

GARDEN GROVE UNIFIED SCHOOL DISTRICT
Personnel Commission Meeting

Education Center - Fifth Floor Board Room
10331 Stanford Avenue, Garden Grove, CA
August 8, 2017 – 5:10 P.M.

AGENDA

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ADMINISTRATION AND POLICY**
 - 3.1 Director's Report
4. **MINUTES OF THE REGULAR MEETING OF JULY 5, 2017***
5. **AUDIENCE** – This is the public's opportunity to address the Commission on items not on the agenda. The public will have an opportunity for comment on agenda items as those items are discussed.
6. **CORRESPONDENCE AND COMMUNICATIONS**
 - ⇒ Classified Personnel Report – 07/18/17
7. **APPROVAL OF CLASSIFICATION ACTIONS***
 - 7.1 Classification Description Revision – Grounds Equipment Mechanic
 - 7.2 Classification Description Revision – Manager of Facilities
 - 7.3 Classification Description Revision and Salary Reallocation – Construction Maintenance Supervisor
 - 7.4 Classification Description Revision and Title Change – School Community Liaison Worker – Bilingual (Arabic, Korean, Spanish, Vietnamese)
 - 7.5 New Classification – Software and Applications Specialist
 - 7.6 Reclassification – Lead Computer Operations Technician and Production Control Specialist (Incumbents)
 - 7.7 New Positions – Intensive Behavioral Instruction Assistant (2 positions - Office of Special Education)
 - 7.8 New Position – Instructional Aide – Bilingual Spanish (Rancho Alamitos)
 - 7.9 New Positions – Instructional Aide – Bilingual Vietnamese (2 positions – Bolsa Grande, Rancho Alamitos)
8. **ORDERING OF EXAMINATIONS***
 - 8.1 Associate Personnel Analyst Open
 - 8.2 Lead Food Service Worker Open
9. **RATIFICATION OF ELIGIBILITY LISTS***
 - 9.1 Central/School Office Clerk II Promotional
 - 9.2 Intensive Behavioral Instruction Assistant Open
 - 9.3 Mechanical Maintenance Worker Open
10. **OTHER BUSINESS**
 - 10.1 Commissioners
 - 10.2 Next Personnel Commission Meeting
11. **ADJOURNMENT OF REGULAR MEETING**

***DENOTES ACTION TO BE TAKEN**

Personnel Commission Meeting packets are available for public viewing on the Garden Grove Unified School District website www.ggusd.us (Departments/Personnel Services/Personnel Commission Meeting Agendas).

Persons with a disability who require a disability-related accommodation or modification, including auxiliary aids and services, in order to participate in a personnel commission meeting, shall contact the Office of Personnel Services by noon on the Monday before the scheduled meeting. Requests shall be made by calling (714) 663-6368 or by fax to (714) 663-6500.

GARDEN GROVE UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING
10331 Stanford Avenue
Garden Grove, CA

MINUTES

of the Meeting of
July 5, 2017

CALL TO ORDER

Commissioner Tortolano called the meeting of July 5, 2017 to order at 5:10 p.m. Director Seymour led the audience in the Pledge of Allegiance.

COMMISSIONERS PRESENT

Ms. Bernice Flatebo
Mr. Jim Franks
Ms. Marilyn Tortolano

STAFF MEMBERS PRESENT

Mr. Pat Collison
Ms. Suzy Seymour
Ms. Jenni Smith

ADMINISTRATION AND POLICY

3.1 Director's Report

Director Seymour stated that Supervising Personnel Analyst Ceja recently gave birth to a healthy boy, Roman Elias. Supervising Analyst Ceja is expected to return to work in August. Director Seymour stated that Associate Personnel Analyst Henderson was recently offered an Analyst position with the Los Angeles County Office of Education (LACOE). It is not yet known when Mr. Henderson will be starting with LACOE but it is anticipated he will remain with the district for a few more weeks. Director Seymour will email the commissioners to update them on the status of Mr. Henderson's departure, for which a recruitment will then need to be run to backfill his position.

Director Seymour stated that she has worked with staff members Teresa Freenor and Maribel Cantoran to review Working Out of Class and Temporary Additional Assignments data. Current data indicates that the number of Working Out of Class assignments are minimal. Most of the long term Working Out of Class assignments were in the Maintenance Department which were to cover employees who were out on medical leaves. Department supervisors have been doing a wonderful job of rotating employees in vacant positions. However, there were a lot more temporary additional assignments. Temporary additional assignments are those which part-time employees work in addition to their regular assignment. This would occur if someone is out on a medical leave, or there is a vacancy, and another employee in the same classification is able to work the additional hours in addition to their normal part-time work day. Director Seymour will continue to monitor Working Out of Class and Temporary Additional Assignments reports to ensure that assignments are rotated.

Director Seymour stated that CSEA President Leon is out ill but employee Cathrin Sargent is in attendance at this meeting to fill in for him.

APPROVAL OF MINUTES

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the minutes of the June 7, 2017 Personnel Commission meeting. The motion passed 3-0.

AUDIENCE

The audience was given the opportunity to discuss items not on the agenda. Ms. Sargent stated that CSEA negotiations have concluded and a tentative agreement has been reached. Director Seymour stated that in accordance with CSEA procedures, CSEA must post the tentative agreement for a specified time period in advance of holding a ratification vote by members. CSEA and Supervisory Units are scheduled to hold ratification voting in September.

Commissioner Tortolano inquired as to whether the negotiated salary increase would be retroactive to July 1, 2017 or July 1, 2016.

Director Seymour stated that the salary increase would be retroactive to July 1, 2016 since the 2016/2017 school year was the fiscal year being bargained. Director Seymour stated that negotiations for the 2017/2018 school year are scheduled to begin in October 2017 since bargaining is not conducted during the summer recess period.

Commissioner Tortolano stated that ideally negotiations will not take as long for the 2017/2018 school year as they did for 2016/2017. Director Seymour stated that it is also her desire to get back on track to conclude negotiations sooner rather than later in the school year.

CORRESPONDENCE AND COMMUNICATIONS

- Classified Personnel Report – 06/06/17
- Classified Personnel Report – 06/27/17

Commissioner Flatebo inquired on what an employee contractor does being that there was one listed on each of the Classified Personnel Reports.

Director Seymour stated that an employee contractor is someone the district hires to perform work that we typically don't have a classified classification for, that requires a unique set of skills or that is performing a service that we can't find any other way. One of the employee contractors listed is a retired Lead Credentials Technician who has specific knowledge on California credentialing laws as they apply to teachers, which is an uncommon set of skills that would not be easily found otherwise. Other examples of employee contractors include a sign language specialist, marching band instructor and piano accompanist. Employee contractors often have sporadic hours and have a specified start and end date.

Commissioner Flatebo stated that it appears that employee contractors are temporary employees on the district payroll and get paid on an hourly basis. Director Seymour confirmed Commissioner Flatebo's statement and added that the district also employs independent contractors, who are paid for working on a specific project or body of work.

APPROVAL OF CLASSIFICATION ACTIONS

- 7.1 New Classification – Instructional Aide – Bilingual Arabic
- 7.2 New Classification – School Community Liaison Worker – Bilingual Arabic
- 7.3 New Position – School Testing Assistant – (Monroe)
- 7.4 New Position – Translator/Interpreter – Bilingual Vietnamese (Assessment and Registration Center)

Commissioner Franks inquired as to whether the area near Hill Elementary is where a more prevalent population from Arabic countries resides.

Director Seymour stated that yes, the area surrounding Hill Elementary has a concentration of residents from Arabic countries, in large part due to the mosque located near the school. The new instructional Aide position is needed at La Quinta High School and the School Community Liaison Workers are needed for Carillo Elementary School and two other schools. The School Community Liaison Workers will be centrally located at the district office and will be sent out to schools as needed. None of our schools have a great enough need or funding to have a School Community Liaison – Bilingual Arabic assigned to a school.

Commissioner Franks commented on the challenges that may arise in testing for Arabic speaking positions due to the various dialects. Director Seymour stated that Coordinator of the Assessment and Registration Center, Jay Heck, knows of a few district employees who speak Arabic and will be gathering information from them on the different Arabic dialects. In addition, Assistant Director Smith will be contacting surrounding school districts to gather information on the services they provide or have provided using the Arabic language.

Commissioner Tortolano inquired as to how many new Arabic-speaking positions will be needed and whether the positions will be full-time. Director Seymour stated at this time the district is in need of two School Community Liaison Workers and one Instructional Aide. All of these positions will be part-time as is the case with most other district School Community Liaison Workers and Instructional Aides.

Director Seymour stated that the job descriptions being presented have not changed and adding the language designation is the only revision needed at this time. The Commissioners are being asked to approve the creation of the new classification and the establishment of these positions (even though the creation of the new positions was not listed on this agenda). Assistant Director Smith continues to work on the comprehensive School Community Liaison Worker classification study. Once she has concluded the study any job description updates will be brought for approval and will include all languages.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the new positions as listed above, effective July 5, 2017. The motion passed 3-0.

ORDERING OF EXAMINATIONS

- | | | |
|-----|--|------|
| 8.1 | Central/School Office Clerk I | Open |
| 8.2 | Instructional Aide – Bilingual Spanish | Open |

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the ordering of the examinations as listed above and the ratification of the resulting eligibility lists. The motion passed 3-0.

RATIFICATION OF ELIGIBILITY LISTS

- | | | |
|-----|---|-------------|
| 9.1 | Buyer | Open |
| 9.2 | Clerical Specialist I | Open |
| 9.3 | Cook/Baker | Promotional |
| 9.4 | Elementary/Intermediate School Secretary | Open |
| 9.5 | Instructional Aide II – Special Education | Open |
| 9.6 | Manager, Maintenance & Operations | Open |
| 9.7 | Network Analyst | Open |
| 9.8 | Testing Clerk – Bilingual Spanish | Open |
| 9.9 | Testing Clerk – Bilingual Vietnamese | Open |

Commissioner Franks inquired as to the possibility of also needing to have an Arabic-speaking Testing Clerk in the future. Director Seymour stated that Arabic-speaking Testing Clerks are not anticipated at this time. In terms of testing, current practices include districts assisting each other and pooling their resources. However, if the need to use an Arabic-speaking Testing Clerk becomes an ongoing one then it may become necessary to add this classification as well.

Commissioner Franks commented on the number of languages spoken district-wide which he estimates to be around seventy. Director Seymour's estimate is that the number of languages is between sixty and seventy.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to ratify the eligibility lists as listed above, effective July 5, 2017. The motion passed 3-0.

OTHER BUSINESS

- 10.1 Commissioners

Commissioner Franks commented on the prior evening's fourth of July celebrations and hoped everyone had a great holiday.

- 10.2 New Personnel Commission Meeting

The date of the next regular meeting of the Personnel Commission will be Tuesday, August 8, 2017 at 5:10 p.m. in the 5th floor Board Room of the Education Center.

ADJOURNMENT

The meeting was adjourned at 5:29 p.m.

Accepted by: Marilyn Tortolano, Chairperson

Minutes Recorded by: M. Cantoran

AGENDA ITEM #6: CORRESPONDENCE AND COMMUNICATIONS

CORRESPONDENCE AND COMMUNICATIONS

⇒ Classified Personnel Report – 07/18/17

Report No. 07/18/17-2
Action Taken ✓
As Recommended ✓
With Revisions _____
With Addendum _____

GARDEN GROVE UNIFIED SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA

7. PERSONNEL

Agenda Item 7-B: Approval of Classified Personnel Report
Report No. 07/18/17-2

EMPLOY

Regular
Reinstate/Reemploy
Substitutes
Temporary

LEAVES

Requests

RESIGNATIONS/RETIREMENTS

Resignations
Retirements

CHANGE IN ASSIGNMENT

Promotions
Working Out of Class

MISCELLANEOUS

Deceased
Disciplines
Other
Probationary Release
Separation

It is recommended that the Board approve actions as listed in Board Report No. 07/18/17-2.

On motion of Trustee Harden, seconded by Trustee Dina Nguyen, and
Unanimously Carried the Board of Education approved actions relating to
classified personnel, as recommended in Report No. 07/18/17-2.

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

7/18/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
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EMPLOY

Regular

Arana, Gabriel	Bus Driver	26/1	\$3,409.88	Transportation		06/13/17
Contreras Salcedo, Victor	Testing Clerk-Bilingual Spanish	21/1	\$19.88	A.R.C.		06/27/17
Cruz, Alexis	Custodian - Swing	25/1	\$3,802.00	Enders		06/20/17
Escoto, Joseph F	Custodian - Swing	25/1	\$21.94	Ralston		06/12/17
Gonzalez Franco, Eduardo	Bus Driver	26/1	\$3,409.88	Transportation		06/12/17
Masters, Steven L	Mechanic's Helper	31/1	\$4,409.00	Transportation		06/26/17
Morales, Blanca N	Health Assistant	18/2	\$19.39	Faylane		06/16/17
Orozco De Hdz., Evelia	Custodian - Swing	25/1	\$21.94	McGarvin		06/08/17
Peralta Terrones, Santa H	Food Service Worker I	13/2	\$17.13	La Quinta		05/31/17
Tu, Vicky V	Sch-Comm Liaison Wkr-Bil Viet	21/1	\$19.88	Peters K-3		08/30/17

Reinstate/Reemploy

Ingalls, Jane K	Technology Assistant	18/5	\$22.48	Wakeham		06/16/17
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Substitutes

Blackwood, Courtney D	Sub Clerk		\$15.44	Varies		07/01/17
Dinh, Jennifer H	Sub Noon Duty Supervisor		\$13.09	Peters 4-6		06/14/17
Gonzalez, Rosa M	Sub Noon Duty Supervisor		\$13.09	Gilbert		05/15/17
Gonzalez-Silva, Mireya	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		06/12/17
Mendoza, Desiree	Sub Noon Duty Supervisor		\$13.09	Marshall		05/24/17
Ngo, Jacklyn M	Sub Noon Duty Supervisor		\$13.09	Simmons		06/06/17
Serrano, Juan D	Sub Custodian		\$17.91	Varies		06/16/17
Silva, Christina V	Sub Noon Duty Supervisor		\$13.09	Evans		08/30/17
Valenzuela, Crystal V	Sub Noon Duty Supervisor		\$13.09	Peters K-3		06/15/17

Temporary

Adling, Bailey A	Tutor		\$14.00	K-12 Educational Services		07/01/17
Arreola, Steve B	Lead Stage Technician		\$24.21	Garden Grove	From Auditorium Attendant	07/01/17
Baltazar, Samantha	Tutor		\$14.00	K-12 Educational Services		07/01/17
Briones, Yesenia	Tutor		\$14.00	K-12 Educational Services		07/01/17

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

7/18/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Canova, Genesis G	Tutor		\$14.00	K-12 Educational Services		07/01/17
Capistran, Guadalupe	Tutor		\$14.00	K-12 Educational Services		07/01/17
Cardenas, Benjamin	Student Worker		\$10.50	Santiago		06/20/17
Dao, Boa-Han D	Tutor		\$14.00	K-12 Educational Services		07/01/17
De La Torre, Emmanuel	Tutor		\$14.00	K-12 Educational Services		07/01/17
Diep, Duyen	Tutor		\$14.00	K-12 Educational Services		07/01/17
Diep, Henry	Tutor		\$14.00	K-12 Educational Services		07/01/17
Do, Thien P	Tutor		\$14.00	K-12 Educational Services		07/01/17
Elizarraras-Trejo, Thalia	Tutor		\$14.00	K-12 Educational Services		07/01/17
Farias, Andrea	Tutor		\$14.00	K-12 Educational Services		07/01/17
Gomez, Kimberly Y	Tutor		\$14.00	K-12 Educational Services		07/01/17
Gonzalez, Elisa	Sch-Comm Liaison Wkr-Bil Span	21/5	\$24.82	Simmons	Temporary additional assignment	05/17/17
Gonzalez, Rosa M	Health Assistant	18/5	\$23.62	Zeyen	Temporary additional assignment	05/09/17
Ibarra, Janet	Tutor		\$14.00	K-12 Educational Services		07/01/17
Kaur, Jimeet	Food Service Worker I	13/3	\$18.01	Zeyen	Temporary additional assignment	06/08/17
Loza, Vincent	Tutor		\$14.00	K-12 Educational Services		07/01/17
Pham, Kathy	Food Service Worker I	13/5	\$20.88	Parkview	Temporary additional assignment	05/26/17
Reyes, Dennia	Tutor		\$14.00	K-12 Educational Services		07/01/17
Roach, Eugene H	Auditorium Attendant		\$23.62	Garden Grove		07/01/17
Ruiz Cervantez, Helen	Tutor		\$14.00	K-12 Educational Services		07/01/17
Salazar, Leslie	Tutor		\$14.00	K-12 Educational Services		07/01/17
Sigala, Alyssa R	Tutor		\$14.00	K-12 Educational Services		07/01/17
Soriano, Anival	Student Worker - College		\$13.00	K-12 Educational Services		07/01/17
Soriano, Anival	Tutor		\$14.00	K-12 Educational Services		07/01/17
Tejeda, Leticia O	Tutor		\$14.00	K-12 Educational Services		07/01/17
Thac, Kim K	Tutor		\$14.00	K-12 Educational Services		07/01/17
Torres, Lenin	Tutor		\$14.00	K-12 Educational Services		07/01/17
Tran, Rachel T	Tutor		\$14.00	K-12 Educational Services		07/01/17
Tran, Trang T	Tutor		\$14.00	K-12 Educational Services		07/01/17
Trujillo, Omar	Tutor		\$14.00	K-12 Educational Services		07/01/17
Tu, Alexander L	Tutor		\$14.00	K-12 Educational Services		07/01/17
Villaverde, Jessie M	Student Worker		\$13.00	K-12 Educational Services		07/01/17

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

7/18/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
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Villaverde, Jessie M	Tutor		\$14.00	K-12 Educational Services		07/01/17
Vo, Anh-Thu N	Tutor		\$14.00	K-12 Educational Services		07/01/17
Welle, Kenneth A	Auditorium Attendant		\$22.48	Garden Grove		07/01/17

LEAVES

Requests

Arnwine, Johnpaul	Campus Safety Assistant			Los Amigos	Extend paid medical leave	06/21/17	08/30/17
Hart, Syreeta	Instructional Aide II - Special Ed.			Rancho Alamitos	Extend paid medical leave	06/14/17	06/20/17
Vieyra, Tania	Instructional Aide II - Special Ed.			Carver ECEC	Extend paid medical leave	06/17/17	08/30/17
Yago, Karlsten P	Intensive Behavioral Instr. Asst.			Special Education	Extend paid medical leave	06/16/17	09/01/17

RESIGNATIONS/RETIREMENTS

Resignations

Barber, Ashley E	Intensive Behavioral Instr. Asst.			Special Education		07/29/17	
Do, Phuoc T	Sch-Comm Liaison Wkr-Bil Viet			Carver ECEC		06/20/17	
Eraseren, Oghenevo	Instructional Aide II - Special Ed.			Alamitos		07/28/17	
Isassi-Ramirez, Sandra	Sch-Comm Liaison Wkr-Bil Span			Faylane		06/20/17	
Lopez, Alejandra	Special Education Assistant			Jordan ATP		06/20/17	
Martinez, Daniel	Food Service Worker I			Santiago		06/20/17	
Murillo, Juan	Campus Safety Assistant			La Quinta		06/20/17	
Nguyen, Tommy-Vien	Accounting Technician I			Business Office		06/26/17	
Nichols, Virginia	Lead Food Service Worker			Anthony		06/20/17	
O'Brien, Gloria A	Sch-Comm Liaison Wkr-Bil Span			Fitz		06/20/17	
Snapp, Kevin M	Campus Safety Assistant			Bolsa Grande		06/20/17	
Vice, Teri L	Instructional Aide II - Special Ed.			Ralston		06/20/17	
Viveros, Jasaan	Food Service Worker I			Rancho Alamitos		06/20/17	
Wilson, Ashley	Instructional Aide II - Special Ed.			Hill		07/28/17	

Retirements

Carrillo, Guadalupe	Instructional Aide			Violette		06/20/17	
Clayton, Mary Ann	School Office Clerk II			Fitz		06/26/17	
Ehrencron, Maria	Food Service Worker II			Garden Grove		06/16/17	

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

7/18/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
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Huynh, To	Custodian			Enders		06/20/17
Lindholm, Kathleen L	School Office Clerk I			Garden Grove		06/21/17

CHANGE IN ASSIGNMENT

Promotions

Macias, Diana	School Office Clerk II	23/2	\$3,802.00	Alamitos	From School Office Clerk I	08/17/17
Phan, Callista H	Testing Clerk - Bilingual Viet	21/1	\$19.88	A.R.C.	From Instructional Aide - Bilingual Vietnamese	06/27/17

Working Out of Class

Camacho D'Elias, Maria	Cook-Baker	21/2	\$21.94	La Quinta	From Food Service Worker I	05/01/17
Do, Tran T	Lead Food Service Worker	17/4	\$22.48	Allen	From Food Service Worker I	05/26/17
Esparza, Brenda E	Lead Food Service Worker	17/2	\$18.92	Parkview	From Food Service Worker I	06/08/17
Sandoval-Lopez, Rebecca	Cook-Baker	21/2	\$20.88	Bell	From Food Service Worker I	06/01/17
Tran, Minh N	Breakfast Worker	16/5	\$21.94	Murdy	From Food Service Worker I	05/26/17
Valencia, Edgardo G	Bus/Truck Shop Supervisor	46/2	\$6,939.00	Transportation	From Bus/Truck Mechanic	04/26/17
Willson, Kent T	Stock Clerk II	28/5	\$5,113.00	Warehouse	From Delivery Truck Driver	05/16/17

MISCELLANEOUS

Deceased

Bradley, Alexander J	Intensive Behavioral Instr. Asst.			Special Education		06/19/17
Cackowski, Carolyn S	Health Assistant			Zeyen		07/04/17
Ishii, Karen K	School Office Clerk I			Garden Grove		07/06/17

Disciplines

1273	Head Custodian I			District Maintenance Center	Three (3) day unpaid suspension	07/11/17	07/13/17
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Other

Nguyen, Dina	Board Member			District Education Center	Verification of illness and consequent absence from the Board meeting of 06/27/17 and authorization to pay compensation for that meeting pursuant to Education Code Section 35120(c).	06/27/17
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Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

7/18/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
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Probationary Release

Gomez, Ricardo	Custodian - Swing			Fitz		06/20/17
Hart, Syreeta	Instructional Aide II - Special Ed.			Rancho Alamitos		06/20/17

Separation

Acosta, Maria	Sch-Comm Liaison Wkr-Bil Span			Stanford	Exhaustion of all paid leaves	06/13/17
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AGENDA ITEM #7.1: CLASSIFICATION DESCRIPTION REVISION – GROUNDS EQUIPMENT MECHANIC

BACKGROUND

In anticipation of filling a vacancy, Assistant Director Smith worked with the Grounds Maintenance Supervisor and the current Grounds Equipment Mechanic to review the classification description.

FINDINGS AND CONCLUSIONS

After reviewing the classification description with the Grounds Maintenance Supervisor and the Grounds Equipment Mechanic incumbent, Assistant Director Smith determined that some revisions were necessary. A few of the essential duty, knowledge, and abilities statements were updated to include current equipment. The biggest change was to the Education and Experience section. The two years of experience in general grounds equipment repair and maintenance was broadened to include experience with the maintenance and repair of combustion engines. However, candidates still need to have some experience with the maintenance and repair of gasoline powered grounds equipment. This change will help internal candidates qualify for the position while still being an appropriate requirement for external candidates should the recruitment be opened to the public. Assistant Director Smith met with the Director of Maintenance, Operations, and Transportation, the Manager of Maintenance and Operations, and the Grounds Maintenance Supervisor to discuss this change to the minimum requirements and everyone agreed that it was appropriate for the classification.

The classification description for Grounds Equipment Mechanic with the proposed revisions is attached to this document.

Recommendation:

It is recommended that the Personnel Commission approve the revised classification description for Grounds Equipment Mechanic, effective August 08, 2017.

GROUNDS EQUIPMENT MECHANIC

JOB SUMMARY

Under direction, maintains and repairs gasoline powered grounds maintenance equipment; repairs and maintains power and manual grounds equipment; and performs related work as required.

ESSENTIAL DUTIES

- Repairs and maintains ~~adjusts~~ ~~golf cart brakes and other parts~~, push and riding mowers, yard vacuums, root cutters, stump grinders, tree chipper; trenchers, tractors, backhoe, edgers, backpack blowers, hedge trimmers, sweepers, and other equipment as needed, ~~and repairs tires~~.
- Repairs and replaces tires.
- Performs major diagnostic and repair work on low horsepower gasoline engines, including ~~grinding valves~~, hydraulic hoses, installing new rings, rebuilding clutches, cleaning and overhauling carburetors, and replacing bearings.
- Repairs hydrostatic and gear-driven transmissions.
- Changes seals and hoses on hydraulic pumps.
- Performs tune-ups, including replacing parts, and adjusting carburetors, and timing cleaning fuel injectors.
- Changes oil and filters.
- Sharpens mower blades, root and stump grinder teeth, power hedge clippers, and chain saws.
- Maintains stock; orders and picks up replacement parts.
- Cleans, adjusts, and replaces worn parts on equipment.
- Performs minor welding and fabricating to repair broken parts or to modify equipment for special uses.
- Operates machine shop equipment such as a drill press, lathe, arc welder, cutting torch, surface grinder, sharpening and grinding equipment, and hand tools.
- Sharpens and repairs hand gardening tools.
- Advises and demonstrates proper techniques for operation, servicing, and use of grounds equipment to grounds workers.
- Maintains maintenance records and records of repairs performed.
- Drives heavy grounds equipment and pickup truck and trailer to transport broken and repaired equipment and parts.

EMPLOYMENT STANDARDS

Education and Experience: High school graduation or equivalent and any combination equivalent to two years of experience in the general grounds equipment repair and maintenance of combustion engines ~~experience~~, including some experience in the maintenance and/or repair of gasoline powered grounds equipment. ~~Experience in adjusting and repairing brakes on golf carts is desirable.~~

KNOWLEDGE AND ABILITIES

Knowledge of:

- Repair and maintenance of two and four cycle engines.
- Repair and maintenance of hydraulic systems.
- Appropriate safety precautions when working with electric motors. ~~and in close proximity to children.~~
- Appropriate safety precautions when working in close proximity to children.

Ability to:

- Operate machine shop equipment, such as a drill press, arc welder, cutting torch, lathe, surface grinders, and hand tools.
- Perform general mechanical repair and maintenance work on a variety of grounds and gardening equipment.
- Read and understand electric wiring diagrams and to repair electrical wiring systems.
- Perform moderate and heavy manual labor.
- Follow oral and written instructions.
- Read and write English at a level required for successful job performance.
- Work cooperatively with others.
- Lead the work of others.
- Keep simple work records.

LICENSE: Must possess and maintain a valid Class C California Driver License and remain insurable at the standard insurance market rate.

WORKING CONDITIONS: Works in both shop and field environments, performs moderate to heavy labor on an intermittent basis. There is significant standing with intermittent sitting and walking and lifting of up to 50 pounds.

AGENDA ITEM #7.2: CLASSIFICATION DESCRIPTION REVISION – MANAGER OF FACILITIES

BACKGROUND

In anticipation of filling a vacancy in the Facilities Department for Manager of Facilities, Assistant Director Smith worked with the Assistant Superintendent of Business Services, Director of Facilities, and Managers of Facilities to review the classification description.

FINDINGS AND CONCLUSIONS

After reviewing the classification description, Assistant Director Smith determined that some revisions were necessary. A few of the essential duty statements were updated to add more detail. The biggest change was to the Education and Experience section. The experience required was lowered from four years to three years of experience and the field of expertise was expanded to include the planning and construction backgrounds since many candidates will have experience in one or the other, but usually not both. The reason the years of experience was lowered is because many Facilities bonds have sold which has created many job openings. Other agencies may be paying more than we are for the Manager of Facilities positions, so the Facilities Department is willing to train someone with less experience.

The classification description for Manager of Facilities with the proposed revisions is attached to this document.

Recommendation:

It is recommended that the Personnel Commission approve the revised classification description for Manager of Facilities, effective August 08, 2017.

MANAGER OF FACILITIES

JOB SUMMARY

Under general direction, plans, organizes, coordinates and manages the activities for construction of school facilities; acts as liaison between the district, school site administrators, architects, and contractors to assure authorized projects are accomplished in accordance with approved policies and procedures; and performs other related work as assigned.

ESSENTIAL DUTIES

- Plans, organizes, directs and controls all or part of school construction projects from concept through design and construction to close-out of the project contracts.
- Reviews designs, plans, and estimates specifications and submittals for completeness and conformance with district standards, district direction, and contract documents.
- Develops and updates Facilities Educational Specifications and Materials Standards.
- Assists with the preparation of responses to and defenses of construction claims and litigation.
- Prepares and updates contract agreements to ensure they are current and pertinent for varied types of projects.
- Prepares and monitors project and operating budgets, including support for obtaining funding.
- Coordinates construction activities by making onsite inspections of work to ensure that projects conform to established schedules and approved policies and procedures; investigates and approves requests for construction modifications and time extensions.
- Participates in all preconstruction activities; coordinates constructability reviews; assists in the development of construction phasing and scheduling; oversees the procurement and installation of interim housing units; assists in bidding process, job walks, analysis of bids before final contracts are awarded and pre-construction conferences.
- Oversees all site moves required to accommodate construction activities.
- Ensures that contractors and construction managers are maintaining safe work sites and practices and that the needs of the students, teachers and administrative staff at the school sites are being protected.
- Provides project coordination and management support to the Facilities Department.
- Prequalifies, interviews, hires, and supervises consultants.
- Communicates with employees, consultants and representatives of public agencies regarding planning requirements, schedules, job walks, and issues.
- Meets with site administrators and staff to coordinate activities and special projects, and to resolve issues and conflicts, and communicate the scope and schedules for projects.
- Prepares Request for Proposals (RFP) and Request for Qualifications (RFQ) and makes recommendations for professional services contracts.
- Operates a computer and assigned software to track budget, input data and develop reports and schedules.
- Interprets and applies California Environmental Quality Act and State Department of Education guidelines.
- Conducts site visits to inspect work in progress; assures compliance with plans, contract provisions and building codes and regulations.
- Assists administrators in other departments in planning organizing, coordinating, and scheduling special projects.
- Attends and represents the District in a variety of meetings, conferences and governmental hearings related to assigned activities; prepares and delivers oral presentations as requested.

EMPLOYMENT STANDARDS

Education and Experience: Graduation from high school or equivalent and four three years of experience in California educational facilities planning and or school facilities construction, two years of which must have been in a supervisory capacity, is required. A Bachelor's Degree in Engineering, Architecture, Construction Management, Business, Finance, or Project Management is desired.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Current regulations, methods, materials, costs, and equipment used in the various building construction.
- Principles and practices of managing large, complex construction and repair programs from project inception to completion.
- Applicable Federal, State and local laws, codes and regulations as it relates to construction of facilities.
- School district organization, operations, policies and objectives.
- School facilities funding sources and funding application procedures.
- Characteristics and cost of various methods of construction, architectural features, and building design.
- Regulations and enforcement methods of the labor Compliance Program.

- Health and safety measures and precautions.
- Safety laws and regulations as it relates to construction.
- Legal requirements for public bidding specifications.
- Research techniques and procedures.
- Spreadsheets, project management and planning software to produce charts, graphs and tables.
- Public speaking techniques.
- Record-keeping and report preparation techniques.
- Operation of a computer and assigned software.
- Construction scheduling and estimating.
- Architectural drawings and various plans.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Perform a wide variety of complex and technical duties related to the district's facilities planning.
- Schedule and direct the work of others.
- Prepare, review and interpret budget reports.
- Read, interpret, and work from drawings, blueprints, and schematics.
- Estimate materials and labor costs.
- Establish and maintain safe working conditions.
- Create and maintain computerized records and prepare oral and written reports.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective relationships with others.
- Resolve conflicts and competing priorities.
- Operate a computer and assigned software.
- Learn school district organization, operations, policies and objectives.
- Analyze situations accurately and adopt an effective course of action.
- Learn to utilize GIS and CADD systems or other software typically used in facilities work.
- Develop and analyze computerized project schedules.
- Prepare and deliver oral presentations.

LICENSE: Must possess and maintain a valid Class C California Driver License and remain insurable at the standard insurance market rate.

PHYSICAL DEMANDS: Hearing and speaking to exchange a variety of information; depth perception, color vision/distinguishing shades, seeing small detail; sitting and reaching overhead; using fingers repetitively and using both hands simultaneously; standing and walking for extended periods of time; sufficient agility to move in and around building constructions in progress which may include bending, kneeling, crouching, stooping, and climbing stairs, ramps, and ladders; walking over rough and uneven surfaces; may lift, carry push or pull moderately heavy objects weighing up to 50 pounds without assistance.

WORKING CONDITIONS: Works in office and school environments throughout the District; drives to various work and construction sites; exposure to dust, fumes, and minor contagious illnesses; exposure to loud noise from equipment operation on job site observations; direct contact with the public and District staff; works independently without a lot of guidance from supervisor; high volume of work and tight deadlines; and continuously changing priorities with continuous interruptions.

ADOPTED BY THE PERSONNEL COMMISSION: 06/2014
Revised: 02/11/15

AGENDA ITEM #7.3: CLASSIFICATION DESCRIPTION REVISION & SALARY REALLOCATION – CONSTRUCTION MAINTENANCE SUPERVISOR

BACKGROUND

In 2002 the staff conducted a comprehensive salary study of the supervisory classifications. At that time, staff recommended that most of the maintenance and operations supervisors be placed on salary range 42 and salary range 46. The Construction Maintenance Supervisor was allocated to salary range 42. The issue of whether this salary placement is still appropriate has been brought up a few times over the last few years by both management and the supervisory unit. The position is vacant and staff has been asked to review the current salary range placement and classification description prior to conducting a recruitment.

FINDINGS AND CONCLUSIONS

The reasoning for the Construction Maintenance Supervisor being placed on salary range 42 was that the maintenance and operations supervisors who were placed on salary range 46 either supervised a large number of employees (grounds) or supervised trades (structural, mechanical, paint). Since the construction crew was made up of general maintenance workers and the department didn't have as many workers as the grounds department, the Construction Maintenance Supervisor was placed on salary range 42 along with the Custodial Operations Supervisor and Sprinkler Repair Supervisor.

Changes have taken place over the last few years which make the previous rationale obsolete:

- The person in this position supervises a crew of general maintenance workers who are carrying out trades-level work in concrete and asphalt that requires technical knowledge. The concrete and asphalt work has increased and classification studies have shown that the crew is no longer working at a general maintenance worker level. The person in this position also supervises a journey-level welder, as well as fencing and playground construction.
- The Sprinkler Repair Supervisor was folded into the Grounds Maintenance Supervisor classification in 2013. Recently, when the classification split into two supervisors, the supervisor over the sprinkler and grounds equipment operators remained at a range 46.

Staff recommends that the Construction Maintenance Supervisor be reallocated to salary range 46. Also, based on meetings with the Director of Maintenance, Operations, and Transportation, the Assistant Director of Maintenance and Operations, and the Manager of Maintenance and Operations (who was the previous incumbent), staff recommends minor classification description updates, as shown on the attached classification description.

Recommendations:

1. It is recommended that the Personnel Commission approve the classification description revisions for Construction Maintenance Supervisor, effective August 08, 2017.
2. It is recommended that the Personnel Commission approve the salary reallocation of the Construction Maintenance Supervisor from salary range 42 to salary range 46, effective August 08, 2017.

CONSTRUCTION MAINTENANCE SUPERVISOR

JOB SUMMARY

Under direction, plans and supervises the work of employees performing a variety of skilled maintenance, construction and repair work; and performs related work as required.

ESSENTIAL DUTIES

- Plans, schedules, assigns, supervises, and inspects work involving concrete, asphalt, welding, rubber matting, signs, fencing, and playground equipment repair.
- Supervises, trains, and evaluates employees performing skilled maintenance, construction and repair work.
- Develops work schedules based on needs and changing priorities.
- Works from plans and develops specifications for putting jobs to bid.
- Writes orders for materials, identifies sources for materials and supplies; and calls vendors for prices.
- Estimates material needs and places orders.
- Uses a computer to initiate and close out work orders, as well as create and maintain work records.
- Draws and reads blueprints.
- Establishes and maintains computerized work records.
- Conducts monthly safety meetings and ensures that health and safety precautions are observed.

EMPLOYMENT STANDARDS

Education and Experience: High school graduation or equivalent and any combination equivalent to three years of experience in the building or construction trades including ~~or supplemented by~~ some experience in a lead or supervisory capacity.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Standard practices, methods, materials, and equipment used in one of the above trades, including the handling and disposal of hazardous materials and waste.
- Computer usage, including file management and knowledge of Microsoft operating systems, including Excel and Outlook. e-mail
- Safety practices and procedures.

Ability to:

- Use required tools and equipment skillfully and safely.
- Draw and work from sketches and blueprints.
- Estimate quantities of materials needed for jobs.
- Plan, schedule, train, coordinate, supervise, and evaluate the work of others.
- Operate a computer to create and maintain computerized work records and prepare reports.
- Establish and maintain effective working relationships with employees, vendors, and other public agencies.
- Communicate effectively orally and in writing.
- Establish, maintain and oversee department operating budgets

LICENSE: Must possess and maintain a valid Class C California Driver License and remain insurable at the standard insurance market rate.

PHYSICAL DEMANDS/WORKING CONDITIONS: Works in office, shop, school, and outdoor environments; drives to various district and other local sites. May occasionally operate a variety of power tools, equipment, and lift a bag of cement weighing 60 pounds without assistance in the process of training others.

AGENDA ITEM #7.4: CLASSIFICATION DESCRIPTION REVISION AND TITLE CHANGE – SCHOOL-COMMUNITY LIAISON WORKER – BILINGUAL (ARABIC, KOREAN, SPANISH, VIETNAMESE)

BACKGROUND

Assistant Director Smith conducted a year-long classification study on the School-Community Liaison Worker classification in order to analyze how the classification has changed, what duties, knowledge, and abilities are necessary for these types of positions, and to assess the needs of the school sites who hire them. She met with preK-12 principals, the Executive Director of K-12 Services, the community outreach coordinator, and School-Community Liaison Worker incumbents to review the classification and the needs of the district.

FINDINGS AND CONCLUSIONS

Assistant Director Smith conducted focus groups with principals and incumbents. All participants reported that the classification description needed to be revised in order to more accurately capture the duties, knowledge, and abilities of the classification. After all of the focus group meetings, Assistant Director Smith also met with the Executive Director of K-12 services and the community outreach coordinator to review the proposed classification description revisions.

The three most significant areas of change are with written translations, oral interpretations, and presenting parent education programs. The incumbents are required to provide written translations for flyers, newsletters, emails, and any other written communications from staff and administrators. They are also required to provide oral interpretation for a variety of meetings such as parent-teacher conferences, IEP meetings, student discipline meetings, and any other meetings as assigned. They also present parent education programs on a variety of topics. These duties were added to the Essential Duties section and corresponding statements were added to the Knowledge and Abilities section.

The education requirement was revised to include some college-level courses due to the level of written translations, oral interpretations, and presentations they implement. The experience requirement was revised from one year of experience to some experience working with community service organizations due to the fact that it is difficult for applicants to quantify community service experience to equal one year equivalent to full-time work, and also because it is getting increasingly harder to find qualified candidates to fill the multiple vacancies that occur throughout the year. Staff will improve the quality of the recruitment exams to offset the lowering of the experience requirement.

Staff determined that the word “worker” was not necessary in the title and that the preference for both incumbents and administrators is to have the job title read “School-Community Liaison – Bilingual”.

Assistant Director Smith found that there are some outlier positions in the district that are currently classified as School-Community Liaison Workers but may in fact need to be classified as something else. She is still studying these positions and will bring them to the Personnel Commission at a future date if it is determined from the study that they should be reclassified.

Assistant Director Smith also conducted a compensation study to determine whether the classification should still be compensated at salary range 21. The results of the study found that GGUSD is still competitive with their salary in comparison to the comparable districts.

The classification description for School-Community Liaison Worker – Bilingual (Arabic, Korean, Spanish, Vietnamese) with the proposed revisions and title change is attached to this document.

Recommendation:

It is recommended that the Personnel Commission approve the revised classification description for School-Community Liaison Worker – Bilingual (Arabic, Korean, Spanish, Vietnamese) and title change to School-Community Liaison – Bilingual (Arabic, Korean, Spanish, Vietnamese), effective August 08, 2017.

SCHOOL-COMMUNITY LIAISON WORKER – BILINGUAL ARABIC
SCHOOL-COMMUNITY LIAISON WORKER – BILINGUAL KOREAN
SCHOOL-COMMUNITY LIAISON WORKER – BILINGUAL SPANISH
SCHOOL-COMMUNITY LIAISON WORKER – BILINGUAL VIETNAMESE

JOB SUMMARY

Under direction, provides bilingual liaison between the school, home and the community; provides assistance to school families who may be eligible for various community services; and performs related work as required.

ESSENTIAL DUTIES

- ~~Contacts parents at their homes, in person, or by phone,~~ to exchange information about students which will help teachers and provide information to the parents about the school and its policies and programs.
- Works closely with school principals ~~and staff and school nurses~~ to resolve student-related problems.
- Informs parents of child progress and problems.
- Promotes better relations among home, school, and community through outreach opportunities and parent education programs.
- Plans, coordinates and presents parent education programs on a variety of topics, as directed.
- ~~Makes~~ Assists with the referrals to community agencies for student and family needs, such as those relating to counseling, welfare, housing, employment, legal services, nutrition, medical care, eye-glasses, and clothing.
- Assists parents with applications ~~and forms for services and transportation to appointments,~~ as appropriate.
- Encourages parents to attend and participate in various workshops, meetings, advisory committees and other special events ~~at the school and may provide transportation if approved by an administrator.~~
- Provides written translations such as flyers, newsletters, emails, and other communications ~~Translates for teachers, administrators and non-English speaking parents~~ Maintains records of home visits and referrals made.
- May take students home children who become ill or for other reasons cannot remain at school; may assist school principals or staff with home visits as needed.
- ~~Attends a variety of meetings during and after working hours.~~
- Provides oral interpretation for a variety of meetings such as parent-teacher conferences, Individualized Education Program (IEP) meetings, student discipline meetings, poor attendance meetings, and other meetings as assigned, including hours outside of regularly scheduled hours.
- ~~May maintain immunization records and assist at clinics in translating for medical staff and non-English speaking parents or students.~~
- May pPerforms a variety of related clerical and typing duties to support school and parent programs.

EMPLOYMENT STANDARDS

Education and Experience: High school graduation or equivalent and some college-level courses; and any combination equivalent to one year of practical some experience in working with community service organizations, preferably in a leadership role, are required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Correct English and designated world foreign language usage, including spelling, punctuation and grammar.
- Computer programs and software including specialized language word processing software programs.
- ~~Basic~~ Telephone and office etiquette and procedures.
- School programs and policies, and community resources.
- Cultural nuances of designated language.
- Vocabulary related to school district environment.

Ability to:

- ~~Understand school programs and policies.~~
- Reassure parents and encourage them to participate in school and district activities.
- Learn about community services available and explain them to parents.
- Communicate effectively in the English language and the language of the community, both in oral and written form.
- Work cooperatively with students, parents, teachers, administrators and representatives of various community

groups and agencies.

- ~~Learn to use~~ Operate computers and other standard office equipment and software effectively.
- ~~Establish and Maintain~~ accurate office records.

LICENSE: Must possess and maintain a valid Class C California Driver License and remain insurable at the standard insurance rate.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Works indoors in an office environment, sitting at a desk for a major portion of the day performing a high volume of work with tight deadlines and continuously changing priorities and interruptions; intermittent computer use, as well as standing, walking, and lifting up to 15 pounds. Works in direct contact with the public, students, parents, and other District staff. May be subjected to negative interpersonal situations. May be exposed to minor contagious illness (cold, flu, lice, etc.). Subject to evening and/or weekend duty as required by scheduled and unscheduled district and public events.

ADOPTED BY THE PERSONNEL COMMISSION: 1/9/80
REVISED: 1/84; 8/91; 3/94; 0/94; 2/04; 07/04; 1/10, 12/10

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AGENDA ITEM #7.5: NEW CLASSIFICATION – SOFTWARE & APPLICATIONS SPECIALIST

AGENDA ITEM #7.6: RECLASSIFICATION – LEAD COMPUTER OPERATIONS TECHNICIAN & PRODUCTION CONTROL SPECIALIST (INCUMBENTS)

BACKGROUND

Over the course of approximately five years, two positions in the Information Technology Department have accrued duties outside of their classification descriptions due to the changing of technology, the adoption of the AERIES student information system, and the growing responsibilities that were assigned to them in order to support the new application systems that the district was acquiring. The two employees are Christine Saavedra, Lead Computer Operations Technician, and Shannon Underwood, Production Control Specialist. Along with many other duties they were assigned to support the district's application systems, one of the new responsibilities that they were assigned is the CALPADS state reporting. The Assistant Director of Systems & Programming, Malina Thiem, asked personnel to study the two positions to assess whether they should be reclassified. The Board of Education also conducted a comprehensive study on the Information Technology Department using Schools Services of California (SSC), who also stated in their findings that the two positions in question should be reviewed.

FINDINGS AND CONCLUSIONS

Assistant Director Smith met with Ms. Saavedra and Mr. Underwood to assess the duties they are performing, the amount of time they are performing them, and the timeline of when they had acquired the duties. Assistant Director Smith also had several meetings with the Assistant Superintendent of Business Services, the Director of Information Technology, and Assistant Director Thiem to share the information gathered from the two employees and also to assess the needs of the department.

For the classification study, Assistant Director Smith gathered classification descriptions from all comparable districts that included the duties being performed by Ms. Saavedra and Mr. Underwood. She then analyzed all of the classification descriptions and met with Ms. Saavedra, Mr. Underwood, and Assistant Director Thiem to review those classification descriptions with them to assess how the duties that Ms. Saavedra and Mr. Underwood are performing compare to those districts. Then a Software & Applications Systems classification description was drafted with input from everyone involved.

For the compensation study, Assistant Director Smith gathered salary information from all comparable districts approved by the Personnel Commission. She also took the additional step to call the employees at other districts who are performing similar duties so that she could ensure that the classification descriptions that were used in the compensation study were comparable to the positions held by Ms. Saavedra and Mr. Underwood. Internal salary data was also reviewed to ensure that internal alignment is upheld. Based on the results of the analysis, staff recommends the creation of a new classification of Software & Applications Specialist, to be placed at salary range 39. It is also recommended that the new classification be placed in the Systems & Programming family. The results of the compensation study are attached with this document.

Staff recommends that the Personnel Commission approve the new classification of Software & Applications Specialist and its corresponding classification description at salary range 39. Further, staff recommends that the positions of Lead Computer Operations Technician and Production Control Specialist be reclassified to this new classification. Additionally, staff recommends that the incumbents of these positions, Christine Saavedra and Shannon Underwood, be reclassified with their positions due to their accretion of duties and responsibilities. Ms. Saavedra is currently paid on salary range 39 and therefore her salary will remain the same. However, Mr. Underwood is currently being paid on salary range 26 and will therefore be receiving a salary increase to range 39 should the reclassification

be approved by the Personnel Commission. The Lead Computer Operations Technician and Production Control Specialist classifications, along with the Senior Computer Operator classification (which has been inactive for years), will not be used in the future.

RECOMMENDATIONS

Recommendation 7.5: It is recommended that the Personnel Commission approve the new classification and proposed classification description for Software & Applications Specialist, to be placed on salary range 39, effective August 08, 2017.

Recommendation 7.6: It is recommended that the Personnel Commission approve the reclassification of the positions of Lead Computer Operations Technician and Production Control Specialist to Software & Applications Specialist and that the incumbents of these positions be reclassified with their positions, effective August 09, 2017.

SOFTWARE & APPLICATIONS SPECIALIST

JOB SUMMARY

Under general supervision, provides technical support and training for users of new and existing application systems used by the district, including the student information system; assists in planning and coordinating aspects of state and federal reporting; serves as liaison and communicates with application users and vendors in coordination with the programming and network technology staff; performs related duties as required.

ESSENTIAL DUTIES

- Provides technical support for new and existing application systems used by the district, including the student information system.
- Assists in planning and coordinating aspects of state and federal reporting such as CALPADS; advises and trains school and district staff on state reporting requirements.
- Evaluates, interprets and incorporates new state reporting requirements into system logic and/or data entry and management procedures.
- Assists in the maintenance of state reporting data and system processes including, but not limited to coordinating with other departments with data collection, file extracting, data updating, data reviewing for periodic state record requirements and daily anomaly corrections.
- Validates data from multiple sources to ensure accurate and comprehensive data reporting; determines areas for needed integrations and data controls; works with programming staff to improve interfaces between student and staff data systems.
- Assists with maintenance of the student information system and the various functions used by staff, teachers, students, and parents including student enrollment, demographic standardization, attendance, grade book/report card, and grade changes; assists with annual system rollovers.
- Troubleshoots operational, peripheral and software issues; determines cause of error or stoppage; identifies solutions and applies corrective techniques; refers issues to the vendors as necessary.
- Establishes and adjusts user accounts, groups, and passwords in the student information system and other application systems used by the district; troubleshoots and resolves password issues.
- Develops training programs and related instructional information; conducts training for district staff in the proper operation and troubleshooting of the student information system and other application systems used by the district.
- Develops and executes queries and reports on the student information system and other application systems used by the district; runs, prints, and distributes requested reports and provides specific information to district and school sites and administration.
- Receives and processes requests for student information from district staff and outside agencies; determines scope and appropriateness of requests.
- Attends and represents the district at a variety of meetings, conferences and workshops to maintain current knowledge of technological advances related to assigned activities and for the purpose of establishing a professional network and determining best practices.

EMPLOYMENT STANDARDS

Education and Experience: Graduation from high school or equivalent and an Associate's Degree from an accredited college; and three years of responsible experience working with student information systems and experience with state reporting are required. Experience involving troubleshooting student information systems and training end-users is highly desirable.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Assigned application systems including the student information system.
- Principles of database design and governance.
- State and Federal data reporting requirements and timelines.
- Record-keeping, reporting, querying, and data evaluation tools.
- Legal requirements pertaining to student records confidentiality and reporting.
- Training methods and techniques.

Ability to:

- Manage comprehensive data systems, procedures, and reporting functions.
- Read and interpret instructions for various software systems.
- Learn, adapt, and become proficient in new technology.
- Respond to questions and apply knowledge of the student information system procedures.
- Communicate step-by-step instructions to users.

- Provide technical support and training.
- Operate various computers and peripheral equipment.
- Detect errors in material and data being processed and implement corrective actions.
- Understand and follow verbal and written instructions.
- Maintain a variety of files; develop and keep accurate records and reports.
- Meet critical deadlines.
- Establish and maintain cooperative working relationships with others using tact, patience, and courtesy.
- Learn, interpret and explain rules, regulations, policies, and procedures.
- Work independently with little direction while exercising good judgment.

LICENSE: Must possess and maintain a valid Class C California Driver License and remain insurable at the standard insurance market rate.

PHYSICAL DEMANDS/WORKING CONDITIONS: Typical office setting in an information technology operations environment, including sitting for extended periods of time and walking on uneven surfaces. Bend, twist, stoop, reach, and crouch to run reports and utilize peripheral equipment. Lift and move objects weighing up to 50 pounds. Drive to district sites in all kinds of weather.

ADOPTED BY THE PERSONNEL COMMISSION:

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Garden Grove Unified School District
Classification Study
2016-2017
Software & Applications Specialist

<u>Benchmark Districts</u>	<u>Classifications</u>	<u>Minimum</u>	<u>Maximum</u>
Capistrano Unified School District	Information Systems Specialist III (CALPADS)	\$5,678	\$6,902
Newport-Mesa Unified School District	Computer Software Analyst I	\$5,574	\$6,832
Orange Unified School District	Senior Information Systems Specialist (CALPADS)	\$5,173	\$6,624
Irvine Unified School District	Database Specialist IV (assists with CALPADS)	\$5,021	\$6,258
Anaheim Union High School District	Information Systems Specialist II (CALPADS)	\$4,670	\$6,149
Fountain Valley School District	Application Specialist (CALPADS)	\$4,948	\$6,017
Fullerton Joint Union High School District	Data System & Management Software Technician	\$4,685	\$5,979
Downey Unified School District	Senior Student Information Systems Operator	\$4,848	\$5,889
Long Beach Unified School District	Student Data Systems Specialist	\$4,607	\$5,708
Orange Unified School District	Information Systems Specialist (CALPADS)	\$4,458	\$5,708
Saddleback Valley Unified School District	Information Services Technician III (CALPADS)	\$4,426	\$5,655
Anaheim Union High School District	Information Systems Specialist I (CALPADS)	\$4,235	\$5,573
Tustin Unified School District	Information Systems Specialist (CALPADS)	\$4,278	\$5,490
Downey Unified School District	Student Information Systems Operator (CALPADS)	\$4,510	\$5,479
Fullerton School District	Technology Support Specialist III (CALPADS)	\$4,275	\$5,476
Irvine Unified School District	Database Specialist III (CALPADS)	\$4,122	\$5,136

Huntington Beach Union High School District	Data Specialist (CALPADS)	\$4,080	\$5,062
Anaheim Elementary School District	Data and Assessment Technician (CALPADS)	\$3,702	\$4,723
Fullerton Joint Union High School District	Data Systems Technician (CALPADS)	\$3,663	\$4,678
Long Beach Unified School District	Research Office Technician (CALPADS)	\$3,608	\$4,472

Average: \$4,528 \$5,690

Median: \$4,484 \$5,682

GGUSD % of Median (range 39) 119.80% 115.21%

Garden Grove Unified School District	<i>Lead Computer Operations Technician (39)</i>	\$5,372	\$6,546
	<i>Network Technician (39)</i>	\$5,372	\$6,546
	<i>Electronic & Tech Support Technician (39)</i>	\$5,372	\$6,546
	<i>Production Control Specialist (26)</i>	\$3,897	\$4,748

AGENDA ITEM #7: APPROVAL OF CLASSIFICATION ACTIONS

- 7.7 New Positions – Intensive Behavioral Instruction Assistant (2 positions – Office of Special Education)
- 7.8 New Position – Instructional Aide – Bilingual Spanish (Rancho Alamitos)
- 7.9 New Positions – Instructional Aide – Bilingual Vietnamese (2 positions – Bolsa Grande, Rancho Alamitos)

Recommendation: It is recommended that the Personnel Commission approve the classification of the new position(s) as listed above.

AGENDA ITEM #8: ORDERING OF EXAMINATIONS

It is requested that the Personnel Commission approve the ordering of the following examinations:

- | | |
|---------------------------------|------|
| 8.1 Associate Personnel Analyst | Open |
| 8.2 Lead Food Service Worker | Open |

Recommendation: It is recommended that the Personnel Commission approve the ordering of the examination(s) as listed above and the ratification of the resulting eligibility list(s).



GARDEN GROVE UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

10331 Stanford Ave., Garden Grove, CA 92840

Phone: (714) 663-6000 Fax: (714) 663-6500

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OPEN RECRUITMENT

OPEN TO THE GENERAL PUBLIC AND DISTRICT EMPLOYEES
THIS ELIGIBILITY LIST WILL BE GOOD FOR TWELVE (12) MONTHS

SALARY: \$5,785 per month with four annual step increases to \$7,049 per month (15-16 Rate)

POSTING DATE: JULY 31, 2017

LAST DAY TO FILE: AUGUST 18, 2017 BY 5:00 P.M.

WE ARE ONLY ACCEPTING ONLINE APPLICATIONS FOR THIS RECRUITMENT

ABOUT THE JOB: Under supervision, performs complex, technical, and increasingly-independent personnel work related to recruitment, test development, classification, compensation, and other personnel studies; and performs related duties as assigned.

BASIC FUNCTION: Performs technical work in conducting job analysis through interviews and questionnaires; creates routine written, oral and performance examinations and rating forms and submits them for review by higher level professional staff; confers with subject-matter experts in the development and evaluations of tests; reviews examinations and examination results and performs basic item analysis on written exams; prepares drafts of written responses to examination appeals or protests; conducts routine classification studies; develops and revises classification descriptions; collects salary, fringe benefit, and related data; attends Personnel Commission meetings and participates in special projects, as assigned.

❖ Complete Job Description available at www.ggusd.us under Employment/Classified Job Opportunities/Job Descriptions

EMPLOYMENT STANDARDS

Education and Experience: Graduation from an accredited college with a bachelor's degree in personnel, public or business administration, psychology, behavioral science or a closely related field, including courses in statistics, tests and measurements, industrial psychology, or public personnel administration; AND one year of recent technical or professional personnel experience equivalent to full-time work, including experience in test development and validation, or classification and job analysis. Part-time experience will be considered and adjusted appropriately. One year of graduate-level course work in Industrial/Organizational Psychology may be substituted for the required experience. Any other combination of training and experience which would likely provide the required skills, knowledge and abilities may be considered.

License: Must possess and maintain a valid Class C California Driver License and remain insurable at the standard insurance market rate.

A SUCCESSFUL CANDIDATE REQUIRES THE FOLLOWING....

Knowledge of: The basic principles of public personnel administration; Federal and state laws and guidelines regarding employee selection; methods of statistical analysis and prediction; principles and methods utilized in performing test development and validation, job analysis and classification; rules and regulations that affect classified employees in a merit system school district and computer applications, including word processing, spreadsheets, applicant tracking and item analysis.

Ability to: Conduct a job analysis and identify skills, knowledge, and abilities necessary for successful job performance; plan and develop selection procedures and validation studies; interpret rules, laws, and policies related to employees and employee selection; collect and analyze data; prepare and present clear and concise reports; prioritize and perform technical personnel work with minimum direction; write clearly and concisely using proper grammar, punctuation and spelling; speak clearly and communicate effectively; operate a computer and use software needed to perform technical personnel work and establish and maintain effective relationships with administrators, employees, and the public.

The Garden Grove Unified School District prohibits discrimination, harassment, intimidation and bullying in educational programs, activities, or employment on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, parental, pregnancy, family, or marital status, military status or association with a person or a group with one or more of these actual or perceived characteristics.

For more information on current job openings, call (714) 663-6456 or visit our website at www.ggusd.us



GARDEN GROVE UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
 10331 Stanford Ave., Garden Grove, CA 92840
 Phone: (714) 663-6000 Fax: (714) 663-6500
www.ggusd.us

**** NOW AVAILABLE ONLINE ****
 Fill-in Application Forms
www.ggusd.us
 Click on Employment, click on
 Classified Job Opportunities

CLASSIFIED EMPLOYMENT OPPORTUNITY

LEAD FOOD SERVICE WORKER

OPEN RECRUITMENT

OPEN TO THE GENERAL PUBLIC AND DISTRICT EMPLOYEES
 THIS ELIGIBILITY LIST WILL BE GOOD FOR TWELVE (12) MONTHS

SALARY: \$18.01 per hour with four annual step increases to \$21.94 per hour (15-16 Rate)

POSTING DATE: JULY 31, 2017

LAST DAY TO FILE: AUGUST 18, 2017 BY 5:00 P.M.

WE ARE ONLY ACCEPTING ONLINE APPLICATIONS FOR THIS RECRUITMENT

ABOUT THE JOB: Positions work Monday through Friday, between the hours of 10:00 a.m. -1:45 p.m., 2 to 3.5 hours per day, school session. Under general supervision from an operations manager and functional supervision from a central kitchen manager, leads and participates in the work of several food service workers in preparing, setting up and serving foods to students and staff at a satellite food service site. Oversees and participates in cleaning kitchen surfaces and equipment; is responsible for ordering extra food or supplies, resolving problems and answering questions regarding the food service program at that site; and performing related work as required.

BASIC FUNCTION:

Gives oral instructions to food service workers in preparing and serving food and cleaning up afterward; resolves day-to-day problems at a satellite food service facility, consulting with the designated food service manager to resolve the more complex problems; answers food service questions and works cooperatively with site staff and administration; counts daily meals, servings or quantities sold or used, and prepares simple reports or tallies; maintains inventory counts of milk, packaged foods or supplies, and orders replenishments as appropriate; counts, measures, and assembles foods and food ingredients delivered from a central kitchen; open cans; moves containers, positions food, and assists in serving students and staff; operates kitchen equipment such as oven or other heating equipment, refrigerator, milk and food carts, and dishwasher; oversees and participates in the washing and cleaning of kitchen surfaces, equipment, and utensils and operates computerized point-of-sale equipment or cash register and makes change.

❖ Complete Job Description available at www.ggusd.us under Employment/Classified Job Opportunities/Job Descriptions

EMPLOYMENT STANDARDS

Education and Experience: High school graduation or equivalent and one year of experience equivalent to full-time work in school or other large-quantity food service work is required. Part-time experience will be considered and adjusted appropriately. Any other combination of training and experience which would likely provide the required skills, knowledge and abilities may be considered.

CERTIFICATE: Must possess and maintain a valid California Food Safety Certificate. New appointees must obtain the required certificate within 90 days following appointment.

A SUCCESSFUL CANDIDATE REQUIRES THE FOLLOWING....

Knowledge of: Proper safety and sanitation methods and procedures for preparing, handling and serving foods, and sanitizing dishes, pans, and serving utensils and proper use of common institutional kitchen equipment and tools.

Ability to: Understand, be understood, give and carry out instructions spoken and written in English; work effectively with food service staff, students, teachers, and others; effectively train, lead, and obtain the cooperation of other employees and student helpers; evaluate the taste and appearance of food; operate institutional kitchen appliances in a safe manner; lift and move moderately heavy containers of food to and from carts and steam tables; perform simple addition and subtraction and make change and keep simple written and numerical records.

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For more information on current job openings, call (714) 663-6456 or visit our website at www.ggusd.us

AGENDA ITEM #9: RATIFICATION OF ELIGIBILITY LISTS

Staff has completed the necessary recruitments and examinations for the classifications listed below. The resulting eligibility lists are presented for the Personnel Commission's review and are attached to this agenda item.

- | | | |
|-----|--|-------------|
| 9.1 | Central/School Office Clerk II | Promotional |
| 9.2 | Intensive Behavioral Instruction Assistant | Open |
| 9.3 | Mechanical Maintenance Worker | Open |

Recommendation: It is recommended that the Personnel Commission ratify the eligibility list(s) as listed above.

**GARDEN GROVE UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
CLASSIFIED RECRUITMENT SUMMARY REPORT**

Classification Title: Central/School Office Clerk II

Recruitment: 16/47.0

Recruitment Type: Promotional

Advertising: Job Bulletin,
GGUSD Website,
Governmentjobs.com

Commission Ordered Recruitment: 06/07/2017

Recruitment Opened: 05/22/2017

Recruitment Closed: 06/12/2017

Commission Approved Eligibility Lists: 08/08/2017

Eligibility List Effective Date: 07/13/2017

Eligibility List Expiration Date: 07/12/2018

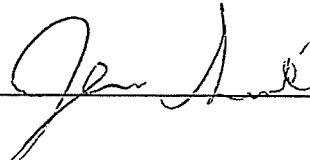
Test #: 1	Application Screening	
Applications Total: 97		Test Weight: 0%
Passed: 60		
Failed: 37		

Test #: 2	Multiple Choice Exam	
Applicant Total: 60		Test Weight: 40%
Passed: 35	No Show: 5	Test Date: 06/21/2017
Failed: 20		

Test #: 3	Performance Exam	
Applicant Total: 35		Test Weight: 0%
Passed: 26	No Show: 0	Test Date: 06/30/2017
Failed: 9		

Test #: 4	Oral Rating Exam	
Applicant Total: 26		Test Weight: 60%
Passed: 25	No Show: 0	Test Date: 07/12/2017
Failed: 1		

Certification of Personnel Director: The Personnel Director certifies that this recruitment and resulting eligibility lists were developed pursuant to the Rules and Regulations of the Personnel Commission and the Education Code.



Recruitment: Central/School Office Clerk II

Recruitment # 16/47.0

Eligibility List Effective Date: 07/13/2017

Eligibility List Expiration Date: 07/12/2018

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	4849485	100
2	12818178	99
3	12848434	98
3	32387404	98
3	15836234	98
3	8196842	98
4	32259921	95
4	23012633	95
4	25584791	95
5	25730068	93
5	19715371	93
5	19938129	93
6	23643779	92
7	18730825	90
7	18239984	90
7	15842184	90
8	12715321	89
9	18409653	87
9	14128051	87
9	8902709	87
10	3384822	86
11	4631574	85
12	12826570	84
13	784688	82
14	14367543	81

**GARDEN GROVE UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
CLASSIFIED RECRUITMENT SUMMARY REPORT**

Classification Title: Intensive Behavioral Instruction Assistant **Recruitment:** 16/28.1

Recruitment Type: Open

Advertising: Job Bulletin,
GGUSD Website, Edjoin,
Governmentjobs.com

Commission Ordered Recruitment: 05/17/2017

Recruitment Opened: 05/04/2017

Recruitment Closed: 05/24/2017

Commission Approved Eligibility Lists: 08/08/2017

Eligibility List Effective Date: 07/03/2017

Eligibility List Expiration Date: 07/02/2018

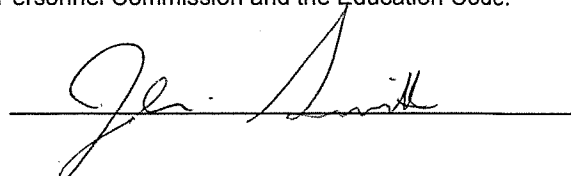
Test #: 1	Application Screening		
Applications Total: 240			Test Weight: 0%
Passed: 136			
Failed: 104			

Test #: 2	NCLB Exam		
Applicant Total: 82			Test Weight: 0%
Passed: 28	No Show: 47		Test Date: 06/13/2017
Failed: 7			

Test #: 3	Multiple Choice Exam		
Applicant Total: 82			Test Weight: 40%
Passed: 58	No Show: 21		Test Date: 06/13/2017
Failed: 3			

Test #: 4	Oral Rating Exam		
Applicant Total: 58			Test Weight: 60%
Passed: 47	No Show: 5		Test Date: 06/29/2017
Failed: 6			
Merged: 38			

Certification of Personnel Director: The Personnel Director certifies that this recruitment and resulting eligibility lists were developed pursuant to the Rules and Regulations of the Personnel Commission and the Education Code.



Recruitment: Intensive Behavioral Instruction Assistant

Recruitment # 16/28.1

Eligibility List Effective Date: 07/03/2017

Eligibility List Expiration Date: 07/02/2018

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	24007873	96 **
2	30952276	93 *
3	15456299	91
3	24976338	91
3	15238621	91
4	16684260	90
5	32376105	89
5	22834928	89
5	4671206	89
6	25147769	88
6	13644252	88 ***
6	32438796	88 ***
7	32355674	87
7	12340468	87 ***
7	12103804	87
8	16517822	86
8	23125091	86 ****
9	23364833	85
9	23329074	85 *
9	30309367	85
9	32491407	85
9	25690886	85 *
9	26068056	85 *
10	21235356	84 **
10	30922788	84 *
10	22856358	84 ***
10	30262949	84
10	10415591	84
10	18371123	84 **
11	17343153	83 **
11	28416612	83 ***
11	26146820	83 *
11	24707439	83
12	30477017	82
12	32530808	82
12	25508964	82
13	32451682	81

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
13	27030255	81 *
13	11965603	81 ***
13	26241843	81
13	18742401	81 ***
13	2695487	81 ***
13	24195880	81 *
13	28968220	81 *
14	22649926	80 ***
14	28237174	80
14	30796478	80 *
14	31007821	80 *
14	20306430	80 **
15	14195895	79 **
15	26662487	79 *
15	32476824	79 ***
15	321315	79 ***
15	20169763	79 ***
15	30912530	79 *
15	32489322	79
15	25272670	79 *
15	14025920	79 *
16	8972793	78 *
16	30189166	78
16	26072569	78 ***
16	26992889	78 **
16	25576443	78 **
16	28266484	78 *
16	26804822	78 *
17	28296749	77 *
17	10181000	77
17	29114164	77 *
17	30882044	77 *
17	32296529	77
18	15900725	76 *
18	30941515	76 *
19	31010872	75 *
19	32400135	75
20	27439080	74 *
20	26969127	74
20	16225807	74
21	28695303	73
21	28903364	73
21	23668141	73
21	13905883	73 *

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
21	26632041	73 *
22	25951148	72 *
22	7734116	72 *
23	28454018	71 *

* Merged Candidate

** Merged with Seniority Points

*** Seniority Points

**** Veterans Points

**GARDEN GROVE UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
CLASSIFIED RECRUITMENT SUMMARY REPORT**

Classification Title: Mechanical Maintenance Worker

Recruitment: 16/40.0

Recruitment Type: Open

Advertising: GGUSD Website,
Governmentjobs.com, Job Bulletin,
Edjoin

Commission Ordered Recruitment: 05/17/2017

Recruitment Opened: 04/24/2017

Recruitment Closed: 05/12/2017

Commission Approved Eligibility Lists: 08/08/2017

Eligibility List Effective Date: 07/24/2017

Eligibility List Expiration Date: 07/23/2018

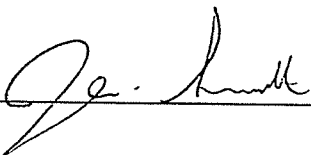
Test #:	Application Screening	
1		
Applications Total:	209	Test Weight: 0%
Passed:	97	
Failed:	112	

Test #:	Multiple Choice Examination	
2		
Applications Total:	97	Test Weight: 40%
Passed:	22	No Show: 36
Failed:	39	Test Date: 06/20/2017

Test #:	Oral Rating Examination	
3		
Applications Total:	22	Test Weight: 60%
Passed:	21	No Show: 1
Failed:	0	Test Date: 07/19/2017

Test #:	Performance Examination	
4		
Applications Total:	21	Test Weight: 0%
Passed:	20	No Show: 0
Failed:	1	Test Date: 07/19/2017

Certification of Personnel Director: The Personnel Director certifies that this recruitment and resulting eligibility lists were developed pursuant to the Rules and Regulations of the Personnel Commission and the Education Code.



Recruitment: Mechanical Maintenance Worker

Recruitment # 16/40.0

Eligibility List Effective Date: 07/24/2017

Eligibility List Expiration Date: 07/23/2018

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	21456209	102 **
2	14083760	101 *
3	11419017	99
3	17815537	99 *
4	5325416	97
5	20641876	96
6	29173763	95
6	31041079	95
6	11989872	95
7	19533893	94
7	16805589	94
7	32119126	94
8	30722451	93
9	15556185	91
9	30509886	91
9	93011	91
10	32378157	90
11	9636599	86
11	22839894	86
12	21342204	82

* Seniority Points

** Veteran's Points