and accident investigations

Coordinate with architects, school officials, and contractors on the design, construction, or major alteration of school buildings, reviewing and assisting in making changes in plans and specifications; consult and provide advice in regards to alteration of existing structures; determine cost estimates on construction and repair work

**OTHER DUTIES:**

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles and practices of administration, including office and personnel management and budgetary practices

Working methods and procedures used in the building trades

Laws and regulations pertaining to the construction and repair of school facilities

Principles and techniques of supervision and training

Management skills to direct and organize individuals and crews

Construction and modernization project management

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

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

Applicable State and Federal regulations

Principles, practices, procedures, rules, codes, regulations, techniques and strategies working with CDE, OPSC, DGS, DSA, AHERA, ADA, CAL-OSHA and local agencies

Architectural/engineering design procedures

Principles of budget preparation and control

Industry standards and costs

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

**ABILITY TO:**

Communicate effectively with other administrators, personnel and outside agencies including bidders, architects, contractors and developers to coordinate activities and programs, resolve issues and conflicts and exchange information

Participate in various construction planning and development activities

Plan and coordinate the work involved in maintaining school facilities

Understand requirements of maintaining District buildings in a safe, clean and orderly condition

Prepare and interpret plans and specifications

Estimate costs of construction and maintenance work

Establish and maintain cooperative and effective relationships with those contacted in the course of work

Use appropriate safety precautions and procedures

Observe, report, and assign need for maintenance and repair

Coordinate major construction projects

Produce oral and written reports

Ability to produce and use data bases and spreadsheets

Ability to use work order and project management computer systems

Meet schedules and time lines

Establish and maintain cooperative and effective working relationships with others

Speak, read and write English at a level required for satisfactory job performance

Ability to speak in public

Drive a vehicle to conduct work



Attend and participate in various meetings as assigned

## **EDUCATION & EXPERIENCE REQUIREMENTS:**

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in engineering, architecture, public administration or related discipline and five years of progressively responsible experience in facility management and the construction industry as lead construction project manager or similar, or facilities director for large-scale facilities

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Indoor, outdoor, office and shop environment  
Driving a vehicle to conduct work  
Noise from equipment operation

#### **PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations  
Dexterity of hands and fingers to operate assigned tools and equipment  
Seeing to evaluate needed repairs, safety issues and monitor work projects  
Walking over rough or uneven surfaces  
Standing and walking for extended periods of time to conduct inspections

#### **HAZARDS:**

Working around and with machinery having moving parts  
Exposure to potential hazards of inspecting construction sites  
Potential exposure to hazardous substances and materials

## **SELECTION PROCESS:**

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

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

**Technical Oral Examination – January 10, 2019**  
**Stakeholder Oral Examination – January 10, 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 the first column of the salary Management salary schedule. The maximum salary is reached after 5 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.

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

Recruitment #19-91  
DIRECTOR, FACILITIES & CONSTRUCTION  
HK

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

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

## **PARAEDUCATOR - AUTISTIC I**

(School Year; Full-Time/Part-Time)

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**SALARY:** \$21.00 - \$25.58 Hourly

**OPENING DATE:** 11/21/18

**CLOSING DATE:** Continuous

### **BASIC FUNCTION:**

Under the direction of an assigned administrator, perform a variety of instructional support duties involved in providing instructional assistance to individuals and small groups of special education students with autism and other moderate to severe disabilities; assist in providing learning activities and meeting the special needs of assigned students in areas related to behavior modification, feeding, toileting, positioning, hygiene, motor skill, sensory and physical therapy functions; monitor health conditions; perform a variety of clerical duties as assigned.

### **ESSENTIAL FUNCTIONS:**

Assist with the development, preparation, and reinforcement of learning materials and in the performance of other instructional activities for assigned autistic and physically/severely handicapped special education program; assist assigned teacher with the implementation of Individual Education Plans (IEPs) and behavior plans; provide input into the development of individual educational goals and objectives as assigned.

Assist students 1:1 or in groups with goal work and class work; modify work using approved accommodations including gestural, written and verbal prompts; redirect student attention back to task as needed; lead activities or provide support at language centers, circle/music time, toy and outside time, sensory/occupational therapy time and snack/lunch time.

Assist students with independent social, communication, living skills; personal hygiene, brushing teeth and grooming as required; toilet students and change diapers and soiled clothing as required.

Monitor and assist students with activities to develop small muscle and eye-hand coordination; assist children in learning gross motor skills; assist children in learning fine motor skills such as reaching, grabbing, folding and cutting.

Assist children in the use of various orthopedic devices, classroom computers, adaptive equipment, and electronic communication devices.

Confer with teachers and specialists concerning programs and materials to meet student needs; notify teacher of any special problems or information concerning students; communicate important information to the teacher; adapt and modify lessons or materials to meet the individual needs of the students.

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

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

Assist in evaluating student progress in a wide variety of skills; correct papers; report progress regarding student performance and behavior to the teacher; assist staff in administering assessment tests as assigned by the position.

Observe and manage behavior and safety of students according to approved procedures; mainstream students to regular education classrooms; assist in maintaining order among the students in the classroom

and on the school grounds and field/community trips; accompany students going from one location to another; accompany students to and from the bus.

Record information, compile and maintain records and files, and assemble packets and materials for students.

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

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

Operate a variety of standard office equipment including a telephone, copier, computer and assigned software.

Perform feeding and positioning techniques as prescribed and under the direction of teacher, nurse, specialist or doctor; provide routine first aid to injured students according to established procedures as needed; monitor students for seizures and other health conditions as assigned.

#### **OTHER DUTIES:**

Perform related duties as assigned.

May provide specialized medical services in accordance with Collective Bargaining Agreement.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

General needs, learning styles, and behavior of children diagnosed as pervasive developmental disorder or autistic.

Problems and concerns of students with special education needs.

Child guidance principles and practices related to children with special education needs.

Basic subjects taught in schools.

Correct English usage, spelling, grammar, and punctuation.

Modern instructional equipment, practices and techniques.

Basic record keeping procedures.

General methods of education and tutoring.

General needs, learning styles, and behavior of students.

Child development theory and principles.

Techniques to motivate students and manage student behavior.

Safe work practices.

Basic first aid and CPR techniques.

##### **ABILITY TO:**

Reinforce instruction to individual or small groups of autistic, and orthopedically and severely handicapped special education students as directed by the teacher.

Assist in the preparation of instructional materials and implementation of individual education plans.

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

Support the assigned teacher's style of classroom management.

Maintain confidentiality of student and school information.

Learn and implement facilitated communication and augmentative communication systems, behavior management techniques, and physical restraint techniques as necessary.

Supervise students according to approved policies and procedures.

Operate modern instructional equipment including computer equipment.

Learn and functions necessary to perform assigned duties.

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

Learn child guidance principles and practices.

Interact effectively and sensitively with individuals from diverse backgrounds.

Perform clerical duties including filing and duplicating.

Maintain accurate records.

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

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Administer basic first aid and CPR as needed.

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

Any combination of education and/or experience equivalent to: High school diploma or equivalent and one year experience working with children with autism and other special education needs in an educational environment.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid First Aid and CPR certificates issued by an authorized agency.  
Must meet requirements specified under the Federal Accountability mandates.

#### **WORKING CONDITIONS:**

##### **ENVIRONMENT:**

Classroom environment. Indoor/outdoor

##### **PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate standard office and classroom equipment.  
Sitting or standing for extended periods of time.  
Bending at the waist, kneeling or crouching to assist students.

#### **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 - November 28, 2018**

**Oral Board Interview - December 5, 2018**

**Additional test dates will be added as scheduled.**

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.

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

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

Recruitment #19-90  
PARAEDUCATOR - AUTISTIC I (PROMOTIONAL & OPEN)  
HK

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

**SCHOOL OFFICE ASSISTANT**  
(School Year; 37.5Hours/Week)

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**SALARY: \$19.97 -\$24.35 Hourly**

**OPENING DATE: 11/14/18**

**CLOSING DATE: 12/06/18 04:00PM**

**BASIC FUNCTION:**

Under the direction of an assigned administrator, perform a variety of general clerical duties in support of an assigned school office; answer phones and greet and assist students, parents, staff and visitors.

**ESSENTIAL FUNCTIONS:**

Perform a variety of general clerical duties in support of an assigned school office including typing, filing, duplicating and distributing materials.

Serve as receptionist, answering telephone calls and directing calls to appropriate personnel; take and relay messages as appropriate; receive, greet and direct visitors; respond to inquiries and provide a variety of general information to personnel, students, parents and the general public.

Provide accurate reporting for daily attendance activities and update attendance data for required ADA reporting; verify excused and unexcused absences; process and verify student absence information from parents, teachers and others; issue admittance forms to students who are late or returning after an absence; issue off-campus passes according to established guidelines.

Administer first aid according to established procedures as needed; provide medications to the students according to physician instructions; prepare injury reports; contact parents as necessary.

Perform other activities in support of the assigned office including registering/transferring/withdrawing students, receiving and processing money for fees, sending, receiving and processing transcripts, maintaining sign in/out sheets, and assisting with students sent to the office. Participate in coordinating events such as graduation/promotion, special events, testing activities, and hearing, vision and scoliosis screenings.

Process lunch orders/counts according to established procedures; notify central kitchen of lunch counts.

Assist in monitoring the automated substitute system; check e-mails and voice mail and prepare daily substitute list; request substitutes as needed; greet and assist substitute teachers by providing keys, materials and pertinent information; receive and process timesheets, and assure proper job and account numbers.

Prepare materials for SARB, SART and other meetings; participate in the preparation of packets, agendas and the planning of meetings.

Input student attendance, emergency cards, health information and other data into assigned computer systems; maintain automated records; generate computerized lists and reports as requested.

Type letters, lists, memoranda, bulletins, reports, requisitions, flyers, forms or other materials from detailed or rough copy; compose routine correspondence; proofread completed typing assignments; assist in the maintenance of accurate and current student cumulative files; prepare and maintain logs, files and records; review and verify accuracy and completeness of various documents; prepare routine

reports as directed; verify and process forms and applications as needed.

Receive, sort and distribute mail; prepare and distribute informational packets and bulk mailings as directed.

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

Assist in monitoring inventory levels of office supplies; assist with ordering, receiving and maintaining inventory of office supplies.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Modern office practices, procedures and equipment.  
Telephone techniques and etiquette.  
Basic record-keeping and filing techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Operation of a computer and assigned software.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Basic first aid and CPR techniques.

ABILITY TO:

Perform a variety of general clerical duties in support of an assigned school office or program.  
Maintain accurate attendance records.  
Administer first aid and CPR as needed.  
Answer telephones and greet the public courteously.  
Learn school and program objectives, policies, procedures and goals.  
Type or input data with accuracy.  
Operate a variety of office equipment including a computer and assigned software.  
Understand and follow oral and written directions.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Receive, sort and distribute mail

**EDUCATION & EXPERIENCE REQUIREMENTS:**

Any combination of education and/or experience equivalent to: High school diploma or equivalent and two years general clerical experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid First Aid and CPR certificates issued by an authorized agency.

**WORKING CONDITIONS:**

ENVIRONMENT:  
Office environment.

PHYSICAL DEMANDS:

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

**SELECTION PROCESS:**

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

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

Exam #1: Written Exam- December 11, 2018

Exam #2: Oral Board - December 19, 2018

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.

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

Position #19-72  
SCHOOL OFFICE ASSISTANT  
MS

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

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# SAN LORENZO UNIFIED SCHOOL DISTRICT

## Personnel Commission

Regular Session of December 12, 2018

Item: 9 (a)  
Subject: First Reading: Merit Rule 4.5 (A)  
Prepared By: Randy Perez, Director of Classified Personnel  
Type of Item: Discussion and Action

### BACKGROUND INFORMATION:

Presently, Merit Rule 4.5 (A) states in part:

Whenever it is necessary to fill existing or anticipated vacancies in the service, or whenever an eligibility list in any class is about to be terminated in accordance with the provisions of the law and these rules, the Chief Personnel Officer may direct the holding of an examination to provide eligibles. At least 15 working days public notice of such examination shall be given.

The 15 working day posting requirement is often a hurdle, rather than an advantage, in filling certain vacant positions. Indeed, some recruitments require as much posting time as possible, but there are an equal, if not more, number of recruitments that will yield a suitable candidate pool with a shorter posting period. It would benefit the operations of the Personnel Commission Office if we had the discretion of deciding which position require a 15 day posting, and which positions do not.

Education Code section 45278 provides for a posting period less than 15 working days if a school district distributes monthly examination bulletins to all work locations. Education Code section 45278 states, "Subdivision (a) [which speaks to the 15 day posting requirement] does not apply to a school district that publishes and distributes to all work locations examination bulletins at least once each month..."

To allow for greater efficiency in the operations of the Personnel Commission and aid our efforts in filling vacancies more promptly, I propose the following amended language to Merit Rule 4.5

#### **4.5 Recruitment Bulletins** (45300, 45278)

Whenever it is necessary to fill existing or anticipated vacancies in the service, or whenever an eligibility list in any class is about to be terminated in accordance with the provisions of the law and these rules, the Director of Classified Personnel ~~Chief Personnel Officer~~ may direct the holding of an examination to provide eligibles. At least 15 working days public notice of such examinations shall be given. However, posting periods of less than 15 working days may be conducted at the discretion of the Director of Classified Personnel. The Personnel Commission Office will distribute examination bulletins to all work locations via electronic mail. It is the responsibility of the site to insure that all vacancy announcements are posted in an area where all employees have access.

Posting of transfer opportunities will be in accordance with the number of days specified in the collective bargaining agreement for the appropriate unit.

RECOMMENDATION:

I recommend that the Commission set a date to act on the proposed language for Merit Rule 4.5 (A).

**SAN LORENZO UNIFIED SCHOOL DISTRICT**

Personnel Commission

Regular Session of December 12, 2018

Item: 9 (b)  
Subject: Defining Merit Rule 4.10 (15)  
Prepared By: Randy Perez, Director of Classified Personnel  
Type of Item: Information and Action

**BACKGROUND INFORMATION:**

Merit Rule 4.10 (A) states that the, “Chief Personnel Officer may refuse to examine an applicant or after examination may withhold from certification from an eligibility list the name of an applicant for any of the following reason:” The merit rule then lists 15 possible reasons that an applicant can be refused examination or an eligible can be refused to be certified. Reason number 15 states, “Other reasons deemed sufficient by the Commission.”

One of the fundamental principles of the Merit System is to retain and promote staff who are qualified and who perform well. Classified employees should have every opportunity to advance their careers within the District. There are many advantages to developing a workforce through succession and promotion. Employee morale, institutional knowledge, workplace culture and operational continuity are all positively impacted through succession and promotion. However, in the same manner that promotion of a highly qualified classified employee can positively impact the workforce, the promotion of a poor performing classified employee can have a detrimental impact to the workforce.

As it is written, Merit Rule 4.10 (15) provides some discretion to the Commission in determining possible reasons to refuse examination of an applicant or certification of an eligible. However, because the Merit Rule provides this authority to the Personnel Commission, this item is on the agenda to discuss and define some of those reasons.

I’m requesting that you provide our staff with the following guidance in refusing examination of an applicant or certification of an eligible:

- If the applicant has a less than satisfactory professional employment reference
- If the applicant’s (internal) most recent performance evaluation (within 1 year) is less than satisfactory
- If the applicant (internal) is undergoing discipline (within 1 year) at the time of application

**RECOMMENDATION:**

I recommend that the Personnel Commission provide the guidance stated herein to Commission staff regarding the screening and certification of candidates.

**SAN LORENZO UNIFIED SCHOOL DISTRICT**

Personnel Commission

Regular Session of December 12, 2018

Item: 9 (c)  
Subject: Personnel Commission Chair and Vice-chair  
Prepared By: Randy Perez, Director of Classified Personnel  
Type of Item: Information and Action

**BACKGROUND INFORMATION:**

In accordance with Merit Rule 2.4, the Personnel Commission elects on an annual basis the Chair and Vice-chair for the subsequent calendar year. Presently, Commissioner Kingdon is the 2018 Commission Chair, and Commissioner Souza is the Commission Vice-chair. This agenda item is to elect the new Commission Chair and Vice-chair for calendar year 2019.

**RECOMMENDATION:**

I request a motion to nominate and appoint the 2019 Personnel Commission Chair and Vice-chair.