PERSONNEL COMMISSION
MEETING AGENDA – JULY 8, 2020
(Meeting location: Multi Purpose Room)

A. CALL TO ORDER - 4:30 P.M.
B. ADOPTION OF AGENDA
C. ADMINISTRATION OF OATH OF OFFICE
   Joint Appointee to the Personnel Commission, John Walker
D. APPROVAL OF MINUTES
   • June 24, 2020
E. PUBLIC COMMENTS
   Public comments are welcomed by the Personnel Commission within reasonable meeting time considerations in order to conduct the District’s business. During this time, the Chair of the Commission may acknowledge visitors’ requests to speak only on topics as listed on the Personnel Commission special meeting agenda. The Personnel Commission is prohibited from taking action on any item that is not part of the printed and published agenda. Those requesting to speak are encouraged to submit comments in writing.
F. INFORMATION ITEMS
   1. VESPA Report
   2. Director’s Report
G. ACTION AGENDA ITEMS
   1. Approval of New Classification Specification and Salary Allocation: Facilities Manager
   2. Approval of New Classification Specification and Salary Allocation: Information and Systems Manager
   3. Approval of Revised Classification Specification: Lead Mechanic
   4. Approval of Revised Classification Specification: Braille Transcriber
   5. Review and Approval of Paraeducator Tiers: Paraeducator I, II, III and Lead Paraeducator
H. CONSENT AGENDA ITEMS
   1. Personnel Transactions Report
I. COMMISSION COMMENTS — No official action will be taken.
J. CLOSED SESSION
   1. Public Employee Discipline/Dismissal/Release - Government Code §54957(b)
K. REPORT OF ACTION TAKEN IN CLOSED SESSION
L. ADJOURNMENT

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission Office, 255 West Stanley Avenue, Suite 100, Ventura, CA 93001.

Any individual with a disability, who requires reasonable accommodation to participate in a Personnel Commission meeting may request assistance by contacting the Personnel Commission Office/Classified Human Resources, 255 W. Stanley Avenue, Suite 100, Ventura, CA 93001 or 805.641.5000, ext. 1170 or FAX 805.653.7852.
CALL TO ORDER

A regular meeting of the Personnel Commission of the Ventura Unified School District was held in the Multipurpose Room, 255 West Stanley Avenue, Ventura, California on June 24, 2020. Ms. Stallings, Chair, called the meeting to order at 4:30 p.m.

Present: Commissioners Kirby and Stallings. Classified Human Resources Staff Members Present: Andrea Crouch, Classified Human Resources Director and Belen Gonzalez, HR Analyst, Classified (Confidential).

ADOPTION OF AGENDA

On a motion by Mr. Kirby, seconded by Ms. Stallings, the agenda for the June 24, 2020 Personnel Commission meeting was adopted as presented by a vote of 2-0. (Ayes – 2/Kirby, Stallings; Nay 0; Abstain 0)

APPROVAL OF MINUTES

On a motion by Mr. Kirby, seconded by Ms. Stallings, the minutes of May 21, 2020 (special meeting) were approved by a vote of 2-0. (Ayes – 2/ Kirby, Stallings; Nay 0; Abstain 0)

PUBLIC COMMENTS

None

ITEM E1

VESPA REPORT

Carol Peek provided VESPA’s report, and shared that VESPA held the ratification vote for the contract changes and salary increase. All went through and all agreements were approved by the Board of Education and they are happy with the outcome.

ITEM E2

DIRECTOR'S REPORT

Ms. Crouch reported:

1) The ESC, facilities, warehouse and transportation employees reported to their regular work schedules as of Monday, June 22.

2) The last day of school was June 11, schools held their drive-through promotion activities and graduation parades. The Senior Class walk took place at City Hall. There was also a retiree parade held at VACE, about 20 retirees attended and it turned out to be a very nice event.

3) There were approximately 80 retirees for the 2019-20 school year, including both certificated and classified employees. A big part of that was due to the retirement incentive that the district was able to offer in collaboration with VUEA and VESPA.

4) Classified HR has started meeting with the employees whose positions have been reduced. Meetings have been held with the Special Education Paraeducators, and the next group of meetings will be with the 12-month employees.

5) Negotiations were finalized and approved by the Board of Education. A .50% salary increase was approved across all salary ranges for represented and confidential employees. The district worked with the union to come up with a solution to recalibrate ranges 140 through 225, as a result of minimum wage increasing over the next couple of years. Which means that four groups, four ranges each, on the lower ranges of the salary schedule will receive an additional increase.

Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:

- District Holiday: Friday, July 3rd Independence Day

ITEM F

PUBLIC HEARING: JOINT APPOINTEE TO THE PERSONNEL COMMISSION

Ms. Stallings opened the public hearing at 4:43 p.m. No public comments were received; the public hearing was closed at 4:44 p.m.

ITEM G1

APPROVAL OF APPOINTMENT OF JOINT APPOINTEE TO PERSONNEL COMMISSION

On a motion by Mr. Kirby, seconded by Ms. Stallings, and carried, it was approved to appoint Mr. John Walker as the Commissioners’ Joint Appointee to the Personnel Commission by a vote of 2-0. (Ayes – 2/ Kirby, Stallings; Nay 0; Abstain 0)
ITEM G2  REVIEW AND APPROVAL OF CALENDAR OF REGULARLY SCHEDULED PERSONNEL COMMISSION MEETINGS FOR THE 2020-21 FISCAL YEAR
After a brief discussion, a motion was made by Mr. Kirby, seconded by Ms. Stallings, and carried to approve the calendar of regularly scheduled Personnel Commission Meetings for the 2020-21 fiscal year as amended by a vote of 2-0. (Ayes – 2/Kirby, Stallings; Nay 0; Abstain 0)

ITEM H1  PERSONNEL TRANSACTIONS REPORT
On a motion by Mr. Kirby, seconded by Ms. Stallings, the Personnel Transactions Report was approved by a vote of 2-0. (Ayes – 2/Kirby, Stallings; Nay 0; Abstain 0)

NEXT MEETING  The Personnel Commission scheduled its regular meeting for the month of July. The PC will meet on Wednesday, July 8, 2020 at 4:30 p.m.

ITEM J  COMMISSION COMMENTS
Ms. Stallings announced that she has continued the Merit System Academy via Webinars; she has a couple of more sessions to go.

ITEM K  CLOSED SESSION:
It was decided that Closed Session was not needed at this time.

ITEM L  REPORT OF ACTION TAKEN IN CLOSED SESSION
There was no Closed Session.

ADJOURNMENT  On a motion by Mr. Kirby, seconded by Ms. Stallings the meeting adjourned at 4:51 p.m.
To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources

Date: July 8, 2020

Subject: Approval of New Classification Specification and Salary Allocation

Facilities Manager

JUSTIFICATION FOR CLASSIFICATION:
Due to the budget crisis and a lack of funds, the Board of Education recently approved taking steps to restructure the Facilities Department, specifically the management structure. Three management positions were eliminated: the vacant Operations Manager, the vacant Maintenance Manager, and the Facilities Planner; and it was approved to create a Facilities Manager position to assist with managing and overseeing the daily operations of the Facilities Department. This new position will be expanded to include oversight of daily operations as well as facilities planning.

EVALUATION:
The Executive Team, including the Assistant Superintendent of Business Services and Director of Classified Human Resources, along with the Director of M&O, have been working to evaluate the needs of the Facilities Services Department, review job descriptions, and make recommendations to reorganize and restructure the department to best meet the District’s multi-facet facilities, maintenance and operations needs.

Classified Human Resources surveyed school districts within the County and closely surrounding districts to compare the organizational structure of their Facilities Departments. Sample job descriptions and salary data were also collected and reviewed. In addition, a job evaluation was conducted in which the function, essential duties, knowledge, skills and abilities of the proposed new classification were compared against existing VUSD classification specifications.

RECOMMENDATION:
It is therefore recommended that the Personnel Commission approve the attached classification specification for the Facilities Manager as presented, and allocate the classification to salary range 85 ($5,967 - $7,477/month) on the Classified Management Salary Schedule.

Attachment: Facilities Manager proposed classification specification and supporting salary survey
CLASS TITLE: FACILITIES MANAGER

BASIC FUNCTION:
Under the direction of the Director of Maintenance & Operations, assists with the daily operations and planning for district-wide Facilities, Maintenance and Operations services and activities; this includes coordinating, directing, supervising, and evaluating district-wide building and/or grounds maintenance programs and related activities. These responsibilities include, but are not limited to, supervision of maintenance staff and projects, work orders, alteration projects, coordination and organization of construction, reconstruction, modernization, relocation of school buildings and facilities, and other capital outlay projects. Assists in the District’s facility planning process.

REPRESENTATIVE DUTIES:
ESSENTIAL DUTIES:
Plans, directs, and supervises activities and operations of the District’s Facilities, Maintenance and Operations services and activities. Manages and oversees assigned areas for the purpose of ensuring all buildings and sites are appropriately maintained in accordance with accepted and established district standards.

Coordinates, supervises, inspects, and provides direction to grounds and/or maintenance staff, ensuring delivery of a full range of grounds maintenance and building repair and supportive work functions; monitors the department activities in compliance with district objectives and quality control standards and work practices.

Supervises maintenance, grounds, and/or other assigned department personnel for the purpose of maximizing the efficiency of the workforce, meeting legal requirements and district objectives, and ensuring the provision of excellent customer service. Directs, counsels, evaluates performance and motivates assigned staff; recommends hires, transfers, reassignment, and disciplinary actions. Plans, coordinates, arranges and conducts training activities for Department personnel.

Establishes and recommends priorities on repair projects, in collaboration with building and department administrators. Plans and oversees all department maintenance and repair functions, including emergency repairs.

Responds to emergencies for the purpose of addressing immediate safety and health concerns. Effectively assists city agencies and/or school district officials in evaluation of school repairs/damages and expeditiously effects temporary repairs when needed.

Attends and/or facilitates meetings for the purpose of receiving and/or conveying information required to perform job functions. Collaborates with appropriate stakeholders for the purpose of receiving instructions, answering questions, scheduling work, carrying out assignments, providing information about work in progress, and leading maintenance projects and programs.

Establishes, assigns or prepares written materials (e.g. work schedules, work orders, solicitations, supporting materials, etc.) for the purpose of documenting and communicating activities as required.
Works independently to complete tasks with minimal direction from the Director and exercises discretion appropriately in the best interests of the District.

Assists with establishing and maintaining an annual and a long-range plan for meeting the assigned maintenance requirements of the physical facilities.

Assists in managing the work order system and assigns maintenance work order requests to ensure facilities are fully operational.

Directs work assignments for the purpose of prioritizing project deadlines and ensuring optimal utilization of personnel.

Coordinates with school administration to address grounds, maintenance and/or other site concerns.

Coordinates activities on facility and maintenance projects from design through occupancy. Reviews plans, inspects construction projects, and makes recommendations to ensure compliance with legal requirements, construction project drawings, and specifications.

Monitors and coordinates the progress and development of facility related projects. Prepares and evaluates requests for proposals for architectural services and other construction/maintenance related professional services. Participates in the selection of architects, engineers and other professional services. Evaluates consultant performance.

Conducts investigations and make recommendations in connection with planning, design, construction, change orders, design modifications, and contract administration in the District’s building program.

Prepares analyses and reports on engineering and construction problems.

Determines infrastructure needs for technology projects throughout the District.

Assists in the development and maintenance of support material and project applications for the State School Building Program, and in the preparation of environmental assessment documents for facilities projects for compliance with the California Environmental Quality Act (CEQA).

Researches, provides information and tracks progress with City and County Planning departments, State Department of Education, Division of State Architect, State Office of Public School Construction and other state and local agencies.

Other duties as assigned that support the overall objective of the position.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Management skills to analyze programs, policies and operational needs.
- Proper methods, techniques, materials, tools and equipment used in cleaning, grounds maintenance, facilities planning, construction, maintenance and repair activities.
- Applicable Federal, State and local building codes, ordinances, requirements, regulations and safety precautions.
- Requirements of maintaining buildings, facilities, grounds and equipment in a safe, clean and orderly condition.
- Practices, procedures, standards and techniques used in construction planning and implementation.
- Design specifications and terminology used in the building trades.
• State School Construction Program and State Contract Compliance laws and regulations.
• California Environmental Quality Act.
• Health and safety regulations and procedures.
• Applicable laws, codes, rules, regulations, policies and procedures.
• Operation of a computer and assigned software.
• Architectural and engineering plans and specifications.
• District and department organization, operations, policies and objectives.
• Principles and practices of administration, supervision and training.
• Oral and written communication skills.
• Interpersonal skills using tact, patience and courtesy.

ABILITY TO:
• Assist with the planning, organizing, and supervision of maintenance and operations activities including the inspection, cleaning, construction, maintenance and repair of District buildings, facilities, grounds and equipment.
• Coordinate and direct communications, personnel, projects, and management functions, to meet District needs and assure smooth and efficient Department activities.
• Supervise, train and evaluate the performance of assigned personnel.
• Direct and participate in prioritizing and coordinating response to work orders and scheduling, developing and implementing department projects and activities.
• Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
• Inspect projects for accuracy, completeness and compliance with established standards, requirements and procedures.
• Estimate and assure adequate staff, material and equipment levels needed for operations and projects.
• Communicate effectively both orally and in writing.
• Read and interpret construction documents including blueprints, plans and specifications.
• Interpret, apply and explain laws, code, rules, regulations, policies and procedures.
• Maintain current knowledge of State of California Education code, building code, OSHA regulations, and other construction rules and regulations.
• Establish and maintain cooperative and effective working relationships with others.
• Operate a computer and assigned office equipment.
• Analyze situations accurately and adopt an effective course of action.
• Meet schedules and timelines.
• Work independently with limited supervision.
• Plan and organize work.
• Direct and participate in the preparation and maintenance of a variety of reports, records and files.
• Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:
Any combination of education, training, and/or experience equivalent to graduation from high school or equivalent and five years increasingly responsible experience in building construction, facilities planning, and/or maintenance and operations including at least two years in a supervisory or lead capacity. A Bachelor’s degree in business administration, engineering, architectural, and/or construction management is highly desirable.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver’s license.
WORKING CONDITIONS:

ENVIRONMENT:
Indoor and outdoor work environment.
Regular exposure to fumes, dust, dirt, oil and grease.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to inspect projects and read a variety of materials.
Sitting or standing for extended periods of time.
Walking to inspect projects.
Climbing ladders.

HAZARDS:
Working around and with machinery having moving parts.
Chemical fumes.
Working at heights.

Approved by Personnel Commission: To be presented for review and approval 07/08/2020
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<th>District Surveyed within Ventura County and Surrounding Districts</th>
<th>Title</th>
<th>District</th>
<th>Placement</th>
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<th>Steps</th>
<th>Job title</th>
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<td>$8,782.77</td>
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<td>In coordination, manage, and provide supervision of the Maintenance Department under the direction of the Director: Maintenance &amp; Operations, organize and direct the activities and operations of the Maintenance &amp; Operations Department; monitor and maintain inventory of supplies and equipment, train, supervise and evaluate the performance of assigned personnel.</td>
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Average Salary (Monthly) $5,056.62 $7,573.62
Median Salary (Monthly) $5,089.87 $7,474.86
To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources

Date: July 8, 2020

Subject: Approval of New Classification Specification and Salary Allocation

Information and Systems Manager

JUSTIFICATION FOR CLASSIFICATION:
Due to the budget crisis and a lack of funds, the Board of Education recently approved taking steps to restructure the Technology Services Department to encompass not only the infrastructure and systems aspects of technology services, but to also include educational technology (Ed Tech). Due to the restructure, it was approved to eliminate the Chief Technology Officer position, and create a lower level management position that will be responsible for the information systems analyst team. The department will also now be aligned solely to the Assistant Superintendent of Education Services, and department oversight will now be the responsibility of the Director of Curriculum & Instruction, Secondary.

EVALUATION:
The Executive Team, including the Assistant Superintendent of Education Services and Director of Classified Human Resources, have been working to evaluate the needs of the Technology Services Department in light of adding an Ed Tech branch, review job descriptions, and make recommendations to reorganize and restructure the department to best meet the District’s growing, multi-facet technology needs to best serve our students.

Classified Human Resources surveyed school districts within the County and closely surrounding districts to compare the organizational structure of their Technology Departments. Sample job descriptions and salary data were also collected and reviewed. There were little to no comparable structures or positions identified, therefore an emphasis is being placed on internal alignment. A job evaluation was conducted in which the function, essential duties, knowledge, skills and abilities of the proposed new classification were compared against existing VUSD classification specifications.

RECOMMENDATION:
It is therefore recommended that the Personnel Commission approve the attached classification specification for the Information and Systems Manager as presented, and allocate the classification to salary range 91 ($6,143 - $7,699/month) on the Classified Management Salary Schedule.

Attachment: Information and Systems Manager proposed classification specification and salary survey notes
CLASS TITLE: INFORMATION AND SYSTEMS MANAGER

BASIC FUNCTION:
Under the direction of the Assistant Superintendent, Education Services or designee, lead, manage and represent the Information Systems Analyst Team of the Information Technology Services (ITS) department; plan, organize, direct, control, perform and document activities related to the proper implementation, operation, monitoring, reporting (District, State, Federal), administration and maintenance of the District’s information databases, database interfaces, report servers, business information tools, data warehouses, CALPADS administration; coach, train, supervise and assess the performance of assigned personnel and the ITS Systems Analyst Team in general; train and consult with staff and customers on information analysis technology issues; assure the smooth, efficient and proper integration of software systems and databases; support the use of information analytics by District departments and customers; recommend and implement changes to accomplish increased process productivity and efficiency; evaluate new analysis technology.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Oversee the development, preparation, maintenance and production of reports for district and school personnel providing insight into longitudinal and short-term trends. Specific information includes: attendance, enrollment, CSIS, SIS, SIF, CDIF, SNOR, CRDC, HQT, NCLB, CALPADS/CBEDS, graduate, Special Education, English Learner, GATE, dropouts, mobility, grades, demographics, courses, programs, test results, health, discipline, scheduling, credentials, assignments, positions, permissions, software, data specifications, user accounts and assigned activities.

Facilitate and collaborate with District and school personnel to streamline processes by continuously documenting and improving processes. Implement proper measurements and metrics to gauge process performance for determining areas of improvement. Research best practices and assist in the implementation of those practices.

Streamline processes by continuously documenting and improving processes. Implement proper measurements and metrics to gauge process performance for determining areas of improvement. Research best practices and assist in the implementation of those practices. Provide training to the Systems Analyst Team to ensure a growth mindset and improve overall organization effectiveness.

Facilitate the technical training and assistance to District personnel concerning the operation of computer systems, software, databases, applications, and reporting functions; respond to inquiries and provide detailed and technical information concerning related practices, processes, reports, submissions, data, requirements, techniques, policies and procedures; assist users with resolving network, database, login and other technology issues; refer complex problems to other personnel as needed.

Supervise, counsel, evaluate the performance and motivate assigned staff; recommend hires, transfers, reassignment, and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established requirements and procedures; plan, coordinate, arrange and conduct training activities for Department personnel.
Coordinate with software vendors, evaluate software products, assist in the integration of software products, provide guidance regarding software procurements, and insure that any procured software products meet the District policies and procedures in conjunction with the Purchasing Department.

Oversee the management, integrity, operation, and workflow of the District’s Student Information System (SIS). Provide training and guidance on the proper use and operation of the SIS as it relates to the specific department and school sites. Develop analytical reports to show potential errors and provide guidance on proper correction procedures. Also provide longitudinal information that shows users analytics and trends regarding the District’s data.

Insure the development, installation, test, upgrade and update of computer software, systems, servers and applications as needed; assist with maintaining integrity and security of assigned computer systems; troubleshoot and resolve data file and aggregation issues and malfunctions as needed; insure the preparation of backup data files in accordance with established time lines procedures; maintain and update library of backup data files.

Oversee the improvement of the integrity of data within the District. Specifically streamline the various reporting periods for State and Federal reporting (including CALPADS), work with the District and Site Data Teams, improve data checking and reporting with our Student Information System (SIS) Q, and add proactive data checking to Q via QLIPs.

Work with the Technology Infrastructure team to provide accurate reporting in the areas of asset management, key operational metrics, and tracking of infrastructure requests; help to determine root cause of issues and help to streamline operational procedures.

Oversee the support of the District website, the School of Choice website, and our District Communication application by providing training and interface support in conjunction with the District’s Communication Coordinator. Specifically, analyze and determine how various district systems can be seamlessly integrated with the various systems. Provide the necessary technical support to ensure proper operation and data integrity. Provide backup support for the development of web pages, web forms, and web analytics.

Attend and conduct various meetings and committees; present information and materials concerning Information and Systems issues, needs, projects and activities.

Other duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Advanced design, systems integration, and continuous process improvement techniques.
System analysis, design and management techniques.
Principles and practices of administration, supervision and training.
Modern hardware and software concepts and terminology, including LANs, WANs, servers and operating systems.
Complex data communication and networking protocols, configurations and linkages.
Technical aspects of the systems design and programming field.
Department and program objectives and goals.
Software licensing requirements and restrictions.
Computer software applications and languages utilized by the District.
Interpersonal skills using tact, patience and courtesy.
ABILITY TO:
Plan, organize and direct activities and operations to assure the proper implementation of systems.
Assure the smooth, efficient and proper integration of hardware and software technologies.
Implement, maintain and administer the District’s software infrastructure.
Assign, prioritize and review work of subordinates.
Supervise, train and evaluate the performance of assigned personnel.
Evaluate the on-going performance of the software systems, data integrity, and data communications systems.
Recommend and implement changes to accomplish increased system productivity and efficiency.
Diagnose complex software and hardware problems and malfunctions in conjunction with Technology Systems and Network team.
Provide technical input and recommendations for new system configuration and features.
Serve as technical resource to users in the use of software systems and related equipment.
Meet schedules and time lines.
Read, interpret, apply and explain technical issues and procedures.
Maintain current knowledge of technological advances in the field.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:
Any combination of education, training, and/or experience equivalent to a bachelor’s degree in Information Technology or a closely related field or five years of in-depth experience with complex systems analysis, design, implementation, operations, administration, and maintenance. Experience in a lead or supervisory role highly desirable.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Occasionally subject to noise from office and computer operations.
Driving to various sites to conduct work.

PHYSICAL DEMANDS:
Sitting for extended periods of time.
Seeing to observe monitor and to respond to computer malfunctions.
Hearing and speaking to communicate with users.
Dexterity of hands and fingers to operate keyboard.
Bending, kneeling and reaching.
Lifting objects of medium to heavy weight as required to work with computer and network equipment.

Approved by Personnel Commission: To be presented to the PC for review and approval 07/08/2020
### Salay Survey for Information & Systems Manager

**Date as of 06/30/2020**

<table>
<thead>
<tr>
<th>District Surveyed within Ventura County and Surrounding Districts</th>
<th>County</th>
<th>Title</th>
<th>Lowest Placement on Salary Range</th>
<th>Highest Placement on Salary Range</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Santa Barbara County Education Office</td>
<td>Santa Barbara</td>
<td>Manager, Information Technology Services (Range 23 - Administrative Services)</td>
<td>$8,360.47</td>
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<td>William S. Hart Union</td>
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<td>Supervisor of Technology Services</td>
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<td>Las Virgenes Unified</td>
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<td>Mpu Elementary School District</td>
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<td>Oak Park Unified</td>
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<td>Pleasant Valley School District</td>
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<td>Enrolled District</td>
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<td>Rio School District</td>
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</table>

**Directors of Technology Services**
- Systems Administrator
- Network Engineer
- Information Systems Data Analyst
- Help Technician I
- Help Technician II
- District Computer Technician
- Chief Technology Officer
- Systems Administrator
- Telecom Specialist
- Application Support Specialist
- Student Data Specialist
- Computer/Network Technician
- Director of Technology
- Technology Manager
- Information Technology Support Technician
- Information Technology Specialist
- Director of Technology
- Technology Support Technician I
- Technology Support Technician II
- Senior Systems Administrator 7,739.15 - 9,405.47
<table>
<thead>
<tr>
<th>District</th>
<th>County</th>
<th>Title</th>
<th>Lowest Placement on Salary Range</th>
<th>Highest Placement on Salary Range</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Santa Barbara Unified School District</td>
<td>Santa Barbara</td>
<td>Chief Educational Technology Officer</td>
<td>Mobile Device Administrator II</td>
<td>IT Systems Administrator and Support II</td>
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<td>Director</td>
<td>(2) Education Data Specialist I</td>
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<td>Programmer/Analyst II</td>
<td>IT Systems Administrator and Support II</td>
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<td>Programmer/Analyst I</td>
<td>IT Systems Administrator and Support II</td>
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<tr>
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<td>Mobile Device Administrator II</td>
<td>IT Systems Administrator and Support II</td>
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<td>Network &amp; Systems Manager 6,887.42 - 8,057.42</td>
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<td>Network Systems Manager</td>
<td>Network Systems Manager 6,887.42 - 8,057.42</td>
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<td>Network Systems Manager</td>
<td>Network Systems Manager 6,887.42 - 8,057.42</td>
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<td>Somis Union Elementary School District</td>
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<td>Applications Manager 6,173.23 - 10,189.44</td>
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<td>Ventura County Office of Education</td>
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<td>Applications Manager 6,173.23 - 10,189.44</td>
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<td>Applications Manager 6,173.23 - 10,189.44</td>
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<td>Ventura Unified School District</td>
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<td>Applications Manager 6,173.23 - 10,189.44</td>
<td>Applications Manager 6,173.23 - 10,189.44</td>
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**Average Salary (Monthly)**  
$7,117.08  
$8,420.41  

**Median Salary (Monthly)**  
$6,684.50  
$7,957.58  


To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources

Date: July 8, 2020

Subject: Approval of Revised Classification Specification

Lead Mechanic

Due to the budget crisis and a lack of funds, the Board of Education recently approved taking steps to restructure the Mechanics Shop in the Transportation Department. It was approved to create/reinstate the Lead Mechanic position in the Transportation Department. As we make preparations to reinstate this position, a review of the classification specification was conducted. After reviewing the class spec, it was determined that some minor revisions needed to be made to bring the description up-to-date.

It is therefore recommended that the Personnel Commission approve the attached, revised classification specification for Lead Mechanic as presented.

Attachment: proposed classification specification for Lead Mechanic
CLASS TITLE: LEAD MECHANIC

BASIC FUNCTION
Under the direction of the Director of Transportation, lead and participate in the inspection, diagnosis, repair and maintenance of school buses and a variety of other large and small diesel, gas and alternative-fueled vehicles and equipment; develop, implement, prioritize and oversee maintenance and repair projects; train and provide work direction and guidance to assigned personnel.

REPRESENTATIVE DUTIES:
ESSENTIAL FUNCTIONS:
Lead and participate in the inspection, diagnosis, repair and maintenance of school buses and a variety of other large and small diesel, gas and alternative-fueled vehicles and equipment; oversee and participate in the day-to-day operations and activities of the vehicle repair shop; coordinate and monitor activities to assure safe and proper operating condition of District buses and vehicles.

Develop, implement, oversee and participate in maintenance and repair projects; lead and participate in inspecting, troubleshooting and repairing vehicle and equipment problems and malfunctions; diagnose mechanical defects and failures and determine appropriate corrective actions; assure proper repair or replacement of parts and components.

Train and provide work direction and guidance to assigned personnel; develop work schedules, assign employee duties and review work for accuracy, completeness and compliance with established standards, guidelines and procedures; assist subordinates with projects as needed; provide technical guidance regarding major or difficult repairs.

Oversee and participate in transmission, motor and engine inspections, overhauls, maintenance and repairs; perform minor and major tune-ups on District vehicles and equipment; dismantle and rebuild gasoline and diesel engines and related systems.

Prioritize and coordinate response to maintenance and repair needs and work orders; monitor progress of maintenance and repair projects; inspect completed projects for accuracy, completeness and compliance with established work orders and specifications.

Oversee and perform scheduled preventive maintenance safety checks and inspections as required; assure compliance with California Highway Patrol (CHP) school bus maintenance regulations and other requirements; prepare related documentation.

Estimate labor, material and equipment needed for maintenance and repairs; monitor and maintain adequate inventory levels of parts, supplies and equipment; research and order parts, supplies and equipment; confer with vendors to research, obtain and compare price quotes and product information.

Oversee and participate in the preparation and maintenance of various records, reports and files related to inspections, work orders, maintenance, repairs and assigned activities; maintain, process and update vehicle paperwork.
Adjust, repair and maintain brake systems; adjust and reline brakes; repair and adjust clutches, pumps, carburetors, generators, gears, ignitions and valves; remove and replace components such as batteries, alternators, starters, hoses, belts, bearings, spark plugs and various other parts as needed.

Operate and maintain a variety of equipment such as lifts, jacks, stands, hoists, grinders, air tools, testers, meters and various hand and power tools; utilize computers and assigned software; drive a vehicle to conduct work.

Inspect, diagnose, repair and maintain vehicle lighting, wiring, fuel, air conditioning, lubricating, exhaust, hydraulic and cooling systems as assigned; diagnose and repair electrical systems; test and repair electrical circuits and components.

Service vehicles and equipment with fuel, oil, grease, water and hydraulic fluids; service oil filters; assure proper fluid levels; lubricate gearboxes; drain and refill crankcases; replace fuses; assure proper air levels of tires and fill as needed; replace, rotate and balance tires.

Perform welding in the fabrication, repair and installation of metal parts and components as assigned; utilize appropriate welding equipment.

Plan, organize and lay out assigned tasks; interpret diagrams, sketches, schematics, technical manuals and specifications; work from verbal and written instructions and work orders.

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

Perform road tests on buses and vehicles; coordinate response to emergency road calls and perform related field work as directed.

Assure work areas, equipment and tools are maintained in a safe, clean and orderly condition.

Pick up parts, supplies and materials as needed.

Attend and participate in various meetings as assigned.

OTHER DUTIES
Performs related duties as assigned. Other duties as assigned that support the overall objective of the position.

MINIMUM QUALIFICATIONS
KNOWLEDGE OF:
Techniques, practices, theories, equipment, tools, materials and procedures used in diesel, gas and alternative fueled vehicle and equipment maintenance and repair.
Operation, theory and principles of gasoline, diesel and alternative-powered engines.
Applicable laws, codes, regulations, policies and procedures.
Shop math applicable to vehicle maintenance.
Operation of a computer and assigned software.
Diagnostic procedures for vehicles and equipment.
Preventative maintenance practices.
Inventory practices and procedures.
Principles of training and providing work direction.
CHP requirements for maintenance of school buses.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Record-keeping and report preparation techniques.
Health and safety regulations.

ABILITY TO:
Lead and participate in the maintenance and repair of school buses and a variety of other large and small diesel and gasoline-fueled vehicles.
Oversee and participate in the inspection, diagnosis, troubleshooting and resolution of vehicle problems and malfunctions.
Develop, implement, prioritize and oversee maintenance and repair projects.
Train and provide work direction and guidance to assigned personnel.
Repair or replace a variety of parts and components.
Perform required inspections, preventive maintenance and servicing of buses and other vehicles.
Interpret and apply CHP and other requirements for maintenance of District vehicles.
Read and work from diagrams, sketches, schematics, technical manuals and specifications.
Operate a wide variety of hand and power tools and equipment.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Estimate material requirements and order parts and supplies according to established guidelines.
Observe health and safety regulations and procedures.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.
Meet schedules and time lines.
Oversee and participate in the preparation and maintenance of various records and reports.
Establish and maintain cooperative and effective working relationships with others.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:
Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: Any combination of education, training and/or experience equivalent to graduation from high school supplemented by completion of an approved apprenticeship program in automotive repair and four years increasingly responsible experience in the maintenance and repair of gasoline and diesel-powered vehicles and equipment.

LICENSES AND OTHER REQUIREMENTS:
Valid California Class B commercial driver’s license with passenger and air brake endorsements; employees must fulfill license requirement prior to completion of the six-month probationary period. A school bus endorsement is highly desirable.

WORKING CONDITIONS:
ENVIRONMENT:
Vehicle repair shop environment.
Driving a vehicle to conduct work.
Exposure to fumes, dust, dirt, oil and grease.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate specialized equipment.
Seeing to perform inspections and repairs.
Hearing and speaking to exchange information.
Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
Standing for extended periods of time.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders.

HAZARDS:
Exposure to chemical fumes and vapors such as gasoline and diesel fuel.
Working in a cramped or restrictive work chamber.
Working around and with machinery having moving parts.
Working from heights.

Approved by Personnel Commission: 09/19/2007
Revised: Proposed revisions to Personnel Commission 07/08/2020
To: Personnel Commission  
From: Andrea Crouch, Director Classified Human Resources  
Date: July 8, 2020  
Subject: Approval of Revised Classification Specification  
*Braille Transcriber*

The Ventura Unified School District is planning recruitment efforts to fill a vacant Braille Transcriber position. In preparation of filling this position, a review of the current classification specification was conducted. After reviewing the class spec, it was determined that some minor revisions needed to be made to bring the description up-to-date.

It is therefore recommended that the Personnel Commission approve the attached, revised classification specification for Braille Transcriber as presented.

Attachment: proposed classification specification for Braille Transcriber
CLASS TITLE: BRAILLE TRANSCRIBER

BASIC FUNCTION:
Under the supervision of the Executive Director of Special Education or administrative designee, and under the daily guidance and direction of the Teacher of the Visually Impaired, transcribe a variety of instructional materials into an appropriate media such as Braille, raised-line drawings and large type print for visually impaired students; prepare necessary materials for visually impaired students to receive regular school information.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Transcribe a variety of instructional materials into an appropriate media such as Braille, raised-line drawings and large type print; determine appropriate format for visually impaired students; assure materials are prepared in accordance with student needs and established time lines.

Prepare, format, transcribe and adapt instructional materials such as books, worksheets, tests, study materials, student assignments, homework and other materials for visually impaired students in accordance with established Braille translation guidelines.

Utilize a Perkins Brailler or computer and specialized software to scan, import, transcribe and adapt a variety of instructional materials and other documents into Braille according to established Braille guidelines; emboss, collate and bind Braille materials.

Proofread, edit and verify accuracy of transcribed materials; type instructional materials, worksheets, homework assignments and other documents in large type print for partially sighted students; utilize a copier to enlarge documents to appropriate size.

Translate Braille materials into printed words for teachers and other staff as needed; confer with teachers and other personnel concerning instructional materials and student needs; modify instructional materials to meet the individual needs of students as appropriate.

Prepare materials and books for utilization at various school sites; distribute and collect materials; monitor and assess student needs to determine material requirements; modify instructional materials to meet the individual needs of students as appropriate.

Prepare raised-line drawings of graphs, maps, charts, diagrams, illustrations and other graphics according to instructional material content and student needs; record books onto tape as needed; utilize tap recorder.

Assist with the instruction of visually impaired students; work with and assist students individually with reading, art projects and various other learning activities; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Monitor and maintain adequate inventory levels of large print and Braille books and materials as needed; research new materials; order, receive, process and distribute a variety of books and instructional materials for the visually impaired; collect and prepare books and materials for return.
Communicate with faculty, staff and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of specialized equipment including an embosser, binding machine, slate and stylus; drive a vehicle to conduct work.

Participate in coordinating and conducting Braille Club activities for visually impaired students; assist with various disability awareness programs.

Assist visually impaired students with computer lab learning activities as needed.

Maintain various records related to books and assigned activities.

Participate in a variety of other assigned activities such as accompanying students on field trips, administering oral tests and arranging for equipment repairs.

OTHER DUTIES:
Observe and control behavior of students in the classroom according to approved procedures; monitor students during outdoor activities as needed; monitor and report progress regarding student performance and behavior.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Methods, materials, equipment and techniques used in Braille transcription and the preparation of raised-line drawings and large type print.
- Grade 2 Braille, Nemeth Braille formatting, and related rules and guidelines.
- Operation of a computer and specialized Braille software.
- Practices and procedures involved in the instruction of visually impaired students.
- Proper operation and use of Braille and large print transcription equipment and machines.
- Basic subjects taught in District schools including arithmetic, reading, writing, grammar and spelling.
- Braille translation codes, rules, practices and guidelines.
- Learning issues and problems related to the visually impaired.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Modern office practices, procedures and equipment.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Record-keeping techniques.

**ABILITY TO:**
- Transcribe a variety of instructional materials into an appropriate media such as Braille, raised-line drawings and large type print for visually impaired students.
- Prepare necessary materials for visually impaired students to receive regular school information.
- Operate a variety of specialized equipment including a copier, Perkins Brailler, embosser and book binding machine.
- Proofread, edit and verify accuracy of transcribed materials.
- Determine appropriate format of materials for visually impaired students.
- Operate a computer and specialized peripherals and software.
- Monitor and assess student needs to determine material requirements.
Type or input data at an acceptable rate of speed.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.
Meet schedules and time lines.
Maintain various records and files.
Communicate effectively both orally and in writing.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:
Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school supplemented by specialized course work or training in Braille and one year experience transcribing materials into Braille.

Possession of a High School Diploma or a GED AND
Complete at least 48 semester units of study at an institution of higher education (college level) OR
Obtained an associate's (or higher) degree OR
Met (passed) an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness.

In addition to the above standards, applicants must have coursework in literary Braille, and prior experience (which can be concurrent with coursework) preparing Braille, tactile, and large format print materials and/or working with visually impaired students.

LICENSES AND OTHER REQUIREMENTS:
Requires a valid Certificate from the Library of Congress in Literary Braille.
Mathematics Braille (Nemeth Code) certification desirable.
May require a valid California driver’s license.

WORKING CONDITIONS:
ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate specialized equipment and a computer keyboard.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.
Bending at the waist, kneeling or crouching.

Approved by Personnel Commission: 06/18/2008
Revised: Proposed revisions for review and approval 07/08/2020
CONSENT AGENDA ITEMS
PERSONNEL TRANSACTIONS REPORT
TO PERSONNEL COMMISSION FOR APPROVAL: 07/08/2020

IT IS RECOMMENDED THE PERSONNEL COMMISSION FIND THAT THE FOLLOWING PERSONNEL TRANSACTIONS HAVE BEEN MADE PURSUANT TO ARTICLE 6 OF THE EDUCATION CODE (THE MERIT SYSTEM) AND THE PERSONNEL COMMISSION RULES AND REGULATIONS AND AUTHORIZE THE FORWARDING OF THE PERSONNEL TRANSACTIONS REPORT TO THE BOARD OF EDUCATION FOR APPROVAL.

**EXEMPT HELP**

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<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>LOPEZ, ALFONSO</td>
<td>ASB - SCOREBOARD OPERATOR/TIMER</td>
<td>12/28/2019</td>
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**CHANGE OF STATUS**

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<th>Name</th>
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<th>Date Description</th>
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<tr>
<td>DOMINGUEZ, GREGORIA</td>
<td>PARAEDUCATOR</td>
<td>01/21/20: HOURS/WORKYEAR CHANGE -- 16.00 HRS PER WEEK/144 DAYS TO 28.00 HRS PER WEEK/180 DAYS; SAME POSITION</td>
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<td>HERNANDEZ, JEANNIE</td>
<td>LIBRARY TECHNICIAN I</td>
<td>01/15/20: CHANGE IN HOURS--10.00 HRS PER WEEK TO 12.00 HRS PER WEEK; SAME POSITION</td>
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**WORKING OUT OF CLASSIFICATION**

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<th>Name</th>
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<td>APARICIO, EMERALD</td>
<td>SCHOOL SUPPORT SECRETARY</td>
<td>06/1-5,8-12,15-19,22-26,29-30/2020</td>
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<td>BALBOA MIDDLE SCHOOL</td>
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<td>FOLEY, ANGELA</td>
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<td>ROSADO, JASMINE</td>
<td>SCHOOL ADMINISTRATIVE ASSISTANT I</td>
<td>05/13/2020</td>
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<td>WILL ROGERS</td>
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<tr>
<td>SANCHEZ, SUZANNA</td>
<td>SENIOR ADMINISTRATIVE SPECIALIST</td>
<td>05/1,4-8,11-15,18-21,26-29/2020</td>
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<td>STUDENT SUPPORT SERVICES / ESC</td>
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**SEPARATION FROM SERVICE**

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>BUHAY, RUSSELL</td>
<td>ROOFER</td>
<td>06/30/2020</td>
<td>RETIRED WITH 30 YOS</td>
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<tr>
<td>DENGER, CHERYL</td>
<td>OFFICE ASSISTANT</td>
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<td>RETIRED WITH 19 YOS</td>
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<td>GRAVES, BETH</td>
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<td>LACKEY, KARYN</td>
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<td>RETIRED WITH 17 YOS</td>
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<td>MARIN, MARY</td>
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<td>06/30/2020</td>
<td>RETIRED WITH 14 YOS</td>
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<td>MC CARTHY, TIM</td>
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<td>LIBRARY TECHNICIAN II</td>
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<td>TORRES, URIEL</td>
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