

PERSONNEL COMMISSION

SPECIAL MEETING AGENDA – SEPTEMBER 16, 2022

(Meeting location: Board Room)

A. CALL TO ORDER - 4:00 P.M.

B. ADOPTION OF AGENDA

C. APPROVAL OF MINUTES

- August 25, 2022, Special Meeting

D. 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. Persons wishing to address the Personnel Commission should complete a "speaker form" and turn it into the recording secretary. The Personnel Commission is prohibited from taking action on any item that is not part of the printed and published agenda. Members of the public are encouraged to submit comments in writing.

E. INFORMATION ITEMS

1. VESPA Report
2. Director's Report
3. Recruitment & Selection: Hiring Update

F. ACTION AGENDA ITEMS

1. Approval of New Classification Specification and Salary Allocation: Communications and Outreach Coordinator
2. Approval of Revised Classification Specification: Early Childhood Education Coordinator
3. Approval of Revised Classification Specification: Head Custodian I

G. CONSENT AGENDA ITEMS

1. Personnel Transactions Report

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.

- H. COMMISSION COMMENTS — No official action will be taken.
- I. CLOSED SESSION
 - 1. Public Employee Discipline/Dismissal/Release - Government Code §54957(b)
- J. REPORT OF ACTION TAKEN IN CLOSED SESSION
- K. 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.



For the future of every student


MINUTES
August 25, 2022

CALL TO ORDER	<p>A special meeting of the Personnel Commission of the Ventura Unified School District was held via Zoom at the Education Service Center on August 25, 2022. Mr. Walker, Chair, called the meeting to order at 4:30 p.m.</p> <p>Present: Commissioners Walker, Stallings and Campbell. Classified Human Resources Staff Members Present: Andrea Crouch, Classified Human Resources Director; Belen Gonzalez, Human Resources Supervisor; and Reina Murillo, Human Resources Analyst, Confidential.</p>
ADOPTION OF AGENDA	<p>On a motion by Ms. Stallings, seconded by Ms. Campbell, Motion/Seconded/Carried Unanimously (MSCU) the agenda for the August 25, 2022 Personnel Commission special meeting was adopted by a vote of 3-0. (Ayes – 3/ Stallings, Campbell, Walker; Nay 0; Abstain 0)</p>
ITEM C	<p>A moment of silence was taken to honor the memory of Jessica Wigg, longtime employee of VUSD at E.P. Foster Elementary.</p>
APPROVAL OF MINUTES	<p>On a motion by Ms. Stallings, seconded by Ms. Campbell, MSCU the minutes of the July 27, 2022 Personnel Commission meeting were approved by a vote of 3-0. (Ayes – 3/Stallings, Campbell, Walker; Nay 0; Abstain 0)</p>
PUBLIC COMMENTS	<p>None</p>
ITEM F1	<p><u>VESPA REPORT</u></p> <p>Ms. Carol Peek, VESPA President reported:</p> <ol style="list-style-type: none">1) The first day of school was great! Celebrate event was wonderful. The acts of solidarity were wonderful and respectful. Everybody was very happy and we are very grateful for Dr. Castro being Superintendent.2) VESPA is doing a re-branding. We have changed our logo, new office. We plan to host an open house, inviting members to come in and see our new office, see where we are located. We will have snacks, raffles and prizes. The date is September 23rd. All classified is invited so they can get an idea of who we are, what we represent and how we are a family.3) Negotiations are set for September 30th. Maybe both sides don't agree at this point, but that is what negotiations is about. I want to express the respectfulness on both sides, we are grateful for that and we know both teams will continue to negotiate in a positive, respectful way.4) VESPA is simply happy to start this new year. We are excited to hit the ground running and start this new year.
ITEM F2	<p><u>DIRECTOR'S REPORT</u></p> <p>Ms. Crouch reported</p> <ol style="list-style-type: none">1) The Classified HR Department has been extremely busy preparing for the start of school.2) Back-to-School events that took place this month included:<ol style="list-style-type: none">a) The Annual Elementary and Secondary School Office Manager meeting was held earlier this monthb) The Annual All-Staff Celebration Event was held this past Tuesday in which all staff were welcomed back to the new school year. We also honored our employees for their 10-15 & 20 years of service to the district, and longevity awards were presented to employees who have served the district for 25-30 & 35 years.3) The first day of school was Wednesday, August 24th <p>Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:</p> <ul style="list-style-type: none">○ Labor Day Holiday - Monday, September 5th○ Next regular Board of Education meeting - Tuesday, Sept 13th○
ITEM F3	<p><u>RECRUITMENT & SELECTION: HIRING UPDATE</u></p> <p>Ms. Crouch provided the Commissioners with an update regarding recruitment and selection. Classified HR continues to prioritize the positions to focus on as we continue recruitment efforts and final selection interviews for our current vacancies.</p>

- ITEM G1 APPROVAL OF NEW CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION: EXECUTIVE DIRECTOR, TECHNOLOGY SERVICES After a brief discussion, on a motion by Ms. Campbell, seconded by Ms. Stallings, MSCU to approve the new classification specification for Executive Director, Technology Services as presented and allocated to salary range 59 on the Classified Management Salary Schedule, by a vote of 3-0.(Ayes – 3/ Campbell, Stallings, Walker; Nay 0; Abstain 0)
- ITEM G2 APPROVAL OF NEW CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION: EARLY CHILDHOOD EDUCATION COORDINATOR After a brief discussion, a motion was made by Ms. Stallings, seconded by Ms. Campbell, MSCU to approve the new classification specification for Early Childhood Education Coordinator as presented and allocated to salary range 40 on the Classified Management Salary Schedule, by a vote of 3-0.(Ayes – 3/ Campbell, Stallings, Walker; Nay 0; Abstain 0)
- ITEM G3 RECLASSIFICATION OF POSITION: SCHOOL ADMINISTRATIVE ASSISTANT I to SCHOOL ADMINISTRATIVE ASSISTANT II After a brief discussion, a motion was made by Ms. Campbell, seconded by Ms. Stallings, MSCU to reclassify the School Administrative Assistant I position at ATLAS K-8 school (Position #107) to School Administrative Assistant II as presented, as well as approve the incumbent, Kimberly Wilkins, to test for the reclassified position as the gradual accretion of duties has been less than two years. Upon successful completion of the examination process the incumbent will be reclassified effective with the start of the 2022/23 school year by a vote of 3-0.(Ayes – 3/ Campbell, Stallings, Walker; Nay 0; Abstain 0)
- ITEM G4 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION: FOOD AND NUTRITION SERVICES OPERATIONS SPECIALIST After a brief discussion, on a motion by Ms. Stallings, seconded by Ms. Campbell, MSCU to approve the revised classification specification for Food and Nutrition Services Operations Specialist and allocate to the position to range 240 on the Classified Represented salary schedule (\$3,970 - \$4,956/month), by a vote of 3-0.(Ayes – 3/ Campbell, Stallings, Walker; Nay 0; Abstain 0)
- ITEM G5 APPROVAL OF NEW CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION: COMMUNICATIONS AND OUTREACH COORDINATOR: After a brief discussion, it was decided to table the review and approval to a future meeting.
- ITEM H1 PERSONNEL TRANSACTIONS REPORT
On a motion by Ms. Stallings, seconded by Ms. Campbell, MSCU to approve the Personnel Transactions Report by a vote of 3-0. (Ayes – 3/ Stallings, Campbell, Walker; Nay 0; Abstain 0)
- ITEM I COMMISSION COMMENTS
None
- ITEM J1 CLOSED SESSION:
It was decided that Closed Session was not needed at this time.
- ITEM K REPORT OF ACTION TAKEN IN CLOSED SESSION
There was no Closed Session.
- ADJOURNMENT On a motion by Ms. Stallings seconded by Ms. Campbell , MSCU to adjourn the meeting at 5:47 p.m.



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: September 16, 2022

Subject: Approval of New Classification Specification and Salary Allocation
Communications and Outreach Coordinator

EVALUATION AND JUSTIFICATION FOR CLASSIFICATION:

A vacancy has occurred in our Communications Department (the Digital Communications Specialist.). In anticipation of filling the vacant position and working within the priorities set by the Board of Education, at the Regular Board meeting on September 13, 2022 the Board approved creating a new Communications and Outreach Coordinator position. This position will focus more on communications and outreach, which is a function of the Superintendent's Office and will be led and directed by our Director of Communications.

Classified Human Resources surveyed school districts within the County and closely surrounding districts to compare like positions. It should be noted that there are still very few districts that have a designated Public Information Officer/Director of Communications, and therefore there were no identified comparable positions to the position that has been created. Therefore, HR conducted a job evaluation in which the function, essential duties, knowledge, skills and abilities of the proposed classification were compared against existing classification specifications to ensure internal alignment was maintained. Communications Industry standards were also examined to ensure competitiveness to attract qualified candidates with the required background and experience. It is also important to note that this position will not have supervisory responsibilities, but will work in a lead capacity and be responsible for leading, advising, training and providing work instructions to staff and student interns.

RECOMMENDATION:

It is therefore recommended that the Personnel Commission approve the attached classification specification for the Communications and Outreach Coordinator as presented, and allocate the classification to salary range 285 on the Classified Represented Salary Schedule, (\$5,056 - \$6,310/month).

Attachment: Communications and Outreach Coordinator proposed classification specification



For the future of every student

CLASS TITLE: COMMUNICATIONS AND OUTREACH COORDINATOR

BASIC FUNCTION:

Under the direction of the Director of Communications, plans, coordinates, and implements strategic communications and marketing plans. Produces written and graphic content for digital platforms; implements and maintains communication and marketing platforms, including websites, mass communications systems, survey platforms, social media, digital flyer platforms, mobile apps, etc. Serves as an active liaison with District staff, members of the community, as well as external vendors.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Works with the Director and other departments to coordinate and implement public relations campaigns to enhance the visibility, stature, and presence of the District and its employees in the community, including developing strategic communications plans such as the Superintendent Strategic Communications Plan and Recruitment Communications and Marketing Plan.

Produces written and graphic communications and marketing. Designs layout and content for brochures, publications, newsletters, and promotional materials. Creates video content for use by the District's Communications and Outreach department. Serves as lead photographer for the department. Serves as the liaison between VUSD and CAPS Media- serving on its Board of Directors. Serves as liaison between VUSD and VACE's TDC Studios and ECTC.

Edits press releases on behalf of school sites and District departments.

Maintains District website content, serves as the lead content expert for FinalSite, meets with site and district website coordinators quarterly to update on best practices and new features on all platforms, and organizes all District and site training on digital platforms overseen by Communications and Outreach. Assist in moving all employees off of non-approved platforms onto approved platforms. Regulates and manages the access rights of different users. Finds, diagnoses, and fixes District website content problems, including broken links (internal and external), typographical errors, formatting inconsistencies, security issues, and performance problems. Implements and maintains ADA website compliance WCAG 2.0 standards and trains users on compliance requirements.

Monitors traffic and metrics for the District website, social media channels, and email marketing; prepares reports and offers analysis and conclusions to help drive content decisions.

Maintains the VUSD brand, quality control, and appropriateness throughout all print and digital media content. Trains and collaborates with District staff to coordinate messaging between print and digital platforms in service of the District's overall communications strategy. Ensures that all

District and school communications and marketing adhere to brand standards. Assists in creating and maintaining guidelines and standards as needed.

Monitors user-generated content (such as conversation threads, video posts, blog comments, tweets, etc.) within VUSD social network pages, respond to inquiries and removes inappropriate content.

Assists in implementation and training of VUSD Ambassador program (outreach volunteers), department intern program, and the site and district social media coordinators and website coordinators.

Participates in local school and community events to develop and promote positive community relations with city and county leaders, community and parent groups, area agencies, and businesses.

Consults with school-based and district office administrators and staff to obtain information on current events, activities, programs, and other topics of general interest to the public.

Train and provide work direction and guidance to district personnel and assigned interns; assign duties and review completed work and work in progress for accuracy, completeness and compliance with established standards and procedures.

When the Director is unavailable, serves as the spokesperson for the District in media relations, including directly responding to media inquiries; maintains confidentiality of sensitive and privileged information.

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, methods, procedures, and strategies related to communications and community relations programs.

District goals, needs, and procedures.

Legal mandates, policies, regulations, and guidelines related to distributing news and public information.

Methods, techniques, and procedures for preparing digital communications such as video development and editing and social media best practices.

Strategic planning, public relations, special event planning, and project management.

Web page development, use, and maintenance.

Well-developed knowledge of and skill at using English grammar, punctuation, vocabulary, spelling, and editing and proofreading techniques.

Strong human relations skills to network, enhance community partnerships, and collaborate with diverse individuals and groups.

Interpersonal skills using tact, patience, and courtesy.

Personal computer-based software programs that support this level of work, including but not limited to advanced skills in word processing, spreadsheet, and presentation.

Effective oral communication to speak in public, conduct meetings, and make presentations.

ABILITY TO:

Effectively and efficiently organize and coordinate communications, marketing, and community relations programs.

Systematically and skillfully organize, design, layout, and edit public information and promotional materials.

Seek out and cultivate news and information resources.

Remain informed of social media platforms and social media marketing trends and strategies.

Communicate effectively in oral, written, and electronic formats utilizing a journalistic and technical writing style.

Prepare and deliver oral presentations.

Understand and follow oral and written instructions.

Train and provide work direction and guidance to staff and assigned personnel.

Establish and maintain cooperative and effective working relationships with news media, community leaders, and District administrators.

Work confidentially with discretion.

Operate standard office equipment.

Work independently while establishing and maintaining appropriate project deadlines.

Travel to various locations and work flexible hours.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to a Bachelor's degree in English, Communications, Journalism, Marketing, Public Relations, or related field, and three years of experience in coordinating, developing, and implementing communications, outreach, media, and public relations activities, including writing, editing, designing and layout of publications and producing video content. Bilingual (Spanish) skills preferred but not required.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license.

This classification may require the ability to fluently speak, read, and write a designated second language.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Ability to function indoors in an office environment engaged in work of a moderately sedentary nature.

Ambulatory ability to sit for extended periods, utilize computers and peripheral equipment, and to move about various school districts, community, or related locations.

Near visual acuity to read printed materials and computer screen.

Auditory ability to carry on conversations in person and over the phone.

Retrieve work materials from overhead, waist, and ground-level files.


Manual and finger dexterity to write, keyboard, and operate computer and other standard office equipment.

Approved by Personnel Commission:

Will be presented to the PC for review and approval 08/25/2022



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: September 16, 2022

Subject: Approval of Revised Classification Specification
Early Childhood Education Coordinator

Last month, the Personnel Commission approved the new classification specification for the classified management position of Early Childhood Education Coordinator. The required State of California Child Development Program Director license was inadvertently omitted from the description presented to the Commission for approval.

It is therefore recommended that the Personnel Commission approve the attached, revised classification specification for Early Childhood Education Coordinator as presented which now includes the required license.

Attachment: proposed classification specification for Early Childhood Education Coordinator



For the future of every student

CLASS TITLE: EARLY CHILDHOOD EDUCATION COORDINATOR

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Educational Services, plan, develop, organize, direct and evaluate the early childhood education programs; provide supervision and training to the program staff; and perform a variety of other duties relative to assigned area of responsibility such as the curricula, indoor/outdoor environment, budget, professional development, referral process for student support services, parent education, implementation of County (Quality Counts, IEEEP) and State initiatives UPK and UTK and State Preschool Full-Inclusion project.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, develop, organize, direct and evaluate the early childhood education programs; monitor, assess and adjust learning activities in response to the progress, needs and interests of children; provide a developmental program to enhance child readiness for kindergarten.

Plan, implement, observe, supervise and monitor curricular activities for all Early Education preschool children

Act in an administrative and supervisory capacity, directing the work of Child Development Preschool Teachers, Child Care Center Teachers, Child Development Site Leaders, Paraeducators, Parent Volunteers, Family Liaisons, School Counselors, University Interns and others assigned to the program; communicate and problem-solve with host school sites and Principals.

Coordinate communication and activities with various District departments, personnel, parents, the community, Community Colleges and Universities, California Department of Education, Department of Social Services, governmental and private agencies.

Participate in District meetings including the VUSD Principal meetings, ESD, DLT, UTK committee and Cabinet

Facilitate the Early Childhood Parent Advisory Committee. Provide a lateral transition plan.

Plan, attend and conduct program and staff/parent engagement meetings

Monitor monthly reports; attendance records, best interest days, sign-in-out forms, school to home correspondence

Complete the annual Program Self-Evaluation Report and Continued Funding Requirements advise Executive Cabinet and Governing Board of Education.

Organize and direct staff professional development and parent education. Meeting regularly with all Teaching staff and Site Leaders

Update and maintain the Jumpstart Parent Handbook as a key document reflecting program policy and regulations

Assist staff with creating intentional lesson plans appropriate to the developmental level of the children in areas of language acquisition, social emotional learning, math, pre-literacy and self-help skills, fine motor and large motor development; plan and coordinate field trips.

Attend appropriate IEP meetings, District meetings and Social Service meetings as needed; insure compliance with all federal, state, county, District regulations, policies and laws.

Maintain accurate records of site conditions, materials and needs; coordinate/lead coordinated compliance review; prepare and submit funding reports/Grant funds, etc., purchase supplies and equipment, and monitor facilities, safety conditions and related improvements.

Plan, coordinate and collaborate with community agencies; conduct outreach and community awareness activities.

Oversee the enrollment process for students and families. Submit monthly 801A reports. Manage student data in "Q"

Confer with parents about enrollment/absences, health and social service needs, and student concerns/successes

Oversee and enforce student assessment requirements and parent-teacher conferences based on the DRDP System requirements

Promote, develop and expand the programs and services within the scope of Early Childhood Education; keep VUSD on the leading edge of research and practice, including Inclusive options for children with special needs; collaborate with institutions of higher education, laboratory schools and professional internships.

Coordinate and monitor all CDE Program Monitoring Reviews and County Reviews. Maintain compliant with the 7 CSPP Title 5 Program components. Meet all reporting timelines.

Supervise and evaluate the performance of assigned personnel; interview and select staff, recommend transfers, reassignments, and disciplinary actions

Work collaboratively with Fiscal Services staff to monitor and analyze services for educational and financial effectiveness and compliancy.

Comply and adhere to all services and accommodations documented on student IEP's within the required timelines and allocated minutes. Provide a rich quality program for all student abilities.

Recognize and celebrate the student's home language and the value of inclusivity

Apply for funding as appropriate

Work in collaboration with the district Early Intervention Program staff.

Perform other related duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Principles and practices of early child development.

Child guidance principles and practices.

Management skills to analyze programs, policies and operational needs.

Classroom procedures and appropriate child conduct.

Instructional methods, techniques and strategies related to early childhood education.

Safe practices in classroom and playground activities.

Techniques of managing personnel, training and performance evaluation;

Interviewing techniques and problem solving methodology;

Correct English usage, grammar, spelling, punctuation and vocabulary.

Diverse academic, socioeconomic, cultural and ethnic backgrounds of assigned children.

Operation of standard office and classroom equipment including a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

Operations, services and activities of a comprehensive program to improve school readiness of children and their families;

ABILITY TO:

Work successfully with a diverse population.

Direct and coordinate the services and activities of early childhood education programs.

Design successful strategies to encourage active participation by parents, the public and private providers.

Select, supervise, train and evaluate staff.

Develop and administer program goals, objectives and procedures.

Maintain program reports and records;

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Operate a computer and modern software to develop, direct and maintain a computerized program.

Provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner.

Maintain confidentiality of information obtained during the course of work.

Understand and follow oral and written instructions.

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

Work independently with limited supervision.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work to meet schedules and timelines in an environment with constantly changing priorities.

Communicate clearly and concisely, both orally and in writing.

Follow good health and safety principles and practices.

Maintain records and prepare reports.

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 Early Childhood Education, Education, Sociology, Psychology, Human Services or a related field and three years progressively responsible experience in an Early Childhood Program including administrative or supervisory experience with a demonstrated ability to work with diverse populations, working collaboratively with community agencies and/or experience managing personnel,

administering programs and conducting evaluations. A Master's degree in Early Childhood Education or related field from an accredited institution preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.
- [Valid California Child Development Program Director](#)

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and outdoor environments.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard, standard office and classroom equipment.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials and monitor children activities.

Ability to read a variety of materials.

Hearing and speaking to exchange information.

Bending at the waist, kneeling or crouching to assist students.


Reaching overhead, above the shoulders and horizontally.

Approved by Personnel Commission:

To PC for review and approval 08/25/2022



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: September 16, 2022

Subject: Approval of Revised Classification Specification
Head Custodian I

The Ventura Unified School District is planning recruitment efforts to fill a vacant Head Custodian I 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 minor revisions needed to be made to clarify the minimum qualifications for the position.

It is therefore recommended that the Personnel Commission approve the attached, revised classification specification for Head Custodian I as presented.

Attachment: proposed classification specification for Head Custodian I



For the future of every student

CLASSIFICATION TITLE: HEAD CUSTODIAN I

BASIC FUNCTION:

Under the direction of the Custodial Supervisor, lead and participate in a variety of custodial activities to assure buildings and adjacent grounds areas at an assigned middle school or high school are maintained in a clean, orderly, safe and secure condition; train and provide work direction and guidance to assigned personnel.

DISTINGUISHING CHARACTERISTICS:

The Head Custodian I classification serves as a lead at an assigned middle school site or smaller high school campus. Incumbents provide work direction to a smaller work crew. The Head Custodian II classification serves as a lead at a high school site. Classification duties are larger in scope, complexity, and responsibility, and incumbents provide work direction to a larger work crew.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Lead an assigned custodial crew in cleaning classrooms, cafeterias, offices, library, kitchens, gymnasium, hallways, lounges, locker rooms and other facilities; assure school buildings, facilities and adjacent grounds areas are maintained in a clean, orderly, safe and secure condition.

Coordinate staff, projects and communications to meet school custodial needs; assist with developing and implementing custodial projects and daily activities; confer with staff and administrators regarding custodial needs, inspections, priorities, issues, problems and projects.

Train and provide work direction and guidance to assigned personnel; assign employee duties and review completed work and work in progress for accuracy, completeness and compliance with established standards and procedures; provide input concerning employee evaluations as requested.

Oversee and participate in the sweeping, scrubbing, mopping, stripping, waxing and polishing of floors; vacuum rugs and carpets in classrooms, offices and other work areas; spot clean and shampoo carpets; spot mop spills; remove gum, debris and graffiti as needed.

Lead and participate in cleaning and disinfecting drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with paper towels, soap, toilet paper, seat covers and other items; clean mirrors, tile, walls, light fixtures and windows; unclog drains and toilets.

Oversee and participate in picking up paper and other debris from school grounds, walkways and areas adjacent to school facilities; sweep concrete surfaces adjacent to school buildings; empty waste receptacles and replace liners.

Dust, sanitize and wipe down desks, furniture, doors, countertops, equipment and woodwork; move and arrange furniture and equipment as required; clean chalkboards, whiteboards, chalk trays and erasers as needed; empty pencil sharpeners.

Coordinate and prepare facilities for use by the school or community groups; oversee and participate in the set-up and assembly of chairs, tables and other furniture and equipment for meetings or special

events; assure proper clean up of furniture, equipment and debris following these events.

Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, blowers, pressure washers and other equipment as assigned.

Inspect middle school facilities to identify custodial, maintenance and repair needs; assure proper identification and resolution of fire, safety, sanitary and security hazards; coordinate response to emergency custodial needs; arrange for maintenance and repairs as needed.

Oversee and participate in preparing and cleaning tables, chairs, benches and floors after breakfast and lunch periods as assigned.

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

Lock and unlock doors, windows and gates as appropriate; set alarms as required; maintain security of assigned areas according to established guidelines.

Perform minor maintenance and repairs on facilities, furniture, lockers and equipment; replace light bulbs as needed.

Monitor inventory levels of custodial supplies; assist with ordering, receiving and maintaining inventory of custodial supplies as assigned; pick up and distribute a variety of classroom, office and custodial supplies and materials as required.

Prepare and maintain various records and reports related to assigned activities; generate and distribute work orders.

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

OTHER DUTIES:

~~Perform related duties as assigned.~~

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods, techniques, materials, tools and equipment used in modern custodial work.

Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.

Proper methods of storing equipment, materials and supplies.

Requirements of maintaining District buildings in a safe, clean and orderly condition.

Principles of training and providing work direction.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Appropriate safety precautions and procedures.

Record-keeping techniques.

Proper lifting techniques.

ABILITY TO:

Lead and participate in a variety of custodial activities.

Assure school buildings, facilities and adjacent grounds areas are maintained in a clean, orderly, safe and secure condition.

Inspect completed work for accuracy, completeness and compliance with established standards and procedures.
Train and provide work direction and guidance to assigned personnel.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Use cleaning materials and equipment in a safe and efficient manner.
Operate and maintain a variety of custodial equipment.
Move and arrange furniture and equipment.
Observe and report safety hazards and need for maintenance and repair.
Observe health and safety regulations.
Meet schedules and time lines.
Maintain various records related to work performed.
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 and two years experience performing custodial activities.~~

Any combination of education, training and/or experience equivalent to graduation from high school (or equivalent), and two years performing custodial duties, preferably for a large organization or in an educational environment. Some experience working in a lead capacity is highly desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of custodial equipment.
Walking or standing for extended periods of time.
Seeing to perform custodial duties.
Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders and working from heights.

HAZARDS:

Exposure to cleaning agents and chemicals.
Working on ladders.

Approved by Personnel Commission:
Revised:

09/19/2007
9/16/2015



Personnel Transaction Report

Consent Agenda Items

To Personnel Commission for Approval

Meeting Date: 09/16/2022

New Hires

Last Name	First Name	Job Class Description	Date
Coronel	Lisa	Nurse	08/29/22
Myers	Eliza	Paraeducator II	09/06/22
Munoz Arroyo	Paloma	Paraeducator I	08/29/22
Reimers	Traci	Campus Support Assistant	08/24/22

Permanent to Probationary

Last Name	First Name	Job Class Description	Date
Arroyo	Rosemary	Family Liaison	08/24/22
Clark	Anna	Human Resources Specialist (Conf)	09/01/22
Guzman	Christine	Paraeducator I	08/23/22
Rivera Elwell	Monica	Family Liaison	06/17/22

Probationary to Permanent

Last Name	First Name	Job Class Description	Date
Anderson	Nicole	Child Nutr Assist I	08/30/22
Ayala	Karla	Senior Office Assistant	08/25/22
Cordero	Vanessa	Executive Assistant (Conf)	08/26/22
Ertman	Nicola	Senior Office Assistant	09/09/22
Felix Sierra	Henrietta	Licensed Associate	08/25/22
Flores	Roxana	Licensed Associate Supervisor	09/13/22
Gonzalez	Jose	Custodian	08/30/22
Lascano	Clara	Senior Office Assistant	09/01/22
Lilly	Stuart	Locksmith	09/06/22
Moreno	Carlos	Campus Supervisor	09/13/22
Szabados	Naomi	Paraeducator III	08/30/22
Thompson-Carey	Karrie	Career & Tech Educ Supp Spec	09/03/22
Woodworth	Robyn	Paraeducator III	09/03/22

Limited Term, Provisional

Last Name	First Name	Job Class Description	Date
Cody	Darlene	Paraeducator I	08/24/22
Cohen	Nataliya	Paraeducator II	08/08/22
Cohen	Nataliya	Paraeducator I	08/08/22
Colborn	Cheri	Senior Office Asst	09/01/22
De Paz	Izabelle	School Office Recep	08/01/22
DiPaolo Roth	Nicole	Senior Office Asst	08/01/22
Kromberg	Christina	Paraeducator II	08/22/22
Martin	Karen	Child Dev Teacher	08/01/22
Martin	Karen	CD Site Leader	08/01/22
Naranjo	Claudia	Senior Office Asst	08/01/22

Appointment to Additional Probationary Position

Last Name	First Name	Job Class Description	Date
Castillo	Irena	Campus Support Assistant	08/24/22
Gutierrez	Elizabeth	Campus Support Assistant	08/24/22

Separation from Service

Last Name	First Name	Job Class Description	Date
Aguirre	Jhudyanna	Attendance Assistant	07/22/22
Dean	Rachel	Paraeducator II	07/06/22
Espinola	Maria	Family Liaison	8/19/2022 (1 of 2 positions)
Espinola	Maria	Family Liaison	09/14/22
Foley	Martin	Digital Communications Specialist	08/26/22
Larson	Gregory	HVAC- Refrigeration Technician	09/09/22
Lopez	Gisela	Child Nutrition Assitant I	05/31/22
Meek	Bryson	Paraeducator II	08/23/22
Okelley	Patricia	Paraeducator II	06/16/22
Ortman	Kristina	Paraeducator III	06/16/22
Ramos	Anthony	General Counsel	06/30/22
Rosario	Amy	Behavior Support Assistant	08/16/22
Valdez	Carla	Paraeducator I	07/01/22
Whitesell	Lisa	Campus Support Assistant	08/12/22

Leave of Absence

Last Name	First Name	Job Class Description	Date
GillRoberts	Nichole	Paraeducator II	08/23/2022 - 6/15/2023 Unpaid
Martinez	Danielle	Bus Driver	03/22/2022 - 6/17/2022 Unpaid
Morin	Tammy	Paraeducator II	08/23/2022 - 6/15/2023 Unpaid
Olmedo	Lorraine	Campus Support Assistant	09/06/2022 - 12/05/2022 Parental Leave
Rico	Cristina	Paraeducator II	06/01/2022 - 06/16/2022 Unpaid

Shively	Meshach	Paraeducator III	08/23/2022 - 10/28/2022 Unpaid
Wright	Jessica	Career & Tech Educ Supp Spec	09/20/2022 - 11/15/2022 Unpaid
Youtz	Marcie	Bus Driver	09/06/2022 - 09/19/2022 Unpaid
Zermeno	Fabiola	Paraeducator II	08/23/2022 - 06/15/2023 Unpaid

Vacancy Coverage

Vargas	Jesus	Building Trades Mechanic-F57	8/1-5;8-12;15-19;22-26;29-31/2022
--------	-------	------------------------------	-----------------------------------

Tackett	Rachelle	Child Nutr Assist III-D61	8/24-26;29-31/2022
---------	----------	---------------------------	--------------------

Lassich	Esteban	Building Trades Mechanic-F57	8/1-5;8-12;15-19;22-26;29-31/2022
---------	---------	------------------------------	-----------------------------------

Trone	Jennifer	Student Data Technician-C47	8/1-5;8-12;15-19;22-26;29-31/2022
-------	----------	-----------------------------	-----------------------------------

			6/1-3:6-10:13-17:20-23:29-30/2022
--	--	--	-----------------------------------

8/8-12:15-19/2022

McIlhaney	Jason	Planning Assistant - T02	8/1-3;8-12;15-19;22-26/2022
-----------	-------	--------------------------	-----------------------------

Dominie	Bonnie	Child Nutr Mgr-Elementary-D36	8/10/2022
Dominie	Bonnie	Child Nutr Mgr-Secondary-D36	8/18/22, 26/20, 21/2022

Marquez	Requel	Child Nutr Mar Elementary D38	8/24 26:20/2022
---------	--------	-------------------------------	-----------------

Ramirez	Rose	Exec Asst to Superintendent-B 19	11/27/2022
---------	------	----------------------------------	------------

--	--	--	--