

Santa Cruz City Schools

PERSONNEL COMMISSION



405 Old San Jose Road, Soquel, California 95073 | (831) 429-3410 | www.sccs.santacruz.k12.ca.us

Dr. Jim Logsdon
Commissioner

Mr. Mark Violante
Vice-Chair

REGULAR MEETING of the Personnel Commission

Tuesday, January 6, 2015 4:00 p.m.

Room 312 – Soquel High School, 405 Old San Jose Road, Soquel, CA

Any writings or documents that are public records and are provided to a majority of the Personnel Commissioners regarding an open session item on this agenda will be made available for public inspection in the Human Resources Office Room 307 located at 405 Old San Jose Road, Soquel, CA during normal business hours. Any member of the public desiring to address the Personnel Commission on an item not listed on the agenda may complete a "Brown" card and submit it to the Classified Personnel Director or Chairperson of the Personnel Commission prior to the start of the meeting. The meeting is recorded.

To request a disability-related modification or accommodation in order to participate in this meeting, please contact the Office of the Personnel Commission at (831) 429-3410 extension 238 or 239 at least 24 hours in advance.

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SANTA CRUZ CITY SCHOOLS

MEETING of the PERSONNEL COMMISSION

AGENDA

Tuesday, January 6, 2015
Regular Meeting - 4:00 p.m.
Room 312
Soquel High School
405 Old San Jose Road
Soquel, CA

Copies of all support materials, reports, etc. are available to the public upon request from the Classified Personnel Director. The meeting is recorded.

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

Meeting called to order at _____ by the Chairperson of the Personnel Commission.

Members present:

- Dr. Jim Logsdon
- Mr. Mark Violante, Vice-Chairperson

- 1.1 Pledge of Allegiance**
- 1.2 Welcome and Explanation of Format**
- 1.3 Establishment of Quorum**
- 1.4 Agenda-Deletions or Change of Sequence**

2.0 PUBLIC COMMUNICATIONS

The public is invited to address the Commission on matters not on the Agenda. The time limit for presentation of matters is three to five minutes per individual and fifteen minutes per subject.

3.0 DIRECTOR'S REPORT

SANTA CRUZ CITY SCHOOLS PERSONNEL COMMISSION Report of the Classified Personnel Director

The major categories of responsibility of the Personnel Commission are:

■ **Recruit** in a manner which will obtain the best possible applicants.

2014-2015 year to date (December 18): Completed/Filled Assignments: 83

- 11 Open Active Recruitments
- 45 New Hires
- 12 Promotions
- 11 Transfer Requests Approved
- 4 Temporary
- 11 Reinstatements
- 3 Appointments pending (decided, awaiting paperwork or final clearance)

■ **Update:**

- Advertising for Personnel Commissioner vacancy – Board appointee
- 3 Professional Development classes completed. Next course being developed for January.
- Working on department reorganization and some new job descriptions.
- Reclassification window closed 1/1.

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

**Minutes of Tuesday, December 2, 2014 Regular Meeting of the
SANTA CRUZ CITY SCHOOLS
PERSONNEL COMMISSION**

- 1.0 Vice-Chairperson Mark Violante called the meeting to order at 4:00 p.m. Also present: Dr. James Logsdon, Commissioner, Robert Chacanaca, SCCCE President, Trevor Miller, Director of Maintenance, Operations, and Transportation.
- 2.0 Hearings of individuals desiring to address the Commission – Mr. Miller was introduced to the Personnel Commissioners as the new Director.
- 3.0 Director's Report: An update of Director's activities and recruitments was provided.

2014-15 year to date: November 21 78 Completed/Filled Assignments	3 Appointments pending, decided but awaiting final clearance
41 New Hires	
12 Open Active Recruitments	
11 Promotions	
11 Transfer Requests Approved	
4 Temporary	
11 Reinstatements	

- 4.0 Public Business
 - 4.1 It was moved by Dr. Logsdon and seconded by Mr. Violante to approve the minutes of November 4, 2014. Vote: 2 yes, 0 no.
 - 4.2 It was moved by Dr. Logsdon and seconded by Mr. Violante to approve the Consent Agenda items. Vote: 2 yes, 0 no.
- 5.0 New Business - None
- 6.0 Old Business-None
- 7.0 Reports and Comments
 - 7.1 No report from Chairperson.
 - 7.2 Commission Members Reports or Comments: Mr. Violante had no report. Dr. Logsdon reported on the community meeting at Kaiser Permanente Arena to update parents and the community regarding the shooting threat at SCHS last month. He was complimentary about the administration and police department's reponse and thought the situation was handled extremely well.
- 8.0 Future Meetings: The next regular Personnel Commission meeting is January 6, 2015, in the District Office, Room 312, Soquel High School Campus at 4:00 pm.
- 9.0 Public Communications- Attendees were notified of an upcoming Board study session regarding the budget which is open to the public on December 3 at 6:30 p.m. in the SCHS auditorium.
- 10.0 Closed Session - none
- 11.0 Adjournment: Meeting was adjourned at approximately 4:22 pm.

Respectfully submitted:

Elizabeth Summers, Classified Personnel Director

Recommendation: It is recommended that the minutes for the meeting of December 2 2014 be approved as submitted.

Sample Motion: I move to approve the minutes for the meeting of December 2, 2014.

Motion: _____ Second: _____ Yes: ___ No: _____ Abstain: _____ Absent: _____

4.2 Consent Agenda

(These matters may be passed by one roll call motion. Items may be removed from the consent agenda for discussion and separate action.)

4.2.1 Concerning Regular Assignments

4.2.2 Concerning Provisional and Limited Term Assignments

4.2.3 Concerning Exempt Assignments

4.2.4 Eligibility Lists Established

4.2.5 2014-2015 Budget expenditures for this period

Recommendation: It is recommended that the Consent Agenda items be approved as submitted.

Sample Motion: I move to approve the Consent Agenda items as submitted.

Motion: ____ Second: ____ Yes: ____ No: ____ Abstain: ____ Absent: ____

5.0 NEW BUSINESS – NONE

5.1 Updated Job Description: District Buyer

Recommendation: It is recommended that the updated District Buyer job description be approved as submitted, with no change to salary placement.

Sample Motion: I move to approve the updated District Buyer job description as submitted.

Motion: ____ Second: ____ Yes: ____ No: ____ Abstain: ____ Absent: ____

5.2 Updated Job Description: Supervisor, Transportation

Recommendation: It is recommended that the updated Supervisor, Transportation job description be approved with the revised classification title as submitted, and moved to the Classified Management salary schedule at Class H, 6.5% below current Class G.

Sample Motion: I move to approve the updated Supervisor, Transportation job description with the revised classification title as submitted, and moved to the Classified Management salary schedule at Class H, 6.5% below current Class G.

Motion: ____ Second: ____ Yes: ____ No: ____ Abstain: ____ Absent: ____

5.3 New Job Description: Supervisor, Custodial/Grounds/Maintenance

Recommendation: It is recommended that the Supervisor, Custodial/Grounds/Maintenance job description be approved as submitted, and placed on the Classified Management salary schedule at Class H, 6.5% below current Class G.

Sample Motion: I move to approve the Supervisor, Custodial/Grounds/Maintenance job description as submitted, and placed on the Classified Management salary schedule at Class H, 6.5% below current Class G.

Motion:_____ Second: _____ Yes: _____ No: _ Abstain: _____ Absent: _____

6.0 OLD BUSINESS - NONE

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

Report on school visits, conferences or meetings attended scheduled meetings, and public communications.

7.2 Commission Members' Reports or Comments

Report on school visits, conferences or meetings attended scheduled meetings, and public communications.

8.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held on Tuesday, February 3, 2015 in Room 312, Soquel High School Campus at 4:00 pm.

9.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

10.0 CLOSED SESSION

11.0 ADJOURNMENT

Adjournment at (Time) _____

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

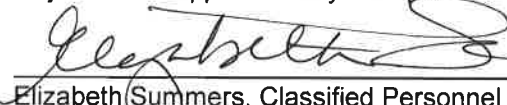
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SANTA CRUZ CITY SCHOOLS
PERSONNEL COMMISSION**

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Respectfully submitted:


Elizabeth Summers, Classified Personnel Director

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Motion: _____ Second: _____ Yes: ___ No: _____ Abstain: _____ Absent: _____

CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Elizabeth Summers, Director of Classified Personnel on: 12/3/14 *ES*

APPOINTMENTS ADMINISTRATIVE:

None

•EMPLOYMENT ACTIONS CONCERNING REGULAR ASSIGNMENTS•

Probationary (New Hires or Temporary Employees Made Regular):

Barron, Jennifer, Instructional Technician/ASES - GA, 3.90hrs/9mo, effective 11/21/14

Bermudez-Eredia, Clarisa, Learning Assistant - GA, 3hrs/9mo, effective 12/01/14

Ellis, Cassius, Instructional Specialist Band - SCHS, 4.5hrs/week/9mo, effective 11/12/14

Hoppe, Ann, Instructional Technician-ASES - BV, 3.95hrs/9mo, effective 11/19/14

Lucero, Laura, Instructional Technician - BV, 5.6hrs/9mo, effective 11/17/14

Manako, Annie, Learning Assistant - BV, 3hrs/9mo, effective 11/21/14

Page II, James, Instructional Technician/PBS - HH, 5hrs/9mo, effective 12/2/14

Rauchwarger, Caitlin, Instructional Technician - WL, 5hrs/9mo, effective 12/2/14

Robles-Ruiz, Rodrigo, Custodian - HH, 8hrs/12mo, effective 11/10/14

Williams, Brenna, Administrative Secretary - MO, 8hrs/12mo, effective 12/15/14

Promotion:

None

Reclassification Effective:

None

Re-Hire:

None

Voluntary Reduction:

None

Increase/Decrease in Months/Hours of Service:

None

Additional FTE/Position:

None

39-Reinstatement:

None

63-Mo Reinstatement:

None

Other Reinstatement:

None

Transfer:

None

Provisional Assignments (not to exceed 90 working days):

None

Leave of Absence:

Sugimoto, Diane, Speech Language Pathology Assistant - SE, Partial 20% Unpaid Study Leave of Absence - from 6hrs/day to 4.8hrs/day (24 hours per week) effective 12/10/14 - 6/30/15

Separation from Service:

Larsen, Melanie, Instructional Technician/ASES - BV, 3.75hrs/9mo, Resignation, effective 12/1/14

Taylor, Heather, Instructional Technician/ASES - BV, 3.95hrs/9mo, Resignation, effective 10/10/14

Retirement:

Dinnell, Kathleen, Personnel Technician II - HR, 5hrs/12mo, effective 1/3/15

Limited Term Project (not to exceed 126 days)/Substitutes:

Avila, Monica, Trainee - Transition Programs-HH, not to exceed 100hrs, 11/24/14 to 5/30/15

Balkwell, Georgina, Library Media Service Assistant - HH, not to exceed 65hrs, 10/31/14 to 6/30/15

Barrientos, Luz, School Community Coordinator - CU, not to exceed 8hrs, 8/21/14

Beatton, Sheri, Health Clerk - SS, not to exceed 10hrs, 9/30/14 to 9/30/14

Bautista, Patricia, Career Development Specialist - HH, not to exceed 50hrs, 11/19/14 to 2/15/15

Bernal, Guadalupe, Food Service Worker - FS, not to exceed 6hrs, 11/1/14 to 11/1/14

Bettar, Brian, Maintenance Specialist - MO, not to exceed 50hrs, 7/1/14 to 6/30/15

Casey, Patrick, School Bus Driver - TR, not to exceed 500hrs, 8/25/14 to 12/31/14

Castaneda, Frances, School Bus Driver - TR, not to exceed 100hrs, 8/25/14 to 6/30/15

Castaneda, Frances, School Bus Driver - TR, not to exceed 300hrs, 11/3/14 to 6/30/15

Castillo, Joseph, Yard Duty - WL, not to exceed 158hrs, 11/17/14 to 6/11/15

Dahlgren, Susan, Instructional Technician - GA, not to exceed 5hrs, 11/22/14 & 11/29/14

Davis, Steve, Warehouse Person - PU, not to exceed 50hrs, 7/1/14 to 6/30/15

Day-Smith, Jan, School Bus Driver - TR, not to exceed 500hrs, 9/19/14 to 6/30/15

Elizarraraz, Guadalupe, Food Service Worker Substitute - FS, not to exceed 50hrs, 10/1/14 to 6/31/15

Fennell, Debbie, Clerical Specialist - AE, not to exceed 30hrs, 11/4/14 to 6/30/15

Gudino, Rocio, Child Care - DL, not to exceed 20hrs, 11/1/14 to 6/11/15

Jorgensen, Kimberly, Food Service Worker - FS, not to exceed 6hrs, 11/1/14 to 11/1/14

Kauss, Kimberly, Food Service Worker - FS, not to exceed 6hrs, 11/1/14 to 11/1/14

Koopmans, Jason, Instructional Technician/PBS - HH, not to exceed 10hrs, 8/27/14 to 6/11/15

Linsdale, Troy, Instructional Technician/PBS - HH, not to exceed 10hrs, 8/27/14 to 6/11/15

Mabrouk, Gail, Secretary II - BM, not to exceed 84.5hrs, 10/27/14 to 6/15/15

Marquez, Belinda, Instructional Technician - BV, not to exceed 90hrs, 8/29/14 to 6/15/15

McCombie-Murray, Paula, Instructional Technician - WL, not to exceed 25hrs, 10/16/14 to 12/18/14

Medlen, Kristi, Instructional Technician - BM, not to exceed 71.5hrs, 10/27/14 to 6/15/15

Miller, Lisa, Learning Assistant - WL, not to exceed 26hrs, 12/4/14 to 2/20/15

Naranjo, Velia, Instructional Technician/ASES - BV, not to exceed 289hrs, 8/27/14 to 12/18/14

Null, Janice, Principal's Secretary - BM, not to exceed 40hrs, 10/24/14 to 6/15/15

Perez, Ricardo, Custodian - SC, not to exceed 10hrs, 11/8/14 to 11/15/14

Raynal, Vanessa, Food Service Worker - FS, not to exceed 6hrs, 11/1/14 to 11/1/14

Rios, Carmia, Instructional Technician/PBS - SE, not to exceed 10hrs, 8/27/14 to 6/11/15

Robles-Ruiz, Rodrigo, Substitute Custodian - HH, not to exceed 6hrs, 10/24/14

Rodriguez, Joleen, Instructional Technician/PBS - SE, not to exceed 10hrs, 8/27/14 to 6/11/15

Rodriguez, Joleen, Instructional Technician/PBS - PC, not to exceed 2hrs, 10/2/14

Rodriguez, Michael, Delivery Person/Utility Worker - FS, not to exceed 6hrs, 11/1/14 to 11/1/14

Silva-Robles, Fe, School Community Coordinator - BM, not to exceed 67hrs, 9/1/14 to 6/15/15

Teachout, Jon, Instructional Technician/PBS - SE, not to exceed 10hrs, 8/27/14 to 6/11/15

Trincherro, Suzanne, Senior Accountant - BS, not to exceed 21.75, 10/16/14 to 11/15/14

Trincherro, Suzanne, Senior Accountant - BS, not to exceed 9.5hrs, 10/25/14 to 10/26/14

Ungor, John, School Bus Driver - TR, not to exceed 80hrs, 11/3/14 to 6/30/15

Webber, Melissa, Administrative Secretary - SS, not to exceed 10hrs, 10/27/14 to 6/30/15

Weckler, Rosario, School Community Coordinator - DL, not to exceed 30hrs, 11/1/14 to 6/11/15

Limited Term Retiree (not to exceed 960 hours per Government Code 21153):

Routh, Patricia, Principal's Secretary (Substitute) - WL, not to exceed 8hrs, 10/24/14

Out of Class:

Flores, Miguel, Custodian - HH, not to exceed 560hrs, 10/1/14 to 11/11/14

•Employment Actions Concerning Exempt Assignments from the Classified Service•

Enrichment Services:

Hall, Abriana, Web Design - BM, not to exceed 24hrs, 10/8/14 to 12/17/14

Raine, Freesia, Primary Music - BV, not to exceed 212hrs, 10/17/14 to 6/1/15

Robles, Chanel, Baile Folklorico - BM, not to exceed 18hrs, 9/24/14 to 12/17/14

Schnaar, Stephen, Bicycle - BM, not to exceed 10hrs, 11/12/14 to 12/17/14

Winwood, Joya, Primary Music - BV, not to exceed 100hrs, 10/17/14 to 6/11/15

Professional Expert:

Baxter, Cynthia, Webmaster - BS, not to exceed 46hrs, 11/16/14 to 6/30/15

Stipend:

None

Playground Recess Coach, Yard Duty, Child Care:

Robles, Chanel, Child Care - BM, not to exceed 4hrs, 9/3/14 to 10/27/14

Robles, Chanel, Child Care - BM, not to exceed 25hrs, 10/1/14 to 6/30/15

•Eligibility Lists Established•

Accounting Technician I

Career Development Specialist

Personnel Technician II

Senior Custodian

**SANTA CRUZ CITY SCHOOLS
2014-15 PERSONNEL COMMISSION BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Adopted	Expended	Encumbered	Balance
01-0000-0-0000-7400-4200-047-0000	Books other than Textbooks	\$50.00			\$50.00
	Books other than Textbooks	\$50.00	\$0.00	\$0.00	\$50.00
01-0000-0-0000-7400-4300-047-0000	Materials & Supplies	\$1,234.00			\$ 1,234.00
	8/4/2014 Palace purchase order			\$500.00	\$ 734.00
	10/28/2014 warehouse (envelopes)		37.72		\$ 696.28
	Materials & Supplies	\$1,234.00	\$0.00	\$500.00	\$696.28
01-9010-0-1110-1000-047-0050	Materials & Supplies	\$0.00			\$0.00
	carryover	\$1,593.00			
	Materials & Supplies	\$1,593.00	\$0.00	\$0.00	\$1,593.00
01-0000-0-0000-7400-4395-047-0000	Food for Workshops	\$175.00			\$175.00
	8/14/2014 Carol Rhodes		\$58.91		\$116.09
	9/18/2014 Beth Summers		\$29.75		\$86.34
	Food for Workshops	\$175.00	\$58.91	\$0.00	\$86.34
01-0000-0-0000-7400-4400-047-0000	Non-Capitalized Equipment	\$0.00			\$0.00
	Non-Capitalized Equipment	\$0.00	\$0.00	\$0.00	\$0.00
01-0000-0-0000-7400-5200-047-0000	Mileage, Travel & Conference	\$1,900.00			\$1,900.00
	10/27/14 CalPERS workshop			\$75.00	\$1,825.00
	12/8/14 ACA Webinar			\$25.00	\$1,800.00
	Mileage, Travel & Conferences	\$1,900.00	\$0.00	\$75.00	\$1,800.00
01-9010-0-0000-7400-047-0050	Mileage, Travel & Conference	\$0.00			\$0.00
	Mileage, Travel & Conferences	\$0.00	\$0.00	\$0.00	\$0.00
01-9010-0-0000-7400-047-0006	Contractual Benefit	\$800.00			\$800.00
	9/22/2014 Personnel Institute (ACSA)			\$395.00	\$405.00
	Contractual Benefit	\$800.00	\$0.00	\$395.00	\$405.00
01-0000-0-0000-7400-5300-047-0000	Dues & Membership	\$3,000.00			\$3,000.00
	8/4/14 ACSA		\$697.38	\$697.38	
	8/4/14 CSPCA		\$434.00	\$434.00	
	Dues & Membership	\$3,000.00	\$1,131.38	\$1,131.38	\$1,868.62
01-0000-0-0000-7400-5600-047-0000	Rentals, Leases & Repairs	\$2,000.00			\$2,000.00
	8/4/14 KBA Docusys purchase ord			\$550.00	\$1,450.00
	8/4/14 US Bancorp purchase order			\$836.90	\$613.10
	8/7/14 US Bancorp		\$83.69	\$(83.69)	\$613.10
	8/8/14 US Bancorp			\$167.38	\$445.72
	9/4/14 US Bancorp		\$83.69	\$(83.69)	\$445.72
	10/2/14 US Bancorp		\$83.69	\$(83.69)	\$445.72
	Rentals, Leases & Repairs	\$2,000.00	\$251.07	\$1,303.21	\$445.72
01-0000-0-0000-7400-5800-047-0000	Other Services/Operating Expend	\$1,600.00			\$1,600.00
	8/4/14 San Joaquin COE		\$411.25		\$1,600.00
	8/4/14 SC Sentinel		\$262.92		\$1,600.00
	9/18/14 postage (Beth Summers)		\$3.64		
	9/24/14 budget transfer	(\$49.00)			
	10/3/14 SC Sentinel		\$84.56	\$84.56	
	Other Services	\$1,551.00	\$762.37	\$0.00	\$788.63
01-0000-0-0000-7400-5913-047-0000	Telephone	\$0.00			\$0.00
01-0000-0-0000-7400-6400-047-0000	Equipment, New	\$0.00			\$0.00
01-0000-0-0000-7400-6500-047-0000	Equipment, Replacement	\$0.00			\$0.00
	TOTAL	\$12,303.00	\$2,203.73	\$3,404.59	\$7,733.59



SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

DISTRICT BUYER

Job Title: District Buyer

Job Summary:

Under general supervision of the Director of Finance, within a broad framework of standard policies and procedures, provide a variety of responsible activities for school personnel in the area of purchasing; prepare and write bids and service contracts; assist in the coordination of the purchasing operations of the district; perform complex and technical functions of buying and contacting vendors; work requires independent judgment and initiative with emphasis on good public relations and communication skills.

Examples of Duties

- Exercise judgment in procurement of supplies, equipment and services in accordance with established policies, procedures and state procurement laws;
- Processes requisitions and change orders for the purchase of materials, supplies and equipment;
- Determines sources of supply using a vendor database and library on products that the school district uses and obtains up to date prices, detailed specifications and shipping and delivery information and negotiates with vendors to obtain an advantageous supply, purchase price and delivery date;
- May assist in the development, design and operation of the department's purchasing database system and the development of purchasing policies and procedures ;
- Prepares purchase orders and writes specifications for bids and service contracts;
- Tabulates and analyzes data from bids and recommends supplier to whom bid should be awarded based on price and compliance with specifications;
- Consults with schools and departments on needs and advises them on new products/services as well as purchasing policies and procedures;
- Assist in the development of cost data for budget purposes;
- Maintains District's inventory control systems and assists in warehouse inventory control and buying;
- Negotiates and maintains lease agreements and maintenance agreements for copiers and other equipment throughout the district;
- Participates in available training in order to meet new technology standards;
- Tracks and reports independent contractor activity and assists sites with 1099 reporting;
- Prepares reports, documents and correspondence related to purchasing activities as required by district staff or auditors; maintains records related to procurement processes;
- Assist with disposal of surplus items;
- Performs other related duties as required.

Employment Standards

Training and Experience: Any combination of experience and training which would indicate possession of the knowledge, skills and abilities listed herein.

Completion of the 12th grade or equivalent plus 2 years of college, preferably with emphasis in Business Administration; three years of responsible purchasing experience, preferably in a public agency.

Additional years of purchasing experience may be substituted for education. Bilingualism may be required.

Knowledge: Knowledge of the principles, methods and techniques of purchasing supplies, materials and equipment; accounts payable and receivable systems; inventory control systems; sources of supply, material and equipment vendors; state and federal laws affecting the purchase of supplies, materials and equipment; computers and database management.

Abilities: Ability to interpret and apply district policies and regulations; make arithmetical calculations with speed and accuracy; establish and maintain a variety of specialized and complex records and files; effectively communicate in oral and written form with all levels of requisitioners; act as liaison with requisitioners and vendors; establish and maintain co-operative work relationships with those contacted during the performance of required duties, including school personnel, students, parents and the community; maintain regular attendance.

Physical Effort/Work Environment: Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines; ability to conduct verbal conversation in English and, possibly, a designated second language; hear normal range verbal conversation (approximately 60 decibels); sit, stand, stoop, kneel, bend and walk; sit for sustained periods of time; climb slopes, stairs, steps, ramps and ladders; lift up to 20 pounds frequently and 30 pounds occasionally; carry up to 20 pounds frequently and 30 pounds occasionally; exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder flexion and extension, back lateral flexion, hip flexion and extension and knee flexion; operate office machines and equipment in a safe and effective manner; demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy; conduct frequent repetitive arm, hand and body motion; work in an indoor environment.

Licenses and Certificates: A valid Class C California Driver's License and evidence of appropriate insurance may be required in addition to a valid First Aid and CPR Certificate.

Approved by Personnel Commission- 09/17/98

Approved by Governing Board- 08/12/98

Salary Range: 36

Revised: 09/17/98, 8/20/14



SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

SUPERVISOR, TRANSPORTATION

Job Title: Supervisor, Transportation

Job Summary:

Under the general direction of the Director of Maintenance, Operations and Transportation and/or his/her designee, within a broad framework of standard operating policies and procedures, plan, coordinate, organize, and direct the transportation functions of the District, including supervision of assigned transportation personnel and contracted services providing home/school, school/home and field trip transportation for District students. This job class may on occasion participate in driving students and must maintain appropriate state licensing.

Examples of Duties:

- Plan, schedule and evaluate the daily work of assigned personnel;
- Select, supervise and assess the performance of assigned personnel, including substitutes; coordinate assignments for substitute employees as needed;
- Evaluate and establish employee performance and safety standards for assigned personnel;
- Periodic reviews, inspections and evaluations of daily transportation activities for conformance to legality, accepted practices and policies;
- Interview, evaluate and assist in the selection of department personnel and plan, coordinate and conduct in-service training for assigned personnel and skill areas.
- Plan and schedule routes to accommodate busing requirements as outlined by District policy; coordinate and schedule field trip busing requirements;
- Interface with parents, district and site administration regarding routing and scheduling of buses, disciplinary problems, etc.; act as liaison with California Highway Patrol regarding laws and requirements applicable to the proper operation of school buses;
- Schedule and coordinate all vehicle inspections, repairs and routine maintenance for Transportation vehicles; develop and maintain a variety of transportation related documents and logs to ensure compliance with Federal, State and District rules and regulations; participate in transportation budgetary development and monitoring.
- Assist with the preparation and expenditures of the annual department budget;
- Applies all related codes, laws, rules, policies, or regulations to work assigned;
- Performs other related duties as assigned.

Employment Standards

Training and Experience: *Any combination of experience and training which would indicate possession of the knowledge, skills and abilities listed herein. Typically this would be gained through:* Completion of the 12th grade or equivalent; Two years of college coursework and/or related work experience; three to five years of supervisory experience in a related environment; minimum of 5 years experience in student transportation. Bilingualism may be required.

Knowledge: Understanding of Federal transportation guidelines/regulations, California State Motor Vehicle Code and State Education Code relative to the operation of vehicles transporting students; supervisory techniques and methods; knowledge of proper budget, accounting, and record keeping procedures and methods; knowledge of the proper work practices, methods, safety procedures used in the work of the department; knowledge of supervisory methods; computer proficient in standard office software such as word processing, email, database and spreadsheet programs.

Abilities: Ability to supervise, direct, and evaluate the work of assigned personnel; ability to plan and schedule work and ensure that schedules are met; ability to communicate effectively in both oral and written form; ability to establish and maintain effective working relationships with those contacted in the performance of required duties; ability to prepare and administer a budget, generate reports and maintain appropriate records; ability to vary work schedule sufficient to provide supervision to staff working hours from early morning to late afternoon.

Physical Effort/Work Environment: Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines; ability to conduct verbal conversation; hear normal range verbal conversation (approximately 60 decibels); sit, stand, stoop, kneel, bend and walk; sit for sustained periods of time; climb slopes, stairs, steps, ramps and ladders; lift up to 50 or more pounds with or without assistance; carry up to 50 or more pounds, with or without assistance; exhibit a full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion; manual dexterity sufficient to operate two-way radio, office machines and equipment in a safe and effective manner; work in both indoor and outdoor work environments with exposure to weather extremes which include, but are not limited to; heat, cold, rain and high humidity.

Licenses and Certificates: A valid Class B-P California Operator's License and evidence of appropriate insurance are required; California Special Driver's certificate issued every four years; Medical Examiner's Certificate every two years; Random and periodic drug and alcohol testing is required to maintain license is required. First Aid and CPR Certificate required.

Approved by Personnel Commission-
Approved by Governing Board-
Revised 12/17/14

Salary Range: Classified Management, Class H



SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

SUPERVISOR, CUSTODIAL/GROUNDS/MAINTENANCE

Job Title: Supervisor, Custodial/Grounds/Maintenance

Job Summary:

Under the general direction of the Director of Maintenance, Operations and Transportation and/or his/her designee, within a broad framework of standard operating policies and procedures, plan, coordinate, organize, and direct the cleaning, maintenance and groundskeeping functions of the District. Supervise custodial, maintenance and groundskeeping staff in general maintenance, upkeep and special projects related to school buildings and grounds. Work with independent contractors in all maintenance related disciplines with an awareness of related State health and safety requirements.

Examples of Duties:

- Assist with the preparation and expenditures of the annual department budget;
- Select, supervise and assess the performance of assigned personnel, including substitutes; coordinate assignments for substitute employees as needed;
- Participates in the development and execution of long-range building and grounds projects;
- Inspects school facilities, buildings and grounds to determine maintenance needs; establishes and maintains a preventive maintenance program for all District facilities;
- Monitors work in progress and review completed work for completeness and compliance to established standards;
- Confers with site administrators regarding facility needs, scheduling of projects and supervision of site employees;
- Maintains inventory of all stock, tools and other supplies needed by facilities staff; orders tools, equipment and supplies needed for proper maintenance and repair of District buildings and grounds;
- Provides instruction and training to assigned personnel in safety, use of various equipment and materials used in the work of the department;
- Maintains a variety of records related to maintenance work, including MSDS;
- Oversee use of work order system; preparing reports to track activities of facilities staff; prepares reports of work done, materials used and labor expended;
- Applies all related codes, laws, rules, policies, or regulations to work assigned;
- Serves as liaison with architects, contractors, engineers, inspectors, agency representatives and other personnel involved in District building or repair projects as directed.
- Develop standards of job performance; provide necessary training and supervision; conduct employee evaluations;
- Respond to off-hour alarm calls and emergencies;
- Performs other related duties as assigned.

Employment Standards

Training and Experience: *Any combination of experience and training which would indicate possession of the knowledge, skills and abilities listed herein. Typically this would be gained through:* Completion of the 12th grade or equivalent; Two years of college coursework and/or related work experience; Three to five years of supervisory experience, preferably in an institutional setting with multiple sites. Bilingualism may be required.

Knowledge: Knowledge of proper budget, accounting, and record keeping procedures and methods; knowledge of the use, operations, and maintenance of tools, materials, and equipment used in grounds, custodial and maintenance work; knowledge of the proper work practices, methods, safety procedures used in the work of the department; knowledge of supervisory methods; knowledge of laws governing construction and repair of public school buildings and maintenance; CAL OSHA Title 8 – General Safety Orders; Title 24 – Special Building Regulations; Title 19 – Public Safety; computer proficient in standard office software such as word processing, email, database, spreadsheet, and work order programs.

Abilities: Ability to supervise, direct, and evaluate the work of assigned personnel; ability to plan and schedule work and ensure that schedules are met; ability to communicate effectively in both oral and written form; ability to establish and maintain effective working relationships with those contacted in the performance of required duties; ability to prepare and administer a budget, generate reports and maintain appropriate records; ability to work a varied schedule including early mornings, evenings and weekends in order to supervise assigned personnel and respond to emergencies.

Physical Effort/Work Environment: Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines; ability to conduct verbal conversation; hear normal range verbal conversation (approximately 60 decibels); sit, stand, stoop, kneel, bend and walk; sit for sustained periods of time; climb slopes, stairs, steps, ramps and ladders; lift up to 50 or more pounds with or without assistance; carry up to 50 or more pounds, with or without assistance; exhibit a full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion; manual dexterity sufficient to operate office machines and equipment in a safe and effective manner.

Licenses and Certificates: A valid Class C California Driver's License and evidence of appropriate insurance are required in addition to a valid First Aid and CPR Certificate.

Approved by Personnel Commission-
Approved by Governing Board-
Revised 12/17/14

Salary Range: Classified Management, Class H