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PERSONNEL COMMISSION MEETING

PERSONNEL COMMISSION MEETING PROCEDURES

Members of the audience may respond to any item on the agenda provided they have been recognized by the Commission Chairperson. It is requested that speakers identify themselves. In order that proper attention may be given each item on the agenda, the chair may on occasion find it necessary to limit the time allotted to each speaker.

Citizens' opinions on Personnel Commission issues are always welcome. However, the Commission may not discuss or take action on any item not on the agenda.

SMOKING IS NOT PERMITTED ON DISTRICT PREMISES

What: Personnel Commission Meeting
When: March 19, 2015
Time: 5:00 p.m.
Where: Lompoc Unified School District
Education Center – Conference Room 1
1301 North A Street, Lompoc, California 93436

AGENDA

Call to Order – 5:00 p.m.

A. **Approval of Minutes** (Action)

February 19, 2015 Regular Meeting (*Attachment 1*)

Moved by: _____ Seconded by: _____ Vote: _____

B. **Input from the Public**

The public may address the Commission on any matter pertaining to the Personnel Commission that is not on the agenda. The Commission may not discuss or take action on an issue not on the agenda, except to ask questions or refer matters to staff. Unless otherwise determined by the Commission, each person is limited to 5 minutes. The public may address items on the agenda when such items are being considered. (Government Code 45954.3)

C. **Reports**

1. Barbara Sandoval, CSEA Representative – Monthly Report
2. Cynthia Carrillo, Director, Classified Human Resources – Monthly Report

D. Information Items

1. Classified Personnel Items – February 24 & March 10, 2015 (**Attachment 2**)
2. Status of Vacancies (**Attachment 3**)
3. Examination Schedule (**Attachment 4**)
4. Working Out Of Class Report (**Attachment 5**)

E. New Business (Discussion/Action)

1. Personnel Commission Meeting Time Change – Action (**Attachment 6**)

Moved by: _____ Seconded by: _____ Vote: _____

2. Ratification of Eligibility Lists – Action (**Attachment 7**)

Moved by: _____ Seconded by: _____ Vote: _____

3. Proposed Updated Job Description - Action (**Attachment 8**)

Moved by: _____ Seconded by: _____ Vote: _____

F. Unfinished Business (Discussion/Action)

None

G. Items from the Floor

H. Items from the Personnel Commissioners

I. Items from Personnel Commission Staff

J. Next Meeting Date

- **April 16, 2015** (Conference Room 1) 5:00 p.m. – **Regular Meeting**

K. Recess to Closed Session (Government Code 54957)

There are no items for closed session.

L. Report of Action Taken in Closed Session

No action taken in closed session.

M. Adjournment

Moved by: _____ Seconded by: _____ Vote: _____

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request as far in advance of the meeting as possible to the office of the Human Resources Director for the Personnel Commission, Cynthia Carrillo, Lompoc Unified School District, 1301 North A Street, Lompoc, CA 93436, (805) 742-3220

LOMPOC UNIFIED SCHOOL DISTRICT

**Personnel Commission Meeting
February 19, 2015
Unadopted Minutes**

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 5:00 p.m. on February 19, 2015 in the Education Center, Conference Room 1, 1301 North A Street, Lompoc, California.
<u>Members Present</u>	Gayle Higgason, Hector Samaniego, Chris Rowe
<u>Members Absent</u>	None
<u>Staff Present</u>	Cynthia Carrillo, Kathy Brown, Barbara Sandoval, Terri Moore
<u>Oath Administration</u>	The oath of office was administered to new Personnel Commission member Christina (Chris) Rowe.
<u>Approval of Minutes</u>	A motion was made by Hector Samaniego, seconded by Gayle Higgason, and carried to approve the minutes of the January 15, 2015 regular meeting (2-0-1).
<u>Input from the Public</u>	None
<u>Reports</u> 1. CSEA 2. Cynthia Carrillo	Barbara Sandoval shared that CSEA negotiations are going very well. Cynthia Carrillo, Director of Classified HR provided an update of the current activities in the Classified HR department. The department has been busy with Escape training, various recruitments, job studies, preparing for an appeal hearing, and district-wide employee recognition. Cynthia shared that she and Chris will be attending the Merit Academy. She also announced Sid Haro's appointment by the Board of Education to the vacant Assistant Superintendent of Human Resources position to be effective July 1, 2015. Cynthia stated that at the next regular monthly meeting, the commissioners will vote as to a time change for the Personnel Commission meetings.
<u>Information Items</u>	<u>Classified Personnel Items – January 13, 2015, January 27, 2015, February 10, 2015 - (Attachment 2)</u> <u>Status of Vacancies – (Attachment 3)</u> <u>Examination Schedule – (Attachment 4)</u> <u>Working Out of Class Report – (Attachment 5)</u>
<u>New Business</u> 1. Election of Officers for Personnel Commission 2. Ratification of Eligibility Lists 3. Extension of Eligibility List for Custodian	Motion was made by Hector Samaniego, seconded by Chris Rowe, and carried (3-0) to nominate Gayle Higgason, Chairperson of the Personnel Commission for 2015. Motion was made by Gayle Higgason, seconded by Chris Rowe, and carried (3-0) to nominate Hector Samaniego, Vice Chairperson of the Personnel Commission for 2015. Motion was made by Hector Samaniego, seconded by Chris Rowe, and carried to approve the ratification of the following eligibility lists (3-0): Accounting Technician – Established 1/28/2015 – 2 Promotional / 8 Open Cook – Established 1/14/2015 – 0 Promotional / 5 Open Grounds Maintenance Wkr. II – Established 1/27/15 – 1 Promotional / 7 Open IT Engineer – Established - 12/01/14 – 2 Promotional / 1 Open Warehouse/Delivery Driver – Established 1/14/15 - 7 Promotional / 0 Open Cynthia informed the Personnel Commission that the eligibility list for Custodian which expired 2/13/15, will be extended until 2/28/15.
<u>Items from the Floor</u>	None

LOMPOC UNIFIED SCHOOL DISTRICT

**Personnel Commission Meeting
February 19, 2015
Unadopted Minutes**

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<u>Personnel Commissioner's Items</u>	None
<u>Items from Personnel Commission Staff</u>	None
<u>Closed Session</u>	The Personnel Commission did not recess to closed session.
<u>Open Session</u>	The Personnel Commission had no items to report out.
<u>Next Meeting Date</u>	March 19, 2015 (Conference Room 1) 5:00 p.m. – Regular Meeting
<u>Adjournment</u>	Motion by Hector Samaniego seconded by Chris Rowe and carried that the meeting be adjourned at 5:35 p.m. (3-0)

PERSONNEL ITEMS
ACTION ITEMS
 February 24, 2015

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule</u>	
			<u>Placement</u>	<u>Date</u>
Castro, Frankie	CNW I	Probation	Range 21-2	01/23/15
Engstrum, Loretta	CNW I	Probation	Range 21-1	02/12/15
Larson, Danielle	CNW I	Probation	Range 21-1	02/20/15
Lopez, Brandy	CNW I	Probation	Range 21-2	02/05/15
Reep, Kristine	Instructional Assistant	Probation	Range 24-1	02/10/15
Townsend, Heidi	CNW I	Probation	Range 21-2	01/23/15
Tovar, Claudia	CNW I	Probation	Range 21-2	02/04/15
Valdovinos, Lucero	Office Assistant	Probation	Range 29-1	02/10/15

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule</u>	
			<u>Placement</u>	<u>Date</u>
Amaya Conant, Gloria	CNW I	SUB	Range 21-1	02/10/15
Champaign, Samuel	NDA	SUB	FR	02/12/15
Martinez, Vanessa	Noon Duty Aide	SUB	FR	02/10/15
West, Jason	CNS Delivery Driver	SUB	Range 31-1	02/02/15

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Campbell, Sean	Data Telecom Specialist 8.0 hrs/day, ITS Range 44-5	IT Engineer 8.0 hrs/day, ITS Range 57-2	02/02/15
Chastain, Jeremy	CNW I 2.0 hrs/day, CHS Range 21-2	CNS Delivery Driver 21.5 hrs/wk, CK Range 31-1	02/02/15
Davidson, Paul	Library Technician 4.0 hrs/day, LH	Library Technician 5.0 hrs/day, LC	02/10/15
Deming, Karen	Office Assistant 4.0 hrs/day, CK & CNW I 2.5 hrs/day, BV	Office Assistant 6.5 hrs/day, CK	02/02/15
Gilstrap, Erik	Custodian I 8.0 hrs/day, LHS Range 29-5	Warehouse Wkr./Delivery Driver 8.0 hrs/day, Ed Center Range 37-2	02/10/15
Hastings, Shawn	CNW I 39 mo Reinstatement List	CNW I 2.75 hrs/day, LHS	01/26/15

Nelson, Jr. Robert	Custodian 8.0 hrs/day, Roving Range 29-2	Grounds Maintenance Wkr. II 8.0 hrs/day, Grounds-CHS Range 33-1	02/24/15
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ASSIGNMENT CHANGE NOON DUTY AIDE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Pangilinan, Zarah	Noon Duty Aide	Noon Duty Aide Sub	02/06/15

SEPARATIONS

In accordance with Policy 4121 the following resignations have been accepted:

<u>Name</u>	<u>Assignment</u>	<u>Type of Separation</u>	<u>Date</u>
Schneider, Gina	Child Nutrition Worker I	Resignation	01/28/15

PERSONNEL ITEMS

ACTION ITEMS

March 10, 2015

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Bednarczyk, Edwin	Custodian	Probation	Range 29-2	03/02/15
Brown, Nicole	CNW I	Probation	Range 21-1	02/10/15
Roell, Heather	Library Technician	Probation	Range 33-1	03/02/15
Wutzke, Alice	Cook	Probation	Range 24-1	03/02/15

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Becker, Thomas	Crossing Guard	SUB	FR	02/18/15
Wright, Alyssia	Noon Duty Aide	SUB	FR	02/13/15

REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
Salas, Judith	Administrative Asst III	FMLA	01/19/15

ASSIGNMENT CHANGE NOON DUTY AIDE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Halle, Celled	NDA Sub	NDA, Ruth	02/13/15
Pagan, Kenneth	NDA Sub	NDA, LVMS	02/24/15
Zavala, Dulce	NDA Sub	NDA, Ruth	02/13/15

SEPARATIONS

In accordance with Policy 4121 the following resignations have been accepted:

<u>Name</u>	<u>Assignment</u>	<u>Type of Separation</u>	<u>Date</u>
Eckert Sr., John	Lead Custodian III	Retirement— 29 yrs/9 mos.	02/28/15
Gongora, Lucero	IA-Bilingual Sub	Resignation	02/24/15
Lowthorp-Guillen, Kenneth	Noon Duty Aide, LVMS	Separation	02/17/15

Status of Classified Vacancies
Prepared: March 12, 2015
For Personnel Commission Meeting March 19, 2015

	Position	Hours	Reason	Work Year	Funding Source	Replac ing	Site	PCA No. & Date App'd	Status
1	Account Clerk I	6.0	Vacant due to retirement	233	General	B. Thorne	LH		TESTING
2	Accounting Tech	8.0	Vacant due to resignation	260	General	T. Janecek	Payroll	15BS48 12/22/14	INTERVIEW
3	Administrative Assistant II	6.0	Vacant due to promotion	233	General	C. Eickhoff	MV		TESTING
4	Computer Network Tech	8.0	Vacant due to promotion	260	General	S. Campbell	ITS		TESTING
5	Custodian	8.0	Vacant due to transfer	260	General	D. Cain	CV/MN		TESTING
6	Custodian (Roving)	8.0	Vacant due to promotion	260	General	R. Nelson Jr.	BV,ELC, LH, MHS	15KBCEserv28 03/09/15	TESTING
7	IA	8.0 hrs/wk	Vacant due to resignation	196	General	N. Kramer	CV	15CV14 12/18/14	INTERVIEW
8	IA-Special Ed	6.0	Vacant due to resignation	196	Special Ed	H. Eden	BV		TESTING
9	IA-Special Ed	6.0	Vacant due to resignation	196	Special Ed	D. Duffy	HAP		TESTING
10	IA-Special Ed	3.5	Vacant due to transfer	196	Special Ed	J. Larson	LH	14LAH21 01/09/15	TESTING
11	Lead Custodian I	8.0	Vacant due to promotion	260	General	S. Blanton	CV	15CV15	TESTING
12	Lead Custodian III	8.0	Vacant due to retirement	260	General	J. Eckert	CHS	15CHS16 02/11/15	TESTING
13	Manager, Purchasing & Stores	8.0	Vacant due to retirement	260	General	Jim Reizer	Purchase	15BS46 12/22/14	RECRUITING

14	Offset Press Operator	8.0	Vacant due to retirement	260	General	Art Binninger	Printing	15Printing5 12/11/14	RECRUITING
15	Staff Secretary	4.0	NEW	228	General		LVMS	15LVMS013 01/31/15	TESTING
16	Accounting Manager	8.0	NEW	260	General		Ed Center	1400002 02/27/14	HOLDING
27	Bus Driver	22/wk	Vacant	196	General	P. Blight	Trans	WAITING	HOLDING

Lompoc Unified School District
Classified Human Resources
Personnel Commission

EXAMINATION SCHEDULE

Prepared: March 12, 2015

For March 19, 2015 Personnel Commission Meeting

CLASSIFICATION	TOTAL NUMBER OF APPLICANTS	WRITTEN EXAM DATE	NUMBER OF APPLICANTS QUALIFIED TO TAKE WRITTEN & PERFORMANCE EXAM	ORAL EXAM DATE	NUMBER OF APPLICANTS QUALIFIED TO TAKE ORAL
Account Clerk I	31	02/25/15	25	03/11/15	11
Lead Custodian I, II, III	21	02/23/15	17	03/13/15	16
Offset Press Operator (RE-OPENED)	12	TBD	TBD	TBD	TBD

Working Out of Class Report
 Prepared: March 12, 2015
 For Personnel Commission Meeting March 19, 2015

	Employee Name	Current Job Title/Location	WOC Assignment	Beginning Date of WOC	End Date of WOC	Comments
1	Funk, David	IA-Computer Lab LHS	Computer Net. Tech ITS	09/16/14	Until Filled	Due to vacancy
2	Smith, Lisa	HR Assistant Classified HR	Admin. Asst. III Classified HR	11/01/14	TBD	Due to dept. need
3	Slaight, Liz	Custodian LHS	Lead Custodian I BV	12/01/14	TBD	Due to absence
4	Cain, Denise	Custodian VMS	Lead Custodian I CV	12/16/14	Until Filled	Due to vacancy
5	Wilson, Anita	Custodian I VMS	Lead Custodian I LC	01/12/15	TBD	Due to absence
6	Ranard, Shirley	Budget Analyst Accounting	Accounting Manager Accounting	01/01/15	TBD	Due to dept. need
7	Fort, Bonita	Accounting Technician Accounting	Budget Analyst Accounting	03/09/15	TBD	Due to WOC
8	Bennett, Susan	Buyer Purchasing	Manager, Purchasing & Stores Purchasing	03/09/15	Until Filled	Due to Vacancy
9	Abbott, Margaret	Purchasing Technician Purchasing	Buyer Purchasing	03/09/15	TBD	Due to WOC
10	O'Guin, Jill	Senior Custodian CHS	Lead Custodian III CHS	03/02/15	Until Filled	Due to Vacancy
11	Gaudin, Steve	Custodian CHS	Senior Custodian CHS	03/02/15	TBD	Due to WOC

UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

March 19, 2015

PERSONNEL COMMISSION MEETING – TIME CHANGE

The Personnel Commission staff is requesting that all regularly scheduled 5:00 p.m. Personnel Commission meetings be changed to 4:30 p.m., effective April 2015.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared: March 12, 2015

RATIFICATION OF ELIGIBILITY LISTS
For Personnel Commission Meeting March 19, 2015

The following are the eligibility lists that have been established since the last Personnel Commission Meeting.

Recruitment Type/Position	Established	Number of Ranks on Promotional	Number of Candidates on Promotional	Number Of Ranks on Open	Number of Candidates on Open
<i>Account Clerk I</i>	03/11/15	2	2	6	8
<i>Administrative Assistant I</i>	02/18/15	4	5		
<i>Administrative Assistant III</i>	02/18/15	6	7		
<i>IA-Computer Lab</i>	02/23/15	1	1	8	10
<i>Manager, Purchasing Stores</i>	02/12/15			2	4
<i>Supervisor, Operations</i>	03/10/15	1	1		

It is recommended that the Personnel Commission ratify the eligibility lists.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

March 19, 2015

PROPOSED UPDATED JOB DESCRIPTION

The attached job description is being presented for review and approval by the Personnel Commission.

Current Job Title: Supervisor, Energy/Safety/Operations

Proposed Job Title: Supervisor, Operations

The proposed updated job description for Supervisor, Energy/Safety/Operations has been reviewed with District administration and the proposed changes are a more accurate description of the position. The salary for the position will remain unchanged.

It is recommended that the Personnel Commission approve the Proposed Updated Job Description of Supervisor, Operations.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

SUPERVISOR, ENERGY/SAFETY/OPERATIONS

Purpose Statement

The job of Supervisor, Energy/Safety/Operations was established for the purpose/s of serving as a supervisor in the areas of energy management, employee safety, and operations **and employee safety**. The specific functions of the position include the following: ~~ENERGY MANAGEMENT~~ Manage and maintain the district's energy savings program and monitor the energy, water, and gas consumption in the district; ~~EMPLOYEE SAFETY~~ Plan, supervise and coordinate the district safety compliance and worker safety program; ~~OPERATIONS~~ **Plan~~ing~~, train~~ing~~, assign~~ing~~, supervis~~ing~~, monitor~~ing~~ and evaluat~~ing~~** custodial, grounds, and maintenance personnel assigned to specific school sites; conferring with site administrators, district personnel and other groups to maintain operational efficiency and facility cleanliness; **supervising and assisting with the district safety compliance and worker safety program**; and ~~to assist~~ing~~~~ the Manager, Maintenance & Operations in daily operations. **This position will work an evening shift beginning at**

Essential Functions

- Assist with performing personnel administrative functions (e.g. interviewing, selection, assigning work, evaluating, supervising, training, etc.) for the purpose of developing and maintaining a qualified staff.
- Assists in conducting investigations on workers' compensation claims for the purpose of providing detailed and accurate information to ensure compliance with District policies and applicable laws.
- Confers with direct supervisor regarding operations and maintenance issues related to school buildings, facilities, and grounds for the purpose of supporting department operations.
- Disseminate safety material to employees for the purpose of providing information and training employees on safety related issues.
- ~~Establish accountability for energy consumption at every level in the organization (e.g. developing and monitoring the organization's energy management program under board approved policy and guidelines) for the purpose of reducing utility consumption.~~
- ~~Inspect District facilities for the purpose of recommending methods for improving the energy efficiency and consumption.~~
- ~~Inspect District sites for proper conservation and safety for the purpose of insuring operating efficiency and compliance with the District's energy policy.~~
- Inspect school buildings and grounds for the purpose of insuring that district standards for proper safety, repair, and cleanliness standards are maintained.
- Orders and maintains required materials, supplies, and equipment for the purpose of ensuring adequate materials, supplies, and equipment are available for staff to complete assigned projects.
- ~~Oversee the district energy conservation program (e.g. administration, recordkeeping, accountability, reporting, program implementation, promoting organization employee involvement, validating energy management compliance, etc.) for the purpose of maintaining a successful energy management and conservation program.~~
- ~~Prepare comprehensive reports on the energy management system for the purpose of maintaining and providing regular status updates to the District and the Board of Education.~~
- Prepares a variety of energy, safety, operational, and personnel records for the purpose of providing up to date and accurate documentation in all aspects of assigned duties.
- Provide guidance and assistance in the District's safety program including the investigation of unsafe working conditions for the purpose of insuring employee safety and compliance with required regulations and statutes.
 - Schedule daily operations and maintenance work, addressing conflicting priorities for the purpose of ensuring efficient and effective functioning in all areas assigned to this position.
- Supervise and assist in the moving and arranging furniture, equipment, and district assets for the purpose of preparing buildings and rooms and/or to set up for meetings or special events.
- Work with insurance representatives, employee groups and others for the purpose of maintaining a safe working environment.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: Adhering to safety practices; operating equipment used in custodial and operations work; operating standard office equipment using pertinent software applications; preparing and maintaining accurate records; independent work ethic, good judgment capabilities; ability to maintain positive public relations and be persuasive; able to interpret technical data; skill to effectively communicate with technical and non-technical individuals.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: Methods, materials, and equipment used in custodial, grounds keeping, and general maintenance work; requirements for maintaining school buildings, facilities, and grounds in a safe, clean and orderly condition; terminology, tools and methods of the custodial, grounds and basic craft skills; general principles of supervision and training; appropriate safety precautions and procedures; ~~knowledge of facility and energy management and conservation programs.~~

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: Supervise, direct and evaluate a variety of custodial, grounds keeping and maintenance work; estimate time, costs, and materials required for a wide variety of continuing and special projects; train and instruct assigned personnel in all phases of work; maintain accurate records including school maintenance budget; maintain records and write work standards where appropriate; operate a vehicle observing legal and defensive driving practices; understand and carry out oral and written instructions; establish and maintain effective relationships with those contacted in the course of work; maintain work pace appropriate to given workload; meet schedules and timelines; communicate effectively with others; operate a computer and related software.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency Any combination of experience, education and advanced training or college work that would likely provide the required knowledge and skill in the areas of ~~energy management~~, safety management, and operations and/or a minimum of four years' experience in the operations and maintenance of buildings and facilities in a large organization or school district, including two years in a supervisory capacity and one year experience in safety related duties such as conducting safety inspections, safety training, conducting investigations of workers' compensation claims.

Required Testing

Pre-employment Physical Exam
Pre-employment Proficiency Test

Continuing Educ. / Training

None Specified

FLSA Status

Non Exempt

Revised

3/19/15 (PROPOSED)

Certificates & Licenses

Valid Driver's License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance

Approval Date

9/8/2011

Salary Grade

Classified Management - Range II