PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION AGENDA

Board Room
101 W. Cochran Street
Simi Valley, CA

April 14, 2021
5:00 P.M.
Meeting # 874

THIS MEETING IS BEING HELD VIA ZOOM WEBINAR. Follow this link: SVUSD Personnel Commission Meeting

To submit a public comment or request to speak, please follow the instructions on the Classified Personnel website.
Public comments and requests to speak must be submitted by 2:00 PM on the day of the meeting.

Personnel Commission Members

Lori Rhoades, Chairperson
Sandy Handin, Vice Chairperson
Kathleen Hobiger, Member

Staff Members

Sophia Crocker, Director of Classified Personnel Services
Sallie Kleingarn, Senior Administrative Assistant

CALL TO ORDER

FLAG SALUTE

APPROVAL OF AGENDA/CONSENT AGENDA

- Agenda
- Consent Agenda

APPROVAL OF MINUTES – Regular Meeting March 10, 2021 – *Action*
Special Meeting March 17, 2021 – *Action*

COMMENT, PRESENTATIONS AND HEARINGS

- Commission Comments
- Public Comments (Regarding items not on the agenda)

PERSONNEL ITEMS

- Personnel Director's Report – *Information; Discussion*

GENERAL ITEMS

- 2020-2021 Budget Status – *Information; Discussion*
- Applicant Appeal From Rejection for Bond Program Manager – *Action*
- Minimum Qualifications Presentation – *Information; Discussion*
- Classification Specification Revision and Title Change from Custodian I to Custodian – *Action*
- Classification Specification Revision and Title Change from Custodian II to Lead Custodian – *Action*
- Classification Specification Revision and Title Change from Custodian Specialist to Custodial Specialist – *Action*
- Classification Specification Revision and Title Change from Groundskeeper I to Groundskeeper – *Action*
- Classification Specification Revision and Title Change from Groundskeeper II to Lead Groundskeeper – *Action*
- Classification Specification Revision and Title Change from Groundskeeper III to Grounds Specialized Equipment Operator – *Action*
- 2021-2022 Personnel Commission Budget – First Reading – *Discussion*
- Revision of Personnel Commission Rules, Article 4 – First Reading – *Discussion*

CLOSED SESSION

The Personnel Commission will meet in Closed Session in accordance with provisions in Government Code Sec. 54957, Public Employment Matters: Appointment, Employment, Performance Evaluation, Discipline, Dismissal, Release: Report Employee Dismissal.

INFORMATION

- Calendar of Personnel Commission Meetings – *Information*
- Job Opportunities – *Information*

ITEMS FOR FUTURE CONSIDERATION

ADJOURNMENT

Pursuant to Government Code Section 54957.5, any document, that is public record, and relates to an open session agenda item of a regular meeting of the PC, is available for public review at the Educational Service Center, Classified Personnel Services, 101 W. Cochran Street, Simi Valley, CA 93065.

Simi Valley Unified School District accommodates individuals with disabilities. Forty-eight (48) hours advance notice is required to meet special needs for public meetings. Upon written request, materials in alternative formats will be provided for individuals with disabilities. Please contact Classified Personnel Services, 805.306.4500, ext. 4062.

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

Remote (via Zoom)

March, 10, 2021
5:00 P.M.
Meeting # 872

Personnel Commission Members	Arrived
Lori Rhoades, Chairperson	5:00 P.M.
Sandy Handin, Vice Chairperson	5:00 P.M.
Kathleen Hobiger, Member	5:00 P.M.

Staff Members	
Sophia Crocker, Director, Classified Personnel Services	5:00 P.M.
Sallie Kleingarn, Senior Administrative Assistant	5:00 P.M.

The meeting was called to order at 5:00 P.M. by Lori Rhoades, Chairperson. **Call to Order**

The flag salute was led by Ms. Rhoades. **Flag Salute**

Agenda

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the agenda, as presented. Vote 3-0; Aye- Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None. Motion #21.0310.1

Consent Agenda

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the consent agenda, as presented. Vote 3-0; Aye- Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None. Motion #21.0310.2

Minutes

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Commission approved the Minutes of the Regular Meeting of February 10, 2021, as amended. Vote 3-0: Aye – Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None. Motion #21.0310.3

Commission Comments

Ms. Hobiger reported the passing of retired employee Marian Turenne.

Public Comments

There were no public comments.

Personnel Items

Director's Report

Ms. Crocker reported Covid updates: The Pfizer Covid-19 vaccine was rolled out to SVUSD, CLU & Moorpark Unified employees on February 27 & 28 through Simi Adventist Health. The clinic was held at the SVUSD District Office. 2,400 doses were administered; 2nd dose vaccines will be administered on March 20 & 21; classified staff assisted and the clinic was very successful. The 2021-2022 Summer Assistance Program received 215 forms; currently there are 14 recruitments in progress; there are no new classification studies for the current fiscal year.

General Items

2020-2021 Budget Status

Ms. Crocker reported on the status of the current 2020-2021 Commission budget.

Custodial and Grounds Classification Specification Revisions Update

Ms. Crocker provided updates on the custodial and grounds classification specification revisions; Commissioners had requested revisions to the minimum qualifications of all classifications within the series be presented together; Ms. Crocker is conducting a full revision of all classifications in the custodial and grounds series and will bring back as a full package.

Information

Future Commission meeting dates were announced: Meeting Dates
April 14, 2021……May 12, 2021……..June 9, 2021…..5:00p.m...via Zoom until further notice.

Job Opportunities were announced for: Certified Educational Sign Language Interpreter; Library Assistant; Paraeducator, Deaf or Hard of Hearing — Job Opportunities

Future Consideration

There were no items for future consideration.

Adjournment

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission adjourned the meeting at 5:14 P.M. Vote 3-0: Aye- Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None — Motion #21.0310.4

Lori Rhoades, Chairperson

Sandy Handin, Vice Chairperson

Kathleen Hobiger, Member

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
SPECIAL MEETING MINUTES

Remote (via Zoom)

March 17, 2021
5:00 P.M.
Meeting # 873

Personnel Commission Members	Arrived
Lori Rhoades, Chairperson	5:00 P.M.
Sandy Handin, Vice Chairperson	5:00 P.M.
Kathleen Hobiger, Member	5:00 P.M.

Staff Members	
Sophia Crocker, Director, Classified Personnel Services	5:00 P.M.
Sallie Kleingarn, Senior Administrative Assistant	5:00 P.M.

The meeting was called to order at 5:00 P.M. by Lori Rhoades, Chairperson. **Call to Order**

The flag salute was led by Ms. Rhoades. **Flag Salute**

Agenda

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the agenda, as presented. Vote 3-0; Aye- Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None. Motion #21.0317.1

Commission Comments

There were no commission comments.

Public Comments

There were no public comments.

General Items

Applicant Appeal from Rejection

An applicant for Counseling and Guidance Technician presented her appeal from rejection. Discussion ensued among the Commissioners.
On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission sustained the applicant rejection for Counseling and Guidance Technician. Motion #21.0317.2

Vote 3-0: Aye- Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None

Reestablishment of a Classification

Ms. Crocker presented the basis for reestablishing the abolished classification of Payroll Assistant. The hiring department requested the classification be reestablished in order to establish a new position within the classification. Discussion ensued among the Commissioners and Ms. Crocker. Ms. Rhoades requested the job description be presented with the Payroll Specialist job description for comparison of essential functions. Commissioners discussed the reasoning behind the request and tabled the item until the next meeting. There was no motion. Motion #21.0317.3

Vote 0-0: Aye-None; No-None; Abstained-None; Absent-None

Extension of Limited Term Assignments

Ms. Crocker presented the basis for the request to authorize extensions to limited term assignments for up to one year from the date of establishment for positions assigned to perform duties related to the emergency resulting from the COVID-19 pandemic, in accordance with Education Code 45286. Discussion ensued among the Commissioners and Ms. Crocker.
On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the extension of limited term assignment for up to one year, through the end of the current fiscal year, in accordance with Education Code 45286. Motion #21.0317.4

Vote 3-0: Aye- Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None

Future Consideration

Items for future consideration include: Ms. Crocker's annual performance evaluation; tabled Payroll Assistant reestablishment; adding an additional Classified Personnel staff member

Adjournment

Motion #21.0317.5

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 5:54 P.M. Vote 3-0: Aye- Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None

Lori Rhoades, Chairperson

Sandy Handin, Vice Chairperson

Kathleen Hobiger, Member

Simi Valley Unified School District Personnel Commission

Requested Position Classification Studies

FY 2020-21

Classification	Location	Request Date	Status	Reclassified
Administrative Services Assistant I	Superintendent's Office	Aug-20	Complete	No
Payroll Technician (3 positions)	Fiscal Services	Feb-20	Complete	Yes
School Services Assistant III	Simi Institute for Careers & Education	May-20	Complete	No

Updated: 11/10/20

Simi Valley Unified School District Personnel Commission

Current Classified Recruitments as of 4-7-21

Classification Title	Number of Vacancies	Vacancy Locations	Open Date	Closing Date	Type of Exam	T&E Completed By	Test Date	Structured Interview Date	Eligibility List Established By
Adult Ed Instructional Assistant - Machine Shop	1	SICE	4/7/2021	4/28/2021	Multiple Choice Test; Structured Interview	N/A	week of 5/3	week of 5/10	5/18/2021
Adult Ed Instructional Assistant - Welding	2	SICE	11/2/2020	4/6/2021	Multiple Choice Test; Structured Interview	N/A	week of 4/12	week of 4/19	4/27/2021
Bond Program Manager	0	N/A	2/4/2021	3/19/2021	T&E; Structured Interview	3/22/2021	N/A	4/20/2021	4/22/2021
Cafeteria Assistant	Multiple	Various	Continuous	4/22/2021	Multiple Choice Test	N/A	week of 4/26	N/A	5/4/2021
Community Liaison	3	Mountain View/Sycamore Elementary; Santa Susana Elementary; Park View Elementary	Continuous	3/18/2021	Multiple Choice Test; Structured Interview	N/A	week of 3/22	4/14/2021	4/16/2021
Database Administrator	1	Information Technology	4/6/2021	4/27/2021	T&E; Structured Interview	4/28/2021	N/A	week of 5/3	5/11/2021
Elementary Campus Supervisor	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test	N/A	Weekly (approximately)	N/A	Ongoing
Paraeducator, Deaf or Hard of Hearing	1	Student Support Services	2/17/2021	3/10/2021	Multiple Choice Test; Structured Interview	N/A	week of 3/15	4/19/2021	4/21/2021
Paraeducator I, Special Education	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test	N/A	Weekly (approximately)	N/A	Ongoing
Secondary Campus Supervisor	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test	N/A	Weekly (approximately)	N/A	Ongoing
Senior Accounting Technician	1	Fiscal Services	3/17/2021	4/15/2021	Multiple Choice Test; Structured Interview	N/A	4/22/2021	week of 4/26	5/4/2021

UPCOMING CLASSIFIED RECRUITMENTS

Classification Title	Number of Vacancies	Vacancy Locations
Accounting Assistant I	1	M&O
Adult Education IA, Business & Computer Technology	1	SICE
Adult Education IA, ESL	2	SICE
Lead Library Technician	1	Hillside MS
School Services Assistant I	1	Santa Susana El
School Services Assistant III	1	Santa Susana HS

SVUSD Classified Personnel Services

PERSONNEL COMMISION REPORT

2020-2021 P.C. BUDGET

521, 530, and 540 Accounts

(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	Description	2020-2021 Approved Budget	Revised Budget	Current Budget Status as of 3/31/21		
				Encumbered	Expensed	Balance
530-0RET	**RETIREE BENS**					
(176766) 010-3902-0000-0-0000-7490-165-530-0RET-0	OTH BENS Cls, Undistrib, Un	2,400.00	2,400.00		2,233.20	166.80
		2,400.00	**2,400.00**	**0.00**	**2,233.20**	**166.80**
530-0257	**PERSONNEL COMISSIONERS SALARIES**					
(084564) 010-2302-0000-0-0000-7490-165-530-0257-0	Cls Supv HR	2,700.00	3,850.00		1,300.00	2,550.00
(111818) 010-3202-0000-0-0000-7490-165-530-0257-0	Pers/Clas Undistrib.Unres	616.00	616.00			616.00
(087481) 010-3302-0000-0-0000-7490-165-530-0257-0	OASDI/Clas	207.00	245.00		43.70	201.30
(089153) 010-3402-0000-0-0000-7490-165-530-0257-0	H&W Clas	30,653.00	31,348.00	5,573.25	16,095.53	9,679.22
(090825) 010-3502-0000-0-0000-7490-165-530-0257-0	SUI Clas	2.00	3.00		.70	2.30
(092497) 010-3602-0000-0-0000-7490-165-530-0257-0	WrkComp Clas	88.00	113.00		35.80	77.20
Total for Optional 0257		**34,266.00**	**36,175.00**	**5,573.25**	**17,475.73**	**13,126.02**
530-0270	**PERSONNEL COMISSION STAFF OT**					
(084798) 010-2403-0000-0-0000-7490-165-530-0270-0	Off Sal OT	2,049.00	2,049.00		430.41	1,618.59
(111819) 010-3202-0000-0-0000-7490-165-530-0270-0	PERS/Clas	468.00	468.00			468.00
(087482) 010-3302-0000-0-0000-7490-165-530-0270-0	OASDI/Clas	157.00	157.00		30.58	126.42
(090826) 010-3502-0000-0-0000-7490-165-530-0270-0	SUI Class	2.00	2.00		.18	1.82
(092498) 010-3602-0000-0-0000-7490-165-530-0270-0	WrkComp Clas	67.00	61.00		11.82	49.18
Total for Optional 0270		**2,743.00**	**2,737.00**	**.00**	**472.99**	**2,264.01**
530-0271	**OFFICE SUPPLIES**					
(095154) 010-4300-0000-0-0000-7490-165-530-0271-0	MATLS/SUPPS (includes equip <$500)	1,200.00	1,044.00	34.08	159.48	850.44
Total for Optional 0271		**1,200.00**	**1,044.00**	**34.08**	**159.48**	**850.44**
530-0276	**CONTRACTED PERSONNEL SERVICES**					
(096913) 010-5800-0000-0-0000-7490-165-530-0276-0	PROF SRV	4,750.00	2,500.00		2,500.00	.00
(146152) 010-5897-0000-0-0000-7490-165-530-0276-0	ROYALTY/LICENSE	15,576.00	18,700.00		18,698.88	1.12
Total for Optional 0276		**20,326.00**	**21,200.00**	**.00**	**21,198.88**	**1.12**
530-0278	**STAFF MILEAGE**					
(096542) 010-5200-0000-0-0000-7490-165-530-0278-0	TRAVEL/CONF	160.00	160.00		45.96	114.04
Total for Optional 0278		**160.00**	**160.00**	**.00**	**45.96**	**114.04**
530-0279	**ADVERTISING**					
(096914) 010-5800-0000-0-0000-7490-165-530-0279-0	PROF SRV	1,767.00	1,767.00		983.60	783.40
Total for Optional 0279		**1,767.00**	**1,767.00**	**.00**	**983.60**	**783.40**
530-0284	**DUES & MEMBERSHIP**					
(096696) 010-5300-0000-0-0000-7490-165-530-0284-0	DUES/MEMB	3,007.00	3,007.00		1,005.00	2,002.00
Total for Optional 0284		**3,007.00**	**3,007.00**	**.00**	**1,005.00**	**2,002.00**

SVUSD Classified Personnel Services

PERSONNEL COMMISION REPORT

2020-2021 P.C. BUDGET

521, 530, and 540 Accounts

(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	Description	2020-2021 Approved Budget	Revised Budget	Current Budget Status as of 3/31/21		
				Encumbered	Expensed	Balance
530-0286	**EQUIPMENT > $500**					
(105916) 010-4300-0000-0-0000-7490-165-530-0286-0	MATLS/SUPP	1,266.00	860.00			860.00
Total for Optional 0286		**1,266.00**	**860.00**	**.00**	**.00**	**860.00**
530-0669	**TRAVEL & CONFERENCE**					
(096544) 010-5200-0000-0-0000-7490-165-530-0669-0	TRAVEL/CONF	5,000.00				
(188580) 010-5800-0000-0-0000-7490-165-530-0669-0	PROF SRV,UNDISTRIB,UNREST		5,000.00		2,405.00	2,595.00
Total for Optional 0669		**5,000.00**	**5,000.00**	**.00**	**2,405.00**	**2,595.00**
530-0BV5	**POSTAGE**					
(100280) 010-5710-0000-0-0000-7490-165-530-0BV5-0	DIR COST TFRS, UNDISTRIB,	500.00	344.00			344.00
Total for Optional 0BV5		**500.00**	**344.00**	**.00**	**.00**	**344.00**
530-0DER	**CONSULTANTS**					
(096916) 010-5800-0000-0-0000-7490-165-530-0DER-0	PROF SRV, UNDISTRIB, UNRE	6,484.00	6,484.00	4,899.75		1,584.25
Total for Optional 0DER and Expense accounts		**6,484.00**	**6,484.00**	**4,899.75**	**.00**	**1,584.25**
530-0E92	**DIRECTOR'S SALARY**					
(084552) 010-2301-0000-0-0000-7490-165-530-0E92-0	CLS SUPV/ADM MO, UNDISTRI	134,408.00	134,408.00	33,758.73	100,648.41	0.86
(111823) 010-3202-0000-0-0000-7490-165-530-0E92-0	PERS/CLAS, UNDISTRIB, UNR	30,645.00	30,645.00	6,988.05	20,834.20	2,822.75
(087486) 010-3302-0000-0-0000-7490-165-530-0E92-0	OASDI/CLS, UNDISTRIB, UNR	10,283.00	10,283.00	2,582.55	7,699.62	0.83
(089158) 010-3402-0000-0-0000-7490-165-530-0E92-0	H&W CLASS, UNDISTRIB, UNR	24,526.00	25,246.00	6,514.86	18,824.88	-93.74
(090830) 010-3502-0000-0-0000-7490-165-530-0E92-0	SUI CLASS, UNDISTRIB, UNR	68.00	68.00	16.89	50.35	0.76
(092502) 010-3602-0000-0-0000-7490-165-530-0E92-0	WRK COMP CLS, UNDISTRIB,	4,369.00	4,033.00	928.38	2,767.87	336.75
(133554) 010-3752-0000-0-0000-7490-165-530-0E92-0	OPEB CLAS, UNDISTRIB, UNR	360.00	160.00	30.00	70.00	60.00
		204,659.00	**204,843.00**	**50,819.46**	**150,895.33**	**3,128.21**
530-0MWW	**EMPLOYEE RECOGNITION**					
(095157) 010-4300-0000-0-0000-7490-165-530-0MWW-	MATLS/SUPPS	212.00	212.00			212.00
Total for Optional 0MWW		**212.00**	**212.00**	**.00**	**.00**	**212.00**
530-0N55	**PRINTING & XEROX USAGE**					
(105602) 010-5710-0000-0-0000-7490-165-530-0N55-0	PRINT SHOP	750.00	594.00			594.00
Total for Optional 0N55		**750.00**	**594.00**	**.00**	**.00**	**594.00**
530-0RFN	**ATTORNEY FEES**					
(096917) 010-5899-0000-0-0000-7490-165-530-0RFN-0	ATTY FEES	50,000.00	50,000.00	16,266.50	3,733.50	30,000.00
Total for Optional 0RFN		**50,000.00**	**50,000.00**	**16,266.50**	**3,733.50**	**30,000.00**
530-0W95	**INTERVIEW PANEL EXPENSES**					
(105457) 010-4300-0000-0-0000-7490-165-530-0W95-0	MATLS/SUPPS	590.00	590.00		4.99	585.01
(096918) 010-5800-0000-0-0000-7490-165-530-0W95-0	PROF SRV - CONTRACTED SERV.	2,000.00	2,000.00		348.67	1,651.33
Total for Optional 0W95		**2,590.00**	**2,590.00**	**.00**	**353.66**	**2,236.34**
530 - 0242	**CONFIDENTIAL PC STAFF SALARIES**					

SVUSD Classified Personnel Services						
PERSONNEL COMMISION REPORT						
2020-2021 P.C. BUDGET						
521, 530, and 540 Accounts						
		2020-2021 Approved Budget	**Revised Budget**	**Current Budget Status as of 3/31/21**		
(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	**Description**			**Encumbered**	**Expensed**	**Balance**
(084651) 010-2401-0000-0-0000-7490-165-530-0242-0	Off Sal Mo	127,498.00	127,498.00	31,483.08	93,546.87	2,468.05
(111821) 010-3202-0000-0-0000-7490-165-530-0242-0	PERS/Clas	29,070.00	28,998.00	6,517.02	19,364.25	3,116.73
(087484) 010-3302-0000-0-0000-7490-165-530-0242-0	OASDI/Clas	9,754.00	9,754.00	2,401.29	7,134.84	217.87
(089156) 010-3402-0000-0-0000-7490-165-530-0242-0	H&W Clas	10,802.00	11,121.00	2,784.54	8,033.88	302.58
(090828) 010-3502-0000-0-0000-7490-165-530-0242-0	SUI Clas	64.00	64.00	15.69	46.66	1.65
(092500) 010-3602-0000-0-0000-7490-165-530-0242-0	Wrk Comp Clas	4,144.00	3,831.00	865.77	2,572.54	392.69
(133552) 010-3752-0000-0-0000-7490-165-530-0242-0	OPEB Clas (Oth Post Empl Benefits)	720.00	320.00	60.00	140.00	120.00
Total for Optional 0242 and Expense accounts		**182,052.00**	**181,586.00**	**44,127.39**	**130,839.04**	**6,619.57**
530-0353	**NON-CONFIDENTIAL PC STAFF SALARIES**					
(084652) 010-2401-0000-0-0000-7490-165-530-0353-0	OFF SAL MO, UNDISTRIB, UN	19,238.00	15,069.00	4,567.56	11,298.02	796.58-
(111822) 010-3202-0000-0-0000-7490-165-530-0353-0	PERS/CLAS, UNDISTRIB, UNR	4,387.00	3,395.00	945.48	2,209.08	240.44
(087485) 010-3302-0000-0-0000-7490-165-530-0353-0	OASDI/CLS, UNDISTRIB, UNR	1,472.00	1,149.00	345.84	863.12	59.96-
(089157) 010-3402-0000-0-0000-7490-165-530-0353-0	H&W CLASS, UNDISTRIB, UNR	10,000.00	12,092.00	1,144.35	381.45	10,566.20
(090829) 010-3502-0000-0-0000-7490-165-530-0353-0	SUI CLASS, UNDISTRIB, UNR	10.00	8.00	2.28	5.37	.35
(092501) 010-3602-0000-0-0000-7490-165-530-0353-0	WRK COMP CLS, UNDISTRIB,	626.00	461.00	125.61	310.72	24.67
(133553) 010 3702 0000-0-0000-7490-165-530-0353-0	OPEB CLAS, UNDISTRIB, UNRES	180.00	70.00	15.00	25.00	30.00
Total for Optional 0353 and Expense accounts		**35,913.00**	**32,244.00**	**7,146.12**	**15,092.76**	**10,005.12**
TOTAL		**555,295.00**	**553,247.00**	**128,866.55**	**346,894.13**	**77,486.32**

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
TITLE CHANGE AND REVISION OF CLASSIFICATION SPECIFICATION

RECOMMENDATION:

The following changes of classification titles are recommended:

From: Custodian I	To: Custodian
From: Custodian II	To: Lead Custodian
From: Custodian Specialist	To: Custodial Specialist

BASIS OF RECOMMENDATION:

The above changes of classification titles are recommended to reflect the essential functions associated with the classifications.

Revised classification specifications are presented for approval in conjunction with this report.

SC

Presented to the Personnel Commission on April 14, 2021

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
TITLE CHANGE AND REVISION OF CLASSIFICATION SPECIFICATION

RECOMMENDATION:

The following changes of classification titles are recommended:

From: Groundskeeper I	To: Groundskeeper
From: Groundskeeper II	To: Lead Groundskeeper
From: Groundskeeper III	To: Grounds Specialized Equipment Operator

BASIS OF RECOMMENDATION:

The above changes of classification titles are recommended to reflect the essential functions associated with the classifications.

Revised classification specifications are presented for approval in conjunction with this report.

SC

Presented to the Personnel Commission on April 14, 2021

SimiValleySchools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

CLASSIFICATION SPECIFICATION

Custodial Specialist

Purpose Statement

Under the general supervision of an assigned supervisor, schedules and performs district-wide specialized custodial and heavy cleaning services and performs a variety of general custodial duties to maintain district facilities in a clean, orderly, and secure condition.

Essential Functions

- Performs specialized custodial and heavy cleaning services (e.g. carpet cleaning, restoration, and repair, water damage repair, wall cleaning and repair, floor stripping and refinishing, high pressure washing buildings and grounds, graffiti removal).
- Schedules district sites for specialized custodial and heavy cleaning services, including but not limited to carpet, upholstery, and wall cleaning, restoration, and repair, based on site needs and district priorities.
- Assesses carpets (e.g. determining pH levels and fabric requirements) to determine proper cleaning methods and materials; prepares and applies carpet cleaning chemicals in accordance with fabric requirements; measures humidity in the atmosphere to determine appropriate drying procedures.
- Prepares areas for cleaning, including diagramming areas to be cleaned, moving furniture and obstructions, and applying pre-spray; moves furniture and equipment to original location after carpets dry.
- Inspects commercial cleaning equipment to ensure proper servicing and safe operating condition; services, cleans, calibrates, adjusts, and performs minor maintenance and repair of assigned equipment to ensure optimal performance; arranges for complex repairs with the appropriate vendor/specialist.
- Leads lower-level custodians engaged in custodial work, including providing training, guidance, and work direction to custodians; reviews work for accuracy, completeness, and compliance with established standards and procedures; leads specialized custodial and heavy cleaning projects.
- Orders, receives, and maintains inventory of supplies for specialized custodial and heavy cleaning.
- Prepares and maintains records and logs (e.g. cleaning schedules, inventory records, equipment service/repair logs, material safety data sheets, documentation of work activities, product container labels) pertaining to assignment.
- Performs a variety of general custodial duties to maintain facilities in a clean, orderly, and secure condition.
- Performs minor non-technical maintenance and repair of buildings, furniture, and fixtures; refers complex and technical maintenance and repairs to appropriate personnel.
- Participates in the disposal of recyclable items, including picking up and dropping off recyclable items from school sites and locations and preparing items for disposal.
- Assists with special projects pertaining to maintenance and grounds.

Other Functions

- Performs other duties as assigned that support the overall objective of the position.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

Skills to:

- Safely operate assigned vehicles (e.g. delivery truck, truck and trailer) and observe safe and legal driving practices

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- Safely operate specialized custodial equipment (e.g. trailer-mounted commercial carpet cleaning and extraction machinery, high pressure washer) used in specialized custodial and heavy cleaning
- Safely operate tools and equipment used in custodial and basic facilities maintenance

Knowledge of:

- Procedures, methods, techniques, materials, tools, and equipment used in specialized custodial and heavy cleaning services, including commercial carpet and upholstery cleaning, restoration, and repair
- Cleaning requirements associated with various types of carpet and upholstery
- Proper chemicals and pH balances for cleaning materials
- Chemical reactions and proper precautions pertaining to assigned cleaning materials
- Operating characteristics of truck-mounted commercial cleaning and higher power spraying equipment
- Procedures, methods, techniques, materials, tools, and equipment used in custodial work and basic facilities maintenance
- Appropriate safety precautions and procedures associated with custodial work and basic facilities maintenance
- Safe application and handling of cleaning supplies
- Safe lifting techniques

Ability to:

- Perform specialized custodial and heavy cleaning services
- Schedule district-wide cleaning services
- Safely prepare and apply cleaning chemicals
- Perform servicing and minor repair of commercial cleaning equipment
- Provide training, guidance, and work direction to others
- Maintain accurate records
- Perform custodial and basic facilities maintenance work
- Perform heavy manual labor
- Lift, carry, push, and pull objects of heavy weight
- Observe assigned areas and identify safety, sanitary, and security concerns
- Climb and work from ladders
- Perform servicing and minor repair of assigned tools and equipment
- Plan and organize work to meet changing priorities and timelines
- Work independently and as part of a team
- Carry out verbal and written instructions
- Learn and apply new information and skills

Education and Experience

Two years of custodial experience in commercial or public facilities, including experience performing commercial carpet cleaning

Licenses and Certifications

Valid California driver's license

Certification from the Institute of Inspection, Cleaning and Restoration Certification (IICRC) as a Certified Carpet Cleaning Technician (CCT) and Certified Water Damage Restoration Technician (WRT) required within six months of employment

Working Environment

Work is performed in an indoor and outdoor environment where significant health and safety considerations exist from physical labor and handling of materials that include waste and bloodborne pathogens.

Salary Schedule/Range	FLSA Status	Approval Date	Last Revised
Classified Salary Schedule/084	Non Exempt	March 2004	

Previous Titles

Custodian Specialist

SimiValleySchools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

CLASSIFICATION SPECIFICATION

Custodian

Purpose Statement

Under the general supervision of an assigned supervisor, performs a variety of custodial duties to maintain assigned school and district facilities in a clean, orderly, and secure condition.

Distinguishing Characteristics

A Custodian performs a variety of custodial duties. In comparison, a Lead Custodian leads custodial teams and projects; provides training, guidance, and work direction to lower-level custodians; and assists in coordinating custodial staffing, projects, communications, and work activities; in addition to performing the duties of a Custodian.

Essential Functions

- Cleans and disinfects a variety of facilities (e.g. classrooms, labs, offices, meeting rooms, kitchens, eating areas, play areas, hallways, walkways, stairways), including furniture, fixtures, equipment, flooring, walls, surfaces, and windows.
- Sweeps, scrubs, mops, washes, and polishes floors; vacuums rugs and carpets and spot cleans as necessary.
- Cleans and disinfects restrooms, including floors, walls, stalls, sinks, toilets, urinals, mirrors, and other restroom fixtures; polishes metal fixtures; maintains restroom supplies (e.g. paper towels, soap, toilet paper).
- Empties and cleans waste and recycling receptacles; picks up trash and debris; picks up trash and recycling containers and empties into large bins.
- Rearranges, moves, and sets up furniture and equipment in meeting rooms, classrooms, multi-purpose rooms, cafeterias, gymnasiums, theaters, athletic fields, and other facilities for special meetings, functions, and events according to instructions and seating arrangements.
- Secures and opens the site, including closing/opening and locking/unlocking internal and external entry and exit points (e.g. doors, gates, windows), turning lights off/on, raising and lowering flags, and setting alarms as required.
- Inspects and observes the site for safety, sanitary, and security concerns; resolves and reports concerns as appropriate; responds to emergency custodial needs as required.
- Participates in major cleaning projects such as carpet cleaning and floor stripping and refinishing.
- Inspects assigned tools and equipment for proper operating condition; performs minor maintenance and repairs to maintain tools and equipment in proper working condition.
- Performs minor non-technical maintenance and repair of buildings, furniture, and fixtures; refers complex and technical maintenance and repairs to appropriate personnel.
- Restocks supplies and storage areas; picks up and distributes mail, parcels, and a variety of classroom, office, and custodial supplies and materials to and from district sites and within a school site.
- Maintains documentation (e.g. material safety data sheets, documentation of work activities, product container labels) pertaining to assignment.
- Assists with special projects pertaining to maintenance and grounds.

Other Functions

- Performs other duties as assigned that support the overall objective of the position.

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Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

Skills to:

- Safely operate tools and equipment used in custodial and basic facilities maintenance
- Safely operate assigned vehicles and observe safe and legal driving practices

Knowledge of:

- Procedures, methods, techniques, materials, tools, and equipment used in custodial work and basic facilities maintenance
- Appropriate safety precautions and procedures associated with custodial work and basic facilities maintenance
- Safe application and handling of cleaning supplies
- Safe lifting techniques

Ability to:

- Perform custodial and basic facilities maintenance work
- Perform heavy manual labor
- Lift, carry, push, and pull objects of heavy weight
- Observe assigned areas and identify safety, sanitary, and security concerns
- Perform servicing and minor maintenance and repair of assigned tools and equipment
- Climb and work from ladders
- Plan and organize work to meet changing priorities and timelines
- Work independently and as part of a team
- Carry out verbal and written instructions
- Learn and apply new information and skills
- Maintain accurate records

Education and Experience

Custodial experience, or previous work experience performing duties similar to those listed above, is preferred.

Licenses and Certifications

Valid California driver's license

Working Environment

Work is performed in an indoor and outdoor environment where significant health and safety considerations exist from physical labor and handling of materials that include waste and bloodborne pathogens.

Salary Schedule/Range	FLSA Status	Approval Date	Last Revised
Classified Salary Schedule/069	Non Exempt	July 1968	

Previous Titles
Custodian I

Simi Valley Unified School District

Classification: **CUSTODIAN I**	Revisions: December 2013
Department/Site: Elementary, Middle, or High School; or other designated District site	FLSA: Non-Exempt
Approved by: Personnel Commission, October 2011	Salary Range: 69 (Classified)

Summary

Performs custodial duties at a designated school or District site; maintains buildings and adjacent grounds areas in a clean, orderly, safe and secure condition. Work instruction and guidance may be received from a Custodian II. Supervision and evaluation are provided by an assigned administrator or Plant Manager.

Distinguishing Career Features

This is the first level in a Custodial career path. Incumbents receive basic on-the-job training as it pertains to cleaning schedules and routines. In addition to demonstrating the competencies and abilities required of the position, the Custodian I must work cooperatively and productively with co-workers, students, and/or members of the public. Advancement potential exits to Custodian II based on need, incumbent's compliance with the stated qualifications, and the ability to lead individual custodians, a small team and special projects or crews.

Essential Duties and Responsibilities

- Performs regularly scheduled cleaning of classrooms, labs, and office areas including, but not limited to furniture, fixtures, flooring, windows and boards. Cleans public entry and use areas including, but not limited to hallways, walkways, stairways and meeting rooms. Washes and cleans eating areas. Cleans and disinfects drinking fountains, door handles and door push plates.
- Sweeps, scrubs mops, washes, and polishes floors. Washes windows, counters, and walls. Vacuums rugs and carpets, and spot cleans as necessary. Dusts and polishes furniture and woodwork. Cleans chalk boards, white boards and erasers. Empties pencil sharpeners.
- Cleans, scrubs and disinfects restrooms, including floors, stalls, toilets and urinals. Polishes metalwork, cleans sinks, mirrors, and other restroom fixtures. Maintains various classroom and restroom supplies including paper towels, soap, toilet paper, and related items.
- Empties and cleans waste receptacles, and replaces liners. Picks up paper and debris. Picks up trash containers and empties into large bins.
- Rearranges, moves and sets in place furniture and equipment, according to established instructions and seating arrangements. Sets up meeting rooms, classrooms, and other school facilities for special meetings, functions and events, which may include theater, athletic fields, multi-purpose rooms and/or gymnasium use.
- Unlocks and locks doors and gates. Raises and lowers flags. Secures internal and external entry and exit doors, ensuring that windows are closed and locked, and lights are off. Sets alarms as required.
- Checks doors, windows, and assigned area for vandalism. Reports safety, sanitary, and fire hazards. Observes pedestrian/visitor activity at the assigned site, reporting unusual activity or behavior to the appropriate level of authority.
- Restocks supplies and storage areas. May deliver mail, parcels and other materials to and from District sites or within school site.
- Participates in major cleaning projects that include, but are not limited to carpet cleaning and floor stripping and refinishing.
- Inspects equipment used on a regular basis for function and required servicing; makes minor repairs as needed. May maintain and make minor repairs to buildings and fixtures. Reports and makes arrangements for complex repairs and maintenance needs.
- Ensures that secondary containers for cleaning and other products are properly labeled, and that Material Safety Data Sheets (MSDS) for assigned area(s) are up to date.
- Documents work activities and unanticipated occurrences.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires: Basic knowledge of the methods, materials, tools, equipment and cleaning supplies used in custodial care and routine facilities maintenance. Basic knowledge of work hazards and safe work techniques, including lifting procedures. Some knowledge of chemical reactions and proper safety precautions for use. Basic knowledge of building and plumbing repairs. Sufficient reading and writing ability to read work instructions and document work activity onto standardized forms. Sufficient human relations skill to exercise courtesy when dealing with others.

- **Abilities**

Requires the ability to: Perform all essential duties of the position with general supervision. Quickly learn the schedules, procedures and tools used in custodial work. Operate and maintain tools and equipment. Observe all safety precautions and procedures. Perform routine maintenance tasks and to determine when to refer more complex maintenance requirements to a supervisor. Follow oral and written directions and read MSDS sheets. Work independently and collaboratively. Learn and apply District policies and procedures within a reasonable period of time. Perform work assignments on varying shifts.

- **Physical Abilities**

Incumbent must be able to function effectively indoors and outdoors engaged in work of primarily an active nature. Requires: near visual to read directions and product labels, observe environmental conditions, and write; sufficient hearing and speech for ordinary communication, to hear sound prompts from equipment, and to determine if equipment is functioning properly; manual and finger dexterity to clean, use supplies and equipment, make minor repairs, and write; ability to lift, carry, push and pull items, supplies and equipment of medium weight; ability to bend, squat, reach (above, at and below shoulder level), and twist and turn head and trunk to clean, remove trash, move furniture and equipment. Requires the ability to stand and walk for extended periods of time.

- **Education and Experience**

Requires graduation from high school or equivalent. Custodial experience, or previous work experience performing duties similar to those listed above is highly desirable.

- **Licenses and Certificates**

May require a valid California driver's license.

- **Working Conditions**

Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor and handling of materials that include waste and bloodborne pathogens.

Simi Valley Unified School District

Classification: **CUSTODIAN II**	Revisions:
Department/Site: Elementary or High School	FLSA: Non-Exempt
Approved by: Personnel Commission, October 2011	Salary Range: 77 (Classified)

Summary

Leads and performs a variety of custodial duties at a designated school or District site; maintains buildings and adjacent grounds areas in a clean, orderly, safe and secure condition. Provides general direction, work instruction and guidance to Custodian I's.

Distinguishing Career Features

The Custodian II is the second level in a career path for custodians. Advancement to this position requires two years of custodial experience, and requires additional knowledge in custodial logistics, and light maintenance services as well as the ability to coordinate services with individuals at the Custodian I level, and lead crews. Advancement potential exists to higher leadership and skilled maintenance positions based on need and compliance with job qualifications.

Essential Duties and Responsibilities

- Assists supervisor in coordinating staffing, projects and communications to meet school/department custodial needs. Assists with developing and implementing custodial projects, and nightly activities if assigned to a night shift. Confers with staff and administrators regarding custodial needs, inspections, priorities, issues, problems and projects. May lead a custodial crew.
- Conveys information and instructions from the supervisor to other Custodians. Trains and provides general direction and guidance to Custodian I's. May lead a small team, special projects and/or crews. Reviews work and work in progress for accuracy, completeness and compliance with established standards and procedures.
- Performs regularly scheduled cleaning of classrooms, labs, and office areas including, but not limited to furniture, fixtures, flooring, windows and boards. Cleans public entry and use areas including, but not limited to hallways, walkways, stairways and meeting rooms. Washes and cleans eating areas. Cleans and disinfects drinking fountains, door handles and door push plates.
- Sweeps, scrubs mops, washes, and polishes floors. Washes windows, counters, and walls. Vacuums rugs and carpets, and spot cleans as necessary. Dusts and polishes furniture and woodwork. Cleans chalk boards, white boards and erasers. Empties pencil sharpeners.
- Schedules and performs major cleaning involving stripping, sealing, and refinishing hard floors. Steam/dry cleans and shampoos carpets and fabric furniture. Cleans tiled areas.
- Cleans, scrubs and disinfects restrooms, including floors, stalls, toilets and urinals. Polishes metalwork, cleans sinks, mirrors, and other restroom fixtures. Maintains various classroom and restroom supplies including paper towels, soap, toilet paper, and related items.
- Empties and cleans waste receptacles, and replaces liners. Picks up paper and debris. Picks up trash containers and empties into large bins.
- Rearranges, moves and sets in place furniture and equipment, according to established instructions and seating arrangements. Sets up meeting rooms, classrooms, and other school facilities for special meetings, functions and events, which may include theater, athletic fields, multi-purpose rooms and/or gymnasium use.
- Unlocks and locks doors and gates. Raises and lowers flags. Secures internal and external entry and exit doors, ensuring that windows are closed and locked, and lights are off. Sets alarms as required.
- Checks doors, windows, and assigned area for vandalism. Reports safety, sanitary, and fire hazards. Observes pedestrian/visitor activity at the assigned site, reporting unusual activity or behavior to the appropriate level of authority.
- Inspects assigned facilities and identifies custodial, maintenance and repair needs. Inspects play equipment and grounds for safety concerns and harmful debris. Assures proper identification and resolution of fire, safety, sanitary and security hazards. Coordinates response to emergency custodial needs. Inspects equipment used on a regular basis for function and required servicing; makes minor repairs as needed. Completes work order requests for maintenance services, as necessary. May assist with special projects including maintenance and grounds

activities and may participate in any of the activities being performed by individuals at the Custodian I level.

- Monitors inventory levels of custodial supplies as required; assists with ordering, receiving and maintaining inventory of custodial supplies as assigned; picks-up and distributes a variety of classroom, office and custodial supplies and materials as required.
- May serve on a 24 hour emergency call list for alarm systems.
- Ensures that secondary containers for cleaning and other products are properly labeled, and that Material Safety Data Sheets (MSDS) for assigned area(s) are up to date.
- Documents work activities and unanticipated occurrences.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires: Thorough knowledge of the methods, materials, tools, equipment, and cleaning supplies used in custodial care and routine facilities maintenance as well as some more advance maintenance. Thorough knowledge of the buildings and grounds of the assigned site. Working knowledge of safe work habits and safety procedures. Basic knowledge of building, plumbing, and electrical repairs. Sufficient reading and writing ability to read work instructions and document work activity onto standardized forms. Sufficient human relations skill to exercise courtesy when dealing with others.

- **Abilities**

Requires the ability to: Perform all of the essential duties of the position with limited supervision. Operate custodial equipment such as, but not limited to buffer and carpet extractor, and maintain tools and equipment in a working condition. Perform routine maintenance tasks and to be able to determine when to refer more complex maintenance requirements to a supervisor. Observe facilities, grounds, pedestrian and vehicle movement for safety and security concerns. Give general direction to Custodians I. Follow oral and written directions. Perform work assignments on varying shifts.

- **Physical Abilities**

Incumbent must be able to function effectively indoors and outdoors engaged in work of primarily an active nature. Requires: near visual to read directions and product labels, observe environmental conditions, and write; sufficient hearing and speech for ordinary communication, to hear sound prompts from equipment, and to determine if equipment is functioning properly; manual and finger dexterity to clean, use supplies and equipment, make minor repairs, and write; ability to lift, carry, push and pull items, supplies and equipment of medium weight; ability to bend, squat, reach (above, at and below shoulder level), and twist and turn head and trunk to clean, remove trash, move furniture and equipment. Requires the ability to stand and walk for extended periods of time.

- **Education and Experience**

Requires graduation from high school or equivalent, and two years of custodial experience. Experience leading a crew or working in a lead custodial capacity highly desirable.

- **Licenses and Certificates**

May require a valid California driver's license.

- **Working Conditions**

Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor and handling of materials that include waste and bloodborne pathogens.

SimiValleySchools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

CLASSIFICATION SPECIFICATION

Grounds Specialized Equipment Operator

Purpose Statement

Under the general supervision of an assigned supervisor, operates a variety of heavy and specialized equipment used in grounds maintenance work and performs a variety of grounds and landscape maintenance work.

Essential Functions

- Operates a variety of heavy and specialized grounds maintenance equipment (e.g. combination front loader/back hoe, tractors, trenchers, dump trucks, and similar equipment) to support landscape and grounds maintenance work.
- Operates specialized machinery to dig, excavate, contour, and construct special land uses such as athletic fields and pedestrian parks.
- Operates power grounds equipment (e.g. large multi-gang mowers) to mow large lawns and fields.
- Inspects equipment to ensure proper servicing and safe operating condition; services, washes, cleans, adjusts, and performs minor maintenance and repair of assigned equipment.
- Maintains athletic fields and play areas and surfaces in a safe and usable condition; organizes, schedules, and performs mowing, grooming, and contouring of athletic and play fields.
- Prepares and maintains records and logs (e.g. equipment parts listings, oil change logs, equipment service/repair logs, inspection reports, supply usage records) pertaining to assigned machinery, equipment, and tools.
- Provides training, guidance, and work direction to others assigned to operate heavy and specialized grounds maintenance equipment.
- Performs a variety of grounds and landscape maintenance work in the areas of horticulture, irrigation, and general grounds maintenance.
- Drives trucks and other vehicles to transport equipment; loads and unloads equipment and materials used in grounds maintenance.
- Performs surveillance over play and other public areas to identify potential safety issues.

Other Functions

- Performs other duties as assigned that support the overall objective of the position.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

Skills to:

- Safely operate heavy and specialized equipment used in grounds and landscape maintenance (e.g. dump trucks, tractors, trenchers, backhoes, loaders, multi-gang mowers)
- Safely operate tools and equipment used in grounds and landscape maintenance, including motorized equipment (e.g. ride along mowers, power walking lawn mowers, power blowers, weeders, edgers, hedgers, chain saws) and hand and power tools
- Safely operate assigned vehicles and observe safe and legal driving practices

Knowledge of:

- Operating characteristics of a full range of heavy and specialized grounds maintenance equipment

- Procedures, methods, techniques, tools, and equipment used in grounds and landscape maintenance
- Appropriate safety precautions and procedures associated with grounds and landscape maintenance work
- Procedures used in the proper preparation and application of fertilizers, herbicides, pesticides, and other additives
- Basic routine maintenance and repair of sprinkler irrigation systems and components
- Basic mathematical principles to calculate weights, proportions, and sums
- Safe lifting techniques

Ability to:

- Perform servicing and minor repair of heavy and specialized grounds maintenance equipment
- Perform general grounds and landscape maintenance work
- Perform heavy manual labor
- Safety prepare and apply fertilizers, herbicides, pesticides, and other additives
- Maintain accurate records
- Perform basic routine maintenance and repair of sprinkler irrigation systems and components
- Perform servicing and minor repair of grounds tools and equipment
- Lift, carry, push, and pull objects of heavy weight
- Plan and prioritize work to meet changing priorities and deadlines
- Provide training, guidance, and work direction to others
- Work independently and as part of a team
- Carry out verbal and written instructions
- Learn and apply new information and skills

Education and Experience

Two years of grounds maintenance, landscaping, or equivalent experience in a commercial or public setting, including experience operating heavy power grounds equipment

Licenses and Certificates

Valid California driver's license

Valid Commercial Class A driver's license with Air Brake Endorsement required within six months of employment

Working Environment

Work is performed primarily in an outdoor environment where significant health and safety considerations exist from physical labor, exposure to extreme weather conditions, and working with machinery.

Salary Schedule/Range	FLSA Status	Approval Date	Last Revised
Classified Salary Schedule/090	Non Exempt	September 1980	

Previous Titles

Groundskeeper III

Equipment Operator

SimiValleySchools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

CLASSIFICATION SPECIFICATION

Groundskeeper

Purpose Statement

Under the general supervision of an assigned supervisor, performs a variety of grounds and landscape maintenance work of assigned areas, including public access areas, lawns, gardens, play/athletic fields, and other assigned grounds.

Distinguishing Characteristics

A Groundskeeper performs a variety of grounds and landscape maintenance work. In comparison, a Lead Groundskeeper leads a grounds maintenance crew and provides training, guidance, and work direction to lower-level groundskeepers, in addition to performing a variety of grounds and landscape maintenance work.

Essential Functions

- Maintains lawns, including but not limited to mowing, edging, aerating, re-seeding, hoeing, and raking, in a neat and orderly condition.
- Assists with landscaping projects; participates in constructing and contouring raised beds, gardens, and drainage areas.
- Plants, cultivates, and trims trees, grass, flowers, hedges, and shrubs; spades and otherwise prepares grounds for planting.
- Prepares and applies fertilizers, herbicides, pesticides, and other additives as directed.
- Maintains and assists with repairs to and modification of irrigation systems; digs trenches, loads and unloads materials, and cleans tools and equipment.
- Performs basic maintenance, repair, and replacement of irrigation components including in-ground drains, culverts, and sprinkler heads and lines; assists in adjusting, maintaining, and repairing electronic timers.
- Removes weeds and blows, rakes, and removes trash and debris from walkways, culverts, stairways, roadways, planters, parking lots, and other grounds areas.
- Performs cleaning, servicing, and minor repair of grounds tools and equipment to maintain tools and equipment in proper working condition.
- Prepares play/athletic fields, including mowing, grooming, painting, and lining fields in compliance with established dimensions.
- Performs general grounds clean-up (e.g. picking up paper and trash, cleaning fields and facilities) following events.
- Drives trucks and other vehicles to transport equipment; loads and unloads equipment and materials used in grounds maintenance.
- Performs surveillance over play and other public areas to identify potential safety issues.

Other Functions

- Performs other duties as assigned that support the overall objective of the position.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

Skills to:

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- Safely operate tools and equipment used in grounds and landscape maintenance, including motorized equipment (e.g. ride along mowers, power walking lawn mowers, power blowers, weeders, edgers, hedgers, chain saws) and hand and power tools
- Safely operate assigned vehicles and observe safe and legal driving practices

Knowledge of:

- Procedures, methods, techniques, tools, and equipment used in grounds and landscape maintenance
- Appropriate safety precautions and procedures associated with grounds and landscape maintenance work
- Procedures used in the proper preparation and application of fertilizers, herbicides, pesticides, and other additives
- Basic routine maintenance and repair of sprinkler irrigation systems and components
- Basic mathematical principles to calculate weights, proportions, and sums
- Safe lifting techniques

Ability to:

- Perform general grounds and landscape maintenance work
- Perform heavy manual labor
- Safety prepare and apply fertilizers, herbicides, pesticides, and other additives
- Maintain accurate records
- Perform basic routine maintenance and repair of sprinkler irrigation systems and components
- Perform servicing and minor repair of grounds tools and equipment
- Lift, carry, push, and pull objects of heavy weight
- Work independently and as part of a team
- Carry out verbal and written instructions
- Learn and apply new information and skills

Education and Experience

Six months of grounds maintenance, landscaping, or equivalent experience

Licenses and Certificates

Valid California driver's license

Working Environment

Work is performed primarily in an outdoor environment where significant health and safety considerations exist from physical labor, exposure to extreme weather conditions, and working with machinery.

Salary Schedule/Range	FLSA Status	Approval Date	Last Revised
Classified Salary Schedule/067	Non Exempt	September 1980	

Previous Titles

Groundskeeper I

Simi Valley Unified School District

Classification: **GROUNDSKEEPER I**	Revisions:
Department/Site: Maintenance & Operations, or designated school site	FLSA: Non-Exempt
Approved by: Personnel Commission, October 2011	Salary Range: 67 (Classified)

Summary

Performs a variety of work involving grounds and landscape maintenance of school sites, and District grounds, including public access areas, gardens, and sports fields. Works under the general direction of assigned lead or supervisor. Works primarily as skilled crew member but on small assignments may work independently with little or no direction.

Distinguishing Career Features

The Groundskeeper I is the first, and entry-level in a groundskeeping career path. Advancement to Groundskeeper II is based on need, and requires two years experience and demonstrated competency in maintaining a complete site that includes landscaping, horticultural techniques, and lawn care. Advancement to Groundkeeper III is based on need and requires competency in turf management and skill at operating medium-to-heavy duty specialized equipment.

Essential Duties and Responsibilities

Incumbents in this position are capable of learning and performing all of the essential duties, however, may specialize in a portion listed below based on the needs of the school sites and other facilities, and projects:

- Mows, edges, aerates, and re-seeds lawns. Trims shrubs, hedges, and trees. Hoes weeds and rakes lawns. Operates and cleans power walking lawn mowers, power blowers, and other motorized equipment requiring similar skill.
- Assists with landscaping projects. Participates in constructing and contouring raised beds, gardens, and drainage areas.
- Plants and cultivates trees, grass, flowers, and shrubs. Applies fertilizer as instructed. Spades and otherwise prepares grounds for planting.
- Removes weeds, blows, rakes, and removes trash and debris from walkways, culverts, stairways, roadways, planters, and parking. Maintains in-ground drains and culverts.
- Cleans fields and facilities following events. Performs general grounds clean-up including picking up paper and trash on grounds areas.
- Maintains and assists with repairs to and modification of irrigation systems. Digs trenches, unloads and relocates materials, and cleans tools and equipment.
- Assists with repairs to and replacement of landscape irrigation components. May make changes to shutoff valves, irrigation valves, and physical layouts.
- Assists in adjusting, maintaining, and repairing electronic timers. Assists with replacing and repairing a variety of sprinkler heads and lines by removing, disassembling and replacing worn or broken parts.
- Assists in draining, flushing, cleaning, and repairing water storage reservoirs and irrigation boxes from water sources on a periodic basis.
- Performs surveillance over play and other public areas to identify potential safety issues.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

  The position requires: Working knowledge of the procedures, methods, techniques, and equipment used in grounds and landscape maintenance. Knowledge of the procedures used in the proper application of fertilizers and other additives. Basic knowledge of routine maintenance of sprinkler irrigation systems. Sufficient human relations skill to interact with co-workers, staff, and students. Sufficient mathematic skills to calculate weights, proportions, and sums.

- **Abilities**

  Requires the ability to: Perform all of the essential duties of the position. Plant, cultivate, prune, and care for plants, trees, and lawns. Use herbicides and pesticides safely. Learn and perform sidewalk repairs, including mixing and pouring concrete, asphalt, etc. Identify common turf and other plant diseases and pests, and take steps to mitigate or eradicate. Use and perform servicing and minor repair to hand tools, mechanical equipment and power tools. Maintain accurate records. Prioritize and organize work to meet timelines and deadlines.

- **Physical Abilities**

  Requires: ability to stand for extended periods of time; ability to manipulate (lift, carry, move) light to heavy weights on a regular basis; ability to push, pull, and guide materials of heavy weights; ability to climb (e.g. ladders), stoop, kneel, and crouch on a regular basis; sufficient hand-eye coordination, and hand and finger dexterity including ability to grasp, and visual acuity to operate common grounds equipment and read instructions and safety information; auditory ability to hear machinery sounds and alarms; near and far visual acuity to read printed materials and observe grounds objects; speaking ability to carry on ordinary conversations; and ability to work in extreme temperature conditions.

- **Education and Experience**

  Requires graduation from high school or equivalent and 1 year groundskeeping, landscaping or equivalent experience.

- **Licenses and Certificates**

  Requires a valid California driver's license.

- **Working Conditions**

  Work is performed mostly outdoors where significant health and safety considerations exist from physical labor, exposure to extreme weather conditions and working with machinery.

Simi Valley Unified School District

Classification: **GROUNDSKEEPER II**	Revisions:
Department/Site: Maintenance & Operations, or designated school site	FLSA: Non-Exempt
Approved by: Personnel Commission, October 2011	Salary Range: 77 (Classified)

Summary

Performs a variety of work involving grounds and landscape maintenance of school sites, and District grounds, including public access areas, gardens, and sports fields. Provides work instruction and guidance to Groundskeeper I's, and leads a crew. Works primarily as skilled crew member but on small assignments may work independently with little or no direction.

Distinguishing Career Features

The Groundskeeper II is the second level in a career path for groundskeepers. The Groundskeeper II is fully qualified in grounds maintenance and must have a minimum of two years of experience and demonstrate competency in maintaining a complete site that includes landscaping, horticultural techniques, and lawn care. Advancement to Groundskeeper III is based on need and requires competency in turf management and skill at operating medium-to-heavy duty specialized equipment.

Essential Duties and Responsibilities

Incumbents in this position are capable of performing all of the essential duties, however, may specialize in a portion listed below based on the needs of the school sites and other facilities, and projects:

- Mows, edges, aerates, and re-seeds lawns. Trims shrubs, hedges, and trees. Hoes weeds and rakes lawns. Operates and cleans power walking and riding lawn mowers, power blowers, and other motorized equipment requiring similar skill.
- Assists with landscaping projects. Constructs and contours raised beds, gardens, and drainage areas.
- Plants and cultivates trees, grass, flowers, and shrubs. Applies fertilizer as needed. Spades and otherwise prepares grounds for planting.
- Removes weeds, blows, rakes, and removes trash and debris from walkways, culverts, stairways, roadways, planters, and parking. Maintains in-ground drains and culverts.
- Cleans fields and facilities following events. Performs general grounds clean-up including picking up paper and trash on grounds areas. Performs maintenance and cleaning duties of play/sport facilities.
- Maintains and assists with construction and repair of irrigation systems. Digs trenches, unloads and relocates materials, and cleans tools and equipment.
- Assists with repairs to and replacement of landscape irrigation components. May make changes to shutoff valves, irrigation valves, and physical layouts.
- Participates in adjusting, maintaining, and repairing electronic timers. Replaces and repairs a wide variety of sprinkler heads and lines by removing, disassembling and replacing worn or broken parts.
- Participates in draining, flushing, cleaning, and repairing water storage reservoirs and irrigation boxes from water sources on a periodic basis.
- Assists with preparation of play/sports fields. Mows, grooms, paints, and lines athletic and public use play fields to comply with pre-set dimensions.
- Performs surveillance over play and other public areas to identify potential safety issues.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

  The position requires: Working knowledge of the procedures, methods, techniques, and equipment used in grounds and landscape maintenance. Knowledge of the procedures used in the proper application of fertilizers and other additives. Basic knowledge of routine maintenance of sprinkler irrigation systems. Sufficient human relations skill to interact with co-workers, staff, and students. Sufficient mathematic skills to calculate weights, proportions, and sums.

- **Abilities**

  Requires the ability to: Perform all of the essential duties of the position. Plant, cultivate, prune, and care for plants, trees, and lawns. Use herbicides and pesticides safely. Learn and perform sidewalk repairs, including mixing and pouring concrete, asphalt, etc. Identify common turf and other plant diseases and pests, and take steps to mitigate or eradicate. Use and perform servicing and minor repair to hand tools, mechanical equipment and power tools. Maintain accurate records. Prioritize and organize work to meet timelines and deadlines.

- **Physical Abilities**

  Requires: ability to stand for extended periods of time; ability to manipulate (lift, carry, move) light to heavy weights on a regular basis; ability to push, pull, and guide materials of heavy weights; ability to climb (e.g. ladders), stoop, kneel, and crouch on a regular basis; sufficient hand-eye coordination, and hand and finger dexterity including ability to grasp, and visual acuity to operate common grounds equipment and read instructions and safety information; auditory ability to hear machinery sounds and alarms; near and far visual acuity to read printed materials and observe grounds objects; speaking ability to carry on ordinary conversations; and ability to work in extreme temperature conditions.

- **Education and Experience**

  Requires graduation from high school or equivalent, and 2 years of groundskeeping, landscaping or equivalent experience.

- **Licenses and Certificates**

  Requires a valid California driver's license.

- **Working Conditions**

  Work is performed mostly outdoors where significant health and safety considerations exist from physical labor, exposure to extreme weather conditions and working with machinery.

Simi Valley Unified School District

Classification: **GROUNDSKEEPER III**	Revisions:
Department/Site: Maintenance & Operations, or designated school site	FLSA: Non-Exempt
Approved by: Personnel Commission, October 2011	Salary Range: 90 (Classified)

Summary

Performs a variety of work in the preparation and maintenance of grounds and athletic/sport/play fields; installation, maintenance, and repair of sprinkler irrigation systems; and the construction of special landscaping areas. Performs skilled heavy equipment operation on projects.

Distinguishing Career Features

The Groundskeeper III is the senior-level in a groundskeeping career path. Groundskeeper I represents the first level, where incumbents demonstrate competency in landscape and grounds care. Groundskeeper II incumbents demonstrate the ability to maintain all aspects of multiple sites. Advancement to Groundskeeper III is based on need and requires advanced competency in specialized heavy equipment, turf management and/or irrigation systems, and ability to lead projects.

Essential Duties and Responsibilities

Incumbents who are Groundskeeper III will be recognized as skill leaders in equipment operation, irrigation systems and/or turf management, however, are expected to and capable of performing the full range of grounds activities.

Equipment

- Operates specialized and demanding machinery to dig, excavate, contour, and construct special land uses such as athletic fields and pedestrian parks.
- Operates power grounds equipment including large multi-gang mowers to mow lawns and large fields and power sweepers to clean concrete and blacktop areas at all District sites, in addition to which is expected of the Grounds Specialist II.
- Loads equipment on trailer for transport and drives to work sites. Services adjusts, repairs and maintains power grounds equipment.
- Operates combination front loader/back hoe, trenchers, dump trucks, and equivalent machinery. Inspects machinery before use to ensure proper servicing and safe operating condition.
- Operates other demanding equipment such as jackhammers, compressors, and an array of common power tools.
- Maintains athletic fields, play areas, and surfaces, in a safe and usable condition. Organizes, schedules, and mows, grooms, and contours athletic and play fields.
- Trains other staff in the proper use of specialized and heavy equipment.

Irrigation

- Participates in the repair and replacement of landscape irrigation systems following blueprints, sketches or verbal instructions. Designs and prepares plans for irrigation systems.
- Adjusts, maintains and repairs electronic timers. Installs, inspects and performs major repairs to electronic and hydraulic valves and controllers.
- Replaces and repairs a variety of sprinkler heads and lines by removing, disassembling and replacing worn or broken parts.

Horticulture

- Serves as internal skill leader on landscape and horticultural matters. Plans, draws, and prepares land changes to conform to desired landscaping goals.
- Selects plants, shrubs, trees, and flowers to accomplish landscaping objectives. Oversees and participates in planting.
- Prepares grounds for excavation by marking contours, levels, and areas for plantings and surfaces.
- Removes weeds, blows, rakes, and removes trash and debris from walkways, culverts, stairways, roadways, planters, and parking. Mows, grooms, and replants lawn areas. Fertilizes turf and various landscaped areas.

Maintains in-ground drains and culverts.
- Designs and installs new landscaping by cultivating and renovating areas and installing or replacing turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs.
- Prepares, repairs, or installs fencing, paving materials for pathways and road repair, concrete and rock retaining walls, wood, concrete, and/or rock borders, and various posts, slabs, drains, and culverts.
- Stakes, prunes, thins, and transplants turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs. Levels, cuts, fills, trenches, and excavates grounds. Prepares sites for portable buildings.
- Applies fertilizers, herbicides and pesticides to areas.
- Maintains logs and files pesticide use reports.

General
- Maintains work order records, equipment parts listings, equipment oil change logs, equipment service/repair logs, seed usage logs, irrigation repair logs, and records of supplies used on fields.
- Maintains current Material Safety Data Sheets (MSDS) for potentially hazardous materials.
- May assist with the training of Groundskeepers, as well as provide instruction and guidance to individuals or crews.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires: Working knowledge of turf management and maintenance practices, and techniques including those for athletic fields. Knowledge of horticulture and methods of planting, cultivating, pruning, and caring for plants, trees, and lawns. Knowledge of sprinkler and irrigation system design, installation, operation, and maintenance. Knowledge of the operating characteristics of a full range of grounds maintenance equipment including but not limited to dump trucks, trailers, backhoe, trencher, post hole auger, and loader. Knowledge of and skill at reading landscape blueprints and specifications. Knowledge of proper and safe application of fertilizers, herbicides, and pesticides. Knowledge of plant diseases and pests and their biological and chemical controls. Knowledge of record keeping techniques. Knowledge of safe lifting techniques; techniques for safe handling, storage, and disposal of hazardous materials. Sufficient math skill to calculate distances, proportions, and sums. Sufficient human relations skill to work cooperatively as part of a team to serve internal and external customers.

- **Abilities**

Requires the ability to: Perform all of the essential duties of the position. Plant, cultivate, prune, and care for plants, trees, and lawns. Use herbicides and pesticides safely and effectively. Perform roadway and sidewalk repairs, including mixing and pouring concrete, asphalt, etc. Manage and maintain lawns, athletic fields, gardens, and other assigned grounds areas. Identify turf and other plant diseases and pests, and take steps to mitigate or eradicate. Maintain and repair sprinkler and irrigation systems. Read and interpret blueprints and specifications. Use and perform servicing and minor repair to hand tools, mechanical equipment and power. Maintain accurate records. Service engine fluids, components, and suspensions, of powered equipment. Safely apply pesticides and herbicides. Work as part of a team with minimal supervision. Work varying schedules in support of projects and events.

- **Physical Abilities**

Requires: ability to stand for extended periods of time; ability to manipulate (lift, carry, move) light to heavy weights on a regular basis; ability to push, pull, and guide materials of heavy weights; ability to climb (e.g. ladders), stoop, kneel, and crouch on a regular basis; sufficient hand-eye coordination, and hand and finger dexterity including ability to grasp, and visual acuity to operate common grounds equipment and read instructions and safety information; auditory ability to hear machinery sounds and alarms; near and far visual acuity to read printed materials and observe grounds objects; speaking ability to carry on ordinary conversations; and ability to work in extreme temperature conditions.

- **Education and Experience**

Requires graduation from high school or equivalent, and 3 years of increasingly responsible groundskeeping experience with responsibility in areas such as grounds maintenance, operation of excavating equipment, and having specialized knowledge of landscaping and horticultural techniques.

- **Licenses and Certificates**

Requires a valid California Driver's License.

- If assigned to ***Equipment*** responsibilities: Also requires a valid Commercial Class A Driver License with Air Brake Endorsement; employees must fulfill license requirement prior to completion of the six-month probationary period.
- If assigned to ***Irrigation*** responsibilities: Also requires Back Flow Device Tester Certificate; employees must fulfill license requirement prior to completion of the six-month probationary period.
- If assigned to ***Horticulture*** responsibilities: May also require a valid California Qualified Applicator Certificate, category A (Residential, Industrial and Institutional) or category B (Landscape Maintenance); employee must fulfill this certification requirement within one-year of employment in a regular position.

- **Working Conditions**

Work is performed mostly outdoors where significant health and safety considerations exist from physical labor, exposure to extreme weather conditions and working with machinery.

SimiValleySchools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

CLASSIFICATION SPECIFICATION

Lead Custodian

Purpose Statement

Under the general supervision of an assigned supervisor, performs lead custodial duties, including leading custodial teams and projects and coordinating assigned custodial services, and performs a variety of custodial duties to maintain assigned school and district facilities in a clean, orderly, and secure condition.

Distinguishing Characteristics

A Lead Custodian leads custodial teams and projects; provides training, guidance, and work direction to lower-level custodians; and assists in coordinating custodial staffing, projects, communications, and work activities; in addition to performing the duties of a Custodian. In comparison, a Custodian performs a variety of custodial duties and does not have lead responsibility.

Essential Functions

- Assists the supervisor in coordinating staffing, projects, activities, and communications to meet custodial needs; assists in developing and implementing custodial projects; confers with staff and administrators to address custodial needs, priorities, issues, and projects.
- Leads lower-level custodians engaged in custodial work, including providing training, guidance, and work direction to custodians; reviews work for accuracy, completeness, and compliance with established standards and procedures; leads special projects.
- Inspects assigned facilities and identifies custodial, maintenance, and repair needs, as well as safety, sanitary, and security concerns; coordinates and participates in resolving concerns and reports concerns as appropriate; coordinates and participates in response to emergency custodial needs as required.
- Cleans and disinfects a variety of facilities (e.g. classrooms, labs, offices, meeting rooms, kitchens, eating areas, play areas, hallways, walkways, stairways), including furniture, fixtures, equipment, flooring, walls, surfaces, and windows.
- Sweeps, scrubs, mops, washes, and polishes floors; vacuums rugs and carpets and spot cleans as necessary.
- Cleans and disinfects restrooms, including floors, walls, stalls, sinks, toilets, urinals, mirrors, and other restroom fixtures; polishes metal fixtures; maintains restroom supplies (e.g. paper towels, soap, toilet paper).
- Empties and cleans waste and recycling receptacles; picks up trash and debris; picks up trash and recycling containers and empties into large bins.
- Rearranges, moves, and sets up furniture and equipment in meeting rooms, classrooms, multi-purpose rooms, cafeterias, gymnasiums, theaters, athletic fields, and other facilities for special meetings, functions, and events according to instructions and seating arrangements.
- Secures and opens the site, including closing/opening and locking/unlocking internal and external entry and exit points (e.g. doors, gates, windows), turning lights off/on, raising and lowering flags, and setting alarms as required; responds to 24-hour emergency calls for alarm systems.
- Schedules and participates in major cleaning projects such as carpet cleaning and floor stripping and refinishing.
- Inspects assigned tools and equipment for proper operating condition; performs minor maintenance and repairs to maintain tools and equipment in proper working condition.

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- Performs minor non-technical maintenance and repair of buildings, furniture, and fixtures; refers complex and technical maintenance and repairs to appropriate personnel.
- Monitors inventory levels of custodial supplies; assists with ordering, receiving, and maintaining inventory of custodial supplies.
- Restocks supplies and storage areas; picks up and distributes mail, parcels, and a variety of classroom, office, and custodial supplies and materials to and from district sites and within a school site.
- Maintains documentation (e.g. material safety data sheets, documentation of work activities, product container labels) pertaining to assignment.
- Assists with special projects pertaining to maintenance and grounds.

Other Functions

- Performs other duties as assigned that support the overall objective of the position.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

Skills to:

- Safely operate tools and equipment used in custodial and basic facilities maintenance
- Safely operate assigned vehicles and observe safe and legal driving practices

Knowledge of:

- Procedures, methods, techniques, materials, tools, and equipment used in custodial work and basic facilities maintenance
- Appropriate safety precautions and procedures associated with custodial work and basic facilities maintenance
- Safe application and handling of cleaning supplies
- Safe lifting techniques

Ability to:

- Provide training, guidance, and work direction to others
- Perform custodial and basic facilities maintenance work
- Perform heavy manual labor
- Lift, carry, push, and pull objects of heavy weight
- Observe assigned areas and identify safety, sanitary, and security concerns
- Perform servicing and minor maintenance and repair of assigned tools and equipment
- Climb and work from ladders
- Plan and organize work to meet changing priorities and timelines
- Work independently and as part of a team
- Carry out verbal and written instructions
- Learn and apply new information and skills
- Maintain accurate records

Education and Experience

One year of custodial experience in commercial or public facilities

Licenses and Certifications

Valid California driver's license

Working Environment

Work is performed in an indoor and outdoor environment where significant health and safety considerations exist from physical labor and handling of materials that include waste and bloodborne pathogens.

Salary Schedule/Range	FLSA Status	Approval Date	Last Revised
Classified Salary Schedule/077	Non Exempt	July 1968	

Previous Titles

Custodian II

SimiValleySchools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

CLASSIFICATION SPECIFICATION

Lead Groundskeeper

Purpose Statement

Under the general supervision of an assigned supervisor, leads a grounds maintenance crew and performs a variety of grounds and landscape maintenance work of assigned areas, including public access areas, lawns, gardens, play/athletic fields, and other assigned grounds.

Distinguishing Characteristics

A Lead Groundskeeper leads a grounds maintenance crew and provides training, guidance, and work direction to lower-level groundskeepers, in addition to performing a variety of grounds and landscape maintenance work. In comparison, a Groundskeeper performs a variety of grounds and landscape maintenance work and does not have lead responsibility.

Essential Functions

- Leads lower-level grounds workers engaged in grounds and landscape maintenance work, including providing training, guidance, and work direction to groundskeepers.
- Maintains lawns, including but not limited to mowing, edging, aerating, re-seeding, hoeing, and raking, in a neat and orderly condition.
- Assists with landscaping projects; participates in constructing and contouring raised beds, gardens, and drainage areas.
- Plants, cultivates, and trims trees, grass, flowers, hedges, and shrubs; spades and otherwise prepares grounds for planting.
- Prepares and applies fertilizers, herbicides, pesticides, and other additives as directed.
- Maintains and assists with repairs to and modification of irrigation systems; digs trenches, loads and unloads materials, and cleans tools and equipment.
- Performs basic maintenance, repair, and replacement of irrigation components including in-ground drains, culverts, and sprinkler heads and lines; assists in adjusting, maintaining, and repairing electronic timers.
- Removes weeds and blows, rakes, and removes trash and debris from walkways, culverts, stairways, roadways, planters, parking lots, and other grounds areas.
- Performs cleaning, servicing, and minor repair of grounds tools and equipment to maintain tools and equipment in proper working condition.
- Prepares play/athletic fields, including mowing, grooming, painting, and lining fields in compliance with established dimensions.
- Performs general grounds clean-up (e.g. picking up paper and trash, cleaning fields and facilities) following events.
- Drives trucks and other vehicles to transport equipment; loads and unloads equipment and materials used in grounds maintenance.
- Performs surveillance over play and other public areas to identify potential safety issues.

Other Functions

- Performs other duties as assigned that support the overall objective of the position.

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Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

Skills to:

- Safely operate tools and equipment used in grounds and landscape maintenance, including motorized equipment (e.g. ride along mowers, power walking lawn mowers, power blowers, weeders, edgers, hedgers, chain saws) and hand and power tools
- Safely operate assigned vehicles and observe safe and legal driving practices

Knowledge of:

- Procedures, methods, techniques, tools, and equipment used in grounds and landscape maintenance
- Appropriate safety precautions and procedures associated with grounds and landscape maintenance work
- Procedures used in the proper preparation and application of fertilizers, herbicides, pesticides, and other additives
- Basic routine maintenance and repair of sprinkler irrigation systems and components
- Basic mathematical principles to calculate weights, proportions, and sums
- Safe lifting techniques

Ability to:

- Provide training, guidance, and work direction to others
- Perform general grounds and landscape maintenance work
- Perform heavy manual labor
- Safety prepare and apply fertilizers, herbicides, pesticides, and other additives
- Maintain accurate records
- Perform basic routine maintenance and repair of sprinkler irrigation systems and components
- Perform servicing and minor repair of grounds tools and equipment
- Lift, carry, push, and pull objects of heavy weight
- Plan and prioritize work to meet changing priorities and deadlines
- Work independently and as part of a team
- Carry out verbal and written instructions
- Learn and apply new information and skills

Education and Experience

One year of grounds maintenance, landscaping, or equivalent experience in a commercial or public setting

Licenses and Certificates

Valid California driver's license

Working Environment

Work is performed primarily in an outdoor environment where significant health and safety considerations exist from physical labor, exposure to extreme weather conditions, and working with machinery.

Salary Schedule/Range	FLSA Status	Approval Date	Last Revised
Classified Salary Schedule/077	Non Exempt	September 1980	

Previous Titles
Groundskeeper II

Simi Valley Unfied School District

2020-2021 PERSONNEL COMMISSION BUDGET

FIRST READING - APRIL 14, 2021

(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	Description	NOTES	2019-2020 Approved Budget	2019-2020 Expensed	2020-2021 Approved Budget	2020-2021 Encumbered as of 3-31-21	2020-2021 Expensed as of 3-31-21	2021-2022 Proposed Budget
530-0RET	**RETIREE BENS**							
(176766) 010-3902-0000-0-0000-7490-165-530-0RET-0	OTH BENS Cls, Undistrib, Un		8,400.00	2,234.40	2,400.00		2,233.20	2,400.00
			8,400.00	**2,234.40**	**2,400.00**	**0.00**	**2,233.20**	**2,400.00**
530-0257	**PERSONNEL COMISSIONERS SALARIES**							
(084564) 010-2302-0000-0-0000-7490-165-530-0257-0	Cls Supv HR		2,700.00	2,050.00	2,700.00		1,300.00	2,700.00
(111818) 010-3202-0000-0-0000-7490-165-530-0257-0	Pers/Clas Undistrib.Unres		560.00		616.00			
(087481) 010-3302-0000-0-0000-7490-165-530-0257-0	OASDI/Clas		207.00	84.46	207.00		43.70	207.00
(089153) 010-3402-0000-0-0000-7490-165-530-0257-0	H&W Clas		30,653.00	25,668.04	30,653.00	5,573.25	16,095.53	30,653.00
(090825) 010-3502-0000-0-0000-7490-165-530-0257-0	SUI Clas		2.00	1.09	2.00		.70	2.00
(092497) 010-3602-0000-0-0000-7490-165-530-0257-0	WrkComp Clas		88.00	66.69	88.00		35.80	75.00
Total for Optional 0257			**34,210.00**	**27,870.28**	**34,266.00**	**5,573.25**	**17,475.73**	**33,637.00**
530-0270	**PERSONNEL COMISSION STAFF OT**							
(084798) 010-2403-0000-0-0000-7490-165-530-0270-0	Off Sal OT		2,049.00	1,040.26	2,049.00		430.41	2,049.00
(111819) 010-3202-0000-0-0000-7490-165-530-0270-0	PERS/Clas		425.00		468.00			
(087482) 010-3302-0000-0-0000-7490-165-530-0270-0	OASDI/Clas		157.00	79.51	157.00		30.58	157.00
(090826) 010-3502-0000-0-0000-7490-165-530-0270-0	SUI Class		2.00	.50	2.00		.18	2.00
(092498) 010-3602-0000-0-0000-7490-165-530-0270-0	WrkComp Clas		67.00	33.83	67.00		11.82	57.00
Total for Optional 0270			**2,700.00**	**1,154.10**	**2,743.00**	**.00**	**472.99**	**2,265.00**
530-0271	**OFFICE SUPPLIES**							
(095154) 010-4300-0000-0-0000-7490-165-530-0271-0	MATLS/SUPPS (includes equip <$200)		1,200.00	272.73	1,200.00	34.08	159.48	1,200.00
(109280) 010-4200-0000-0-0000-7490-165-530-0271-0	OTH BOOKS, UNDISTRIB, UNR							
Total for Optional 0271			**1,200.00**	**272.73**	**1,200.00**	**34.08**	**159.48**	**1,200.00**
530-0276	**CONTRACTED PERSONNEL SERVICES**							
(096913) 010-5800-0000-0-0000-7490-165-530-0276-0	PROF SRV	CODESP = **$2,500**	4,450.00	2,314.18	4,750.00		2,500.00	2,500.00
(146152) 010-5897-0000-0-0000-7490-165-530-0276-0	ROYALTY/LICENSE	E-Skill = increase to **$2,500** (from $2,250); NEOGOV maint/support/software license 7/1-6/30 = increase to **$16,198.88** (from $15,575.85)	15,576.00	17,825.85	15,576.00		18,698.88	18,699.00
Total for Optional 0276			**20,026.00**	**20,140.03**	**20,326.00**	**.00**	**21,198.88**	**21,199.00**
530-0278	**STAFF MILEAGE**							
(096542) 010-5200-0000-0-0000-7490-165-530-0278-0	TRAVEL/CONF		160.00	106.49	160.00		45.96	160.00
Total for Optional 0278			**160.00**	**106.49**	**160.00**	**.00**	**45.96**	**160.00**

Simi Valley Unfied School District

2020-2021 PERSONNEL COMMISSION BUDGET

FIRST READING - APRIL 14, 2021

(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	Description	NOTES	2019-2020 Approved Budget	2019-2020 Expensed	2020-2021 Approved Budget	2020-2021 Encumbered as of 3-31-21	2020-2021 Expensed as of 3-31-21	2021-2022 Proposed Budget
530-0279	**ADVERTISING**							
(096914) 010-5800-0000-0-0000-7490-165-530-0279-0	PROF SRV		1,767.00	1,076.35	1,767.00		983.60	1,767.00
Total for Optional 0279			**1,767.00**	**1,076.35**	**1,767.00**	**.00**	**983.60**	**1,767.00**
530-0284	**DUES & MEMBERSHIP**							
(096696) 010-5300-0000-0-0000-7490-165-530-0284-0	DUES/MEMB	IPMA = **$957** (Nov-Oct); CSPCA = **$2,050** (July-June)	3,007.00	2,157.00	3,007.00		1,005.00	3,007.00
Total for Optional 0284			**3,007.00**	**2,157.00**	**3,007.00**	**.00**	**1,005.00**	**3,007.00**
530-0286	**EQUIPMENT > $500**	Use for items over $200; Under $200 - use 0271						
(105916) 010-4300-0000-0-0000-7490-165-530-0286-0	MATLS/SUPP		1,266.00		1,266.00			1,266.00
Total for Optional 0286			**1,266.00**	**.00**	**1,266.00**	**.00**	**.00**	**1,266.00**
530-0669	**TRAVEL & CONFERENCE**							
(096544) 010-5200-0000-0-0000-7490-165-530-0669-0	TRAVEL/CONF	In-person	5,000.00	4,633.28	5,000.00			2,500.00
(188580) 010-5800-0000-0-0000-7490-165-530-0669-0	PROF SRV, UNDISTRIB, UNREST	Virtual					2,405.00	2,500.00
Total for Optional 0669			**5,000.00**	**4,633.28**	**5,000.00**	**.00**	**2,405.00**	**5,000.00**
530-0BV5	**POSTAGE**							
(100280) 010-5710-0000-0-0000-7490-165-530-0BV5-0	DIR COST TFRS, UNDISTRIB,		775.00		500.00			500.00
(108003) 010-5900-0000-0-0000-7490-165-530-0BV5-0	COMMUNICATIONS, UNDISTRIB,							
Total for Optional 0BV5			**775.00**	**.00**	**500.00**	**.00**	**.00**	**500.00**
530-0DER	**CONSULTANTS**							
(096916) 010-5800-0000-0-0000-7490-165-530-0DER-0	PROF SRV, UNDISTRIB, UNRE		6,484.00		6,484.00	4,899.75		6,484.00
Total for Optional 0DER and Expense accounts			**6,484.00**	**.00**	**6,484.00**	**4,899.75**	**.00**	**6,484.00**
530-0E92	**DIRECTOR'S SALARY**							
(084552) 010-2301-0000-0-0000-7490-165-530-0E92-0	CLS SUPV/ADM MO, UNDISTRI		127,006.00	129,545.92	134,408.00	33,758.73	100,648.41	135,036.00
(111823) 010-3202-0000-0-0000-7490-165-530-0E92-0	PERS/CLAS, UNDISTRIB, UNR		26,333.00	25,547.73	30,645.00	6,988.05	20,834.20	30,788.00
(087486) 010-3302-0000-0-0000-7490-165-530-0E92-0	OASDI/CLS, UNDISTRIB, UNR		9,716.00	9,910.24	10,283.00	2,582.55	7,699.62	10,331.00
(089158) 010-3402-0000-0-0000-7490-165-530-0E92-0	H&W CLASS, UNDISTRIB, UNR		22,649.00	23,358.06	24,526.00	6,514.86	18,824.88	25,340.00
(090830) 010-3502-0000-0-0000-7490-165-530-0E92-0	SUI CLASS, UNDISTRIB, UNR		64.00	64.74	68.00	16.89	50.35	68.00
(092502) 010-3602-0000-0-0000-7490-165-530-0E92-0	WRK COMP CLS, UNDISTRIB,		4,128.00	4,210.28	4,369.00	928.38	2,767.87	4,389.00
(133554) 010-3752-0000-0-0000-7490-165-530-0E92-0	OPEB CLAS, UNDISTRIB, UNR		180.00	300.00	360.00	30.00	70.00	120.00
			190,076.00	**192,936.97**	**204,659.00**	**50,819.46**	**150,895.33**	**206,072.00**
530-0MWW	**EMPLOYEE RECOGNITION**							
(095157) 010-4300-0000-0-0000-7490-165-530-0MWW-0	MATLS/SUPPS		212.00		212.00			212.00
Total for Optional 0MWW			**212.00**	**.00**	**212.00**	**.00**	**.00**	**212.00**

Simi Valley Unfied School District

2020-2021 PERSONNEL COMMISSION BUDGET

FIRST READING - APRIL 14, 2021

(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	Description	NOTES	2019-2020 Approved Budget	2019-2020 Expensed	2020-2021 Approved Budget	2020-2021 Encumbered as of 3-31-21	2020-2021 Expensed as of 3-31-21	2021-2022 Proposed Budget
530-0N55	**PRINTING & XEROX USAGE**							
(095158) 010-4300-0000-0-0000-7490-530-0N55-0	Print Shop materials/supplies	Xerox paper, etc.						
(105602) 010-5710-0000-0-0000-7490-530-0N55-0	Print Shop DirCstTsfr	Printing	1,017.00		750.00			750.00
Total for Optional 0N55			**1,017.00**	**.00**	**750.00**	**.00**	**.00**	**750.00**
530-0RFN	**ATTORNEY FEES**	For routine and non-routine legal expenses. Necessary in the event of an appeal to P.C. requiring a hearing officer.						
(096917) 010-5899-0000-0-0000-7490-165-530-0RFN-0	Atty Fees		50,000.00	213.75	50,000.00	16,266.50	3,733.50	50,000.00
Total for Optional 0RFN			**50,000.00**	**213.75**	**50,000.00**	**16,266.50**	**3,733.50**	**50,000.00**
530-0W95	**INTERVIEW PANEL EXPENSES**	Refreshments, meals, mileage						
(105457) 010-4300-0000-0-0000-7490-165-530-0W95-0	Mat'ls / Supplies		590.00	39.92	590.00		4.99	590.00
(096918) 010-5800-0000-0-0000-7490-165-530-0W95-0	Oth Serv meals, oral exam panelists		1,500.00	1,850.86	2,000.00		348.67	2,000.00
Total for Optional 0W95			**2,090.00**	**1,890.78**	**2,590.00**	**.00**	**353.66**	**2,590.00**
530-0242	**CONFIDENTIAL PC STAFF SALARIES**							
(084651) 010-2401-0000-0-0000-7490-165-530-0242-0	Off Sal Mo		141,699.00	117,421.30	127,498.00	31,483.08	93,546.87	130,674.00
(111821) 010-3202-0000-0-0000-7490-165-530-0242-0	PERS/Clas		29,379.00	22,348.17	29,070.00	6,517.02	19,364.25	29,794.00
(087484) 010-3302-0000-0-0000-7490-165-530-0242-0	OASDI/Clas		10,840.00	8,947.92	9,754.00	2,401.29	7,134.84	9,997.00
(089156) 010-3402-0000-0-0000-7490-165-530-0242-0	H&W Clas		24,923.00	10,955.12	10,802.00	2,784.54	8,033.88	10,819.00
(090828) 010-3502-0000-0-0000-7490-165-530-0242-0	SUI Clas		71.00	58.13	64.00	15.69	46.66	66.00
(092500) 010-3602-0000-0-0000-7490-165-530-0242-0	Wrk Comp Clas		4,606.00	3,815.59	4,144.00	865.77	2,572.54	4,247.00
(133552) 010-3752-0000-0-0000-7490-165-530-0242-0	OPEB Clas (Oth Post Empl Benefits)		360.00	588.57	720.00	60.00	140.00	240.00
Total for Optional 0242 and Expense accounts			**211,878.00**	**164,134.80**	**182,052.00**	**44,127.39**	**130,839.04**	**185,837.00**
530-0353	**NON-CONFIDENTIAL PC STAFF SALARIES**							
(084652) 010-2401-0000-0-0000-7490-165-530-0353-0	OFF SAL MO, UNDISTRIB, UN		68,939.00	29,569.47	19,238.00	4,567.56	11,298.02	56,069.00
(155394) 010-2402-0000-0-0000-7490-165-530-0353-0	OFF SAL HRLY,UNDISTRIB,UN			468.80				
(111822) 010-3202-0000-0-0000-7490-165-530-0353-0	PERS/CLAS, UNDISTRIB, UNR		14,294.00	5,854.42	4,387.00	945.48	2,209.08	12,784.00
(087485) 010-3302-0000-0-0000-7490-165-530-0353-0	OASDI/CLS, UNDISTRIB, UNR		5,274.00	2,299.28	1,472.00	345.84	863.12	4,290.00
(089157) 010-3402-0000-0-0000-7490-165-530-0353-0	H&W CLASS, UNDISTRIB, UNR		26,576.00	332.48	10,000.00	1,144.35	381.45	13,052.00
(090829) 010-3502-0000-0-0000-7490-165-530-0353-0	SUI CLASS, UNDISTRIB, UNR		35.00	15.09	10.00	2.28	5.37	29.00
(092501) 010-3602-0000-0-0000-7490-165-530-0353-0	WRK COMP CLS, UNDISTRIB,		2,241.00	976.85	626.00	125.61	310.72	1,823.00
(133553) 010 3702 0000-0-0000-7490-165-530-0353-0	OPEB CLAS, UNDISTRIB, UNRES		270.00	161.43	180.00	15.00	25.00	120.00
Total for Optional 0353 and Expense accounts			**117,629.00**	**39,677.82**	**35,913.00**	**7,146.12**	**15,092.76**	**88,167.00**
TOTAL			**657,897.00**	**458,498.78**	**555,295.00**	**128,866.55**	**346,894.13**	**612,513.00**

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
REVISION OF PERSONNEL COMMISSION ARTICLE 4 – FIRST READING
PRESENTED TO THE PERSONNEL COMMISSION ON APRIL 14, 2021

EXPLANATION:

The Personnel Commission requested that the Personnel Commission Rules be revised by article to ensure they are clear and up-to-date.

REVISIONS:

ARTICLE 4

APPLICATION AND EXAMINATION

4.10 APPLICATION FOR EMPLOYMENT

4.10.1 Filing of Applications

All applications for employment shall be made upon official forms furnished by the Commission, filled out as therein directed, and ~~returned~~ submitted on or before the date specified in the examination announcement.

Applicants taking more than one examination must ~~file~~ submit a separate and complete application for each examination.

4.10.2 General Qualifications of Applicants (Ed Code 45111, 45134)

Applicants must be permanent residents of, or must otherwise prove their right to work in the United States~~possess all requirements that may be specified in the minimum qualifications established for the class~~. Residency within the District shall not be a condition for filing applications or for initial or continuing employment except in the case of restricted positions requiring specific residency. Every applicant must be, in all respects, mentally and physically competent to perform the ~~duties~~ essential functions of the position for which ~~he applies~~they apply. Applicants with disabilities protected under the law shall be given equal employment opportunity and be provided with a reasonable accommodation to the extent required by law. No maximum age limit shall be set as a condition for initial or continued employment in the Classified Service.

4.10.3 Equal Employment Opportunity

A. The Personnel Commission recognizes that the District should make employment decisions that provide equal employment opportunities for all.

B. The Personnel Commission will ensure that the application and examination process shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, ethnic group identification, age (over 40), religion (including religious dress and grooming), marital, pregnancy (childbirth and/or related medical conditions), or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics; or any other category of people protected under federal, state, and local anti-discrimination laws.

C. The Personnel Commission will establish essential position qualifications that can be validated as job-related and as such do not exclude qualified candidates, encourage recruitment procedures that are directed toward the fulfillment of equal opportunity and merit system principles, and ensure examinations are valid.

4.10.~~34~~ ~~Elimination~~ Disqualification of ~~Unfit~~ Applicants, Candidates and Eligibles

An applicant or candidate may be refused examination or disqualified from further competition, and an eligible may be refused certification or appointment, for any of the following reasons:

A. Failure to meet the general qualifications of Rule 4.10.2.

B. Membership in the Communist Party and/or failure to execute the oath of allegiance required by the State of California.

C. Advocacy of overthrow of the Government of the United States or the State of California by force, violence, or other unlawful means.

D. Conviction, either by a plea or verdict of guilty or nolo contendere, of ~~or pleading guilty in court to a charge of moral turpitude, or any~~a court decision involving a sex or controlled substance offense as defined in Education Code Sections 44010 or 44011~~, or mistreatment of children~~.

~~E. Criminal conduct according to the Personnel Commission standards outlined in the Conviction Evaluation Standard Guide.~~

~~F~~E. Drinking alcohol or under the influence or in possession of alcohol, narcotics, or other drugs while on duty, unless the use or possession is by specific written medical authorization.

~~G~~F. A record of one or more convictions which indicates that the person is a poor employment risk.

~~H~~G. Making false statements or omitting a statement as to any material fact on the application form.

~~I~~H. Other false or misleading information on application forms or employment records concerning material matters.

~~J~~I. Practicing any deception or fraud in connection with an examination or to secure employment.

~~K. Narcotics offense, drug addiction, as defined in Section 44011 of the Ed. Code and/or use of intoxicating beverages to excess.~~

~~L~~J. Addiction to or illegal use of narcotics or controlled substances.

~~M~~K. Dismissal from previous employment for cause if the cause would have subjected the applicant to dismissal by this District.

~~N~~L. Previous dismissal from this District unless the District waives this subsection.

~~O~~M. A record of unsatisfactory service with the District.

~~P~~N. Health conditions which ~~preclude normal performance of duties~~indicate that the applicant or candidate would be unable to perform the essential functions of the job with or without reasonable accommodation or would endanger their health and safety or the health and safety of others to the extent permitted under federal and state laws.

~~Q~~O. Discharged or retired under dishonorable conditions from the armed forces of the United States.

~~R~~P. Failure to report for duty after an assignment has been offered and accepted.

~~S~~Q. Failure, after due notice, to report promptly for review of any of the above bases for ~~rejection~~disqualification.

~~T~~R. A record of ~~instability or~~ unsatisfactory service with previous employers.

S. Other causes deemed sufficient by the Personnel Commission.

4.10.~~45~~ ~~Rejection~~ Notification and Appeal from ~~Rejection~~Disqualification

A. Applicants, candidates, and eligibles who are ~~rejected~~ disqualified for any of the reasons enumerated in Rule 4.10.~~3~~ 4 shall be notified in writing by the Personnel Director or designee. Notification shall state:

1. The reason(s) for ~~rejection~~disqualification.

~~2. The length of time the individual shall be ineligible to be considered for examination or appointment to a position in the District.~~

~~3~~2. That, within ~~ten calendar~~five (5) working days, the individual may make a written appeal to the Personnel Director for administrative review, and that failure to appeal for administrative review makes the ~~rejection~~ disqualification final.

B. If there has been an administrative review, as provided above, and the ~~rejection~~ disqualification is sustained, the individual shall be:

1. Given a written notice outlining the reason(s) for sustaining the ~~rejection~~disqualification, and

2. Informed of ~~his/her~~their right to make a written appeal of the ~~rejection~~ disqualification and/or the period of disqualification, within ~~ten calendar~~five (5) working days, to the Personnel Commission. The appeal must contain specific proof supported by facts and ~~may~~ must be based on ~~any~~ one of the following ~~reasons~~qualifying bases:

   a. Unlawful ~~Discrimination~~ discrimination ~~because~~ on the basis of ~~affiliations, political or religious acts or opinions, race, color, sex or marital status~~race, color, ancestry, nationality, national origin, ethnic group identification, age (over 40), religion (including religious dress and grooming), marital, pregnancy (childbirth and/or related medical conditions), or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, genetic information, or any other category of people protected under federal, state, and local anti-discrimination laws; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics; or any other category of people protected under federal, state, and local anti-discrimination laws.

   b. Abuse of discretion.

   c. Inconsistency of the reasons given for the ~~rejection~~ disqualification with the facts.

C. Statements that only express general disagreement with the disqualification or reason(s) for the disqualification are not bases for an appeal.

~~C~~D. Upon receipt of an appeal, the Commission shall set a date ~~for hearing~~to review the appeal~~, hear all of the evidence,~~ and render a decision. Its decision shall be transmitted in writing to all concerned and shall be final.

E. The submission of an appeal shall not stop or otherwise delay the examination or selection process unless so ordered by the Personnel Commission.

4.10.~~5~~6 Action When ~~Rejection~~ Disqualification is Not Sustained

If a ~~rejection~~ disqualification is not sustained by the Personnel Director or the Personnel Commission, the Personnel Director shall institute immediate action to insure the rights of the applicant, candidate, or eligible as if the ~~rejection~~ disqualification had not been made. However, appointments made in the interim shall not be disturbed unless they were fraudulently made.

4.10.~~6~~7 Applications Not to be Returned

All applications and examination ~~papers~~ materials are confidential records of the District and shall not be returned to the applicants.

4.10.~~7~~8 Applicants' Names Not Made Public

The names of the applicants or unsuccessful candidates in any examination shall not be made public.

4.10.~~8~~9 Veterans' Preference (Ed Code 45294, 45295, 45296)

A. In examinations containing an open competitive component, ~~Veteran's~~ veteran's preference points shall be added to passing scores of open candidates ~~in open examinations~~ in the amount prescribed by Education Code Section 45296. At least thirty (30) days of active service in the Army, Navy, Marines, Air Force, Coast Guard, or Merchant Marines or as a nurse on active duty with the Red Cross~~, between the dates listed below, are required~~ in time of war, or national emergency declared by the President of the United States, is required.

~~World War I - April 6, 1917 to December 11, 1918~~
~~World War II - December 7, 1941 to December 31, 1946~~
~~Korea - June 27, 1950 to January 31, 1955~~
~~Vietnam - August 4, 1964 to May 7, 1975~~
~~Gulf War - August 2, 1990 - Open~~
~~Coast Guard service December 7, 1941 to January 1, 1946 is also credited.~~

B. In order to obtain credit, the applicant shall furnish satisfactory proof of qualifying military service and discharge or release under conditions other than dishonorable prior to establishment of the eligibility list. No adjustment of rank on the list shall be made when such proof is presented thereafter.

4.20 EXAMINATIONS

4.20.1 Types of Examinations

The Personnel Commission shall direct and administer the holding of examinations for the purpose of filling vacancies or creating eligibility lists for the Classified Service and shall determine whether the examination shall be:

A. Open Competitive

These examinations shall be open to the general public.

~~4.20.1~~B. Promotional ~~Examinations~~ (Ed Code 45272)

~~Examinations shall, where practicable as determined by the Commission, be limited to promotional applicants. When no promotional field of competition exists or when there is doubt of its adequacy, the Commission may order an open examination or simultaneous open and promotional examinations. Promotional examinations shall be restricted to permanent employees of the District who meet the prescribed qualifications of the class. After one year of satisfactory service, incumbents in the class of Campus/Playground Supervisor who meet the prescribed qualifications of the class shall be eligible to participate in examinations on a promotional basis. All positions in the classified service other than Cafeteria Helper shall be considered both open and promotional.~~

Where it has been determined by the Director of Classified Personnel that an adequate field of competition exists within the District and examinations can reasonably be expected to result in at least three (3) ranks of eligibles, the field of competition may be limited to promotional applicants. Promotional examinations shall be restricted to probationary and permanent employees of the District. Probationary employees shall not be eligible for certification until permanent status is attained.

Persons on reemployment lists shall be considered as promotional candidates. (See 6.90.2.G.)

C. Promotional and Open Competitive (Ed Code 45284)

These examinations are open to employees and the general public. Candidates shall be considered as a group in determining passing scores on the examination. This examination procedure shall result in a promotional and an open eligibility list. The promotional eligibility list shall take precedence when certifying eligibles. When the promotional eligibility list does not contain sufficient ranks of eligibles (defined as having fewer than three (3) eligible and available ranks), certification of additional ranks shall be made from the open list to reach a total of three (3) ranks. The Commission may, prior to the examination, authorize certification of

candidates from the open competitive eligibility list before the promotional eligibility list has been exhausted if the candidate on the open list has a higher score before adjustment for preferential credits than the score of the highest available candidate on the promotional list after seniority credits have been added.

D. Merged Promotional and Open Competitive

These examinations are held under merged promotional and open competitive procedures. The resulting eligibility list shall consist of promotional and open competitive candidates merged on one eligibility list. Scores on this type of list shall include all applicable veterans' preference points for open candidates and seniority credit points for promotional candidates.

It is the policy of the Personnel Commission that all examinations shall be conducted as merged promotional and open competitive unless otherwise ordered by the Commission. Examinations for the position of Business Manager or any other single position class at or above the level of Business Manager shall be held on a merged promotional and open competitive basis in accordance with Education Code 45280.

The Commission may designate examinations for specified classes as continuous examinations. Examinations shall be administered as ~~applicants are available~~the need arises, and applications shall be accepted on every working day. ~~Procedures for review of written tests shall be suspended. The Personnel Commission has designated the following classes for continuous examinations: Custodian I, Cafeteria Helper, Groundskeeper I, Groundskeeper II, Bus Driver and Clerk I, Instructional Aide I, Special Education and Instructional Aide II, Special Education.~~

~~**4.20.2 Non-Competitive Examinations Deleted 9/22/04 P.C. (Refer to 5.20.1.C.)**~~

~~**4.20.3 Examinations for Certain Positions or Classes (Ed Code 45280)**~~

~~A. Examinations for the position of Business Manager or any other single position class at or above the level of Business Manager shall be held on an open and promotional basis.~~

~~B. When such exams are held, all permanent employees of the District (classified and certificated), who meet the minimum qualifications, shall be allowed to compete in the promotional exams.~~

~~Seniority credits shall be added to final scores of all successful competitors in the promotional exams.~~

~~C. A single eligibility list will be developed from among the passing open and promotional candidates. Rating will be in accordance with the final score plus authorized credits.~~

~~These examinations are not, by law, considered "entrance examinations," and military preference credits are therefore not to be included.~~

4.20.~~42~~ Rule of Three Ranks (Ed Code 45272)

Final scores of candidates shall be rounded to the nearest whole percent (1 through 4 rounded down, and 5 through 9 rounded up) for all eligibles. All eligibles with the same percentage score will be considered as having the same rank. Appointments shall be made from the eligibles having the first three ranks on the list who are ready, willing and able to accept the position.

4.20.~~53~~ Notice of Examination (Ed Code 45278)

Whenever it is necessary to fill existing or anticipated vacancies in the Classified Service and an appropriate eligibility list does not exist, the Personnel Director shall direct the ~~holding~~ administration of an examination to provide eligibles. At least ~~fifteen~~ ten (~~15~~10) working days' advance public notice of such examinations shall be given. The notice shall contain the following ~~facts~~information:

A. Information concerning the location of employment and other conditions of employment;

B. Description of the scope of duties and responsibilities of the position and the class;

C. Minimum qualifications required;

D. The salary and other forms of compensation;

E. The last day for ~~filing~~ submitting an application;

F. The ~~subjects about~~examination components by which competitors may be examined and the weights of the various parts of the examination;~~ and~~

G. The process an applicant must follow to request a reasonable accommodation for any part of the application and examination process; and

~~G~~H. Such other information as will assist the employees and the public in fully understanding the nature of the employment and procedures necessary to participate in the examination, when available.

~~H. Examination notices shall be available to all employees by telephone on the Job Opportunity Hotline and by computer through the Internet.~~

~~**4.20.6 Who May Compete (Ed Code 45134)**~~

~~A. Competitive examinations for positions in the classified service shall be open to all applicants who meet the minimum qualifications and who are not rejected as provided in Rule 4.10.4, except when examinations have been restricted to promotional candidates at the discretion of the Commission.~~

~~B. Age shall not be a factor in admitting applicants to examinations.~~

~~**4.20.7 Admission to Examination**~~

~~A. Each applicant whose application has been approved shall be notified a reasonable time in advance of the time, date and place of the examination. No candidate may be admitted to any examination without such authorization or other satisfactory evidence of having filed an acceptable application.~~

~~B. A person on a valid eligibility list for which a new examination is being given shall be notified as to the time, date, and place of the examination and shall be eligible to take the examination as a new candidate and ranked on the eligibility list as a merged candidate and a new candidate according to examination scores.~~

~~C. During the six month period of the original list, candidates shall be merged on successive eligibility lists for those classes which have been designated as having an expiration date of six months. Notification of time, date, and place of examination for candidates who are on such eligibility lists shall be waived.~~

4.20.~~8~~4 Character of Examination (Ed Code 45273)

Examinations shall be administered objectively~~,~~ and shall consist of one or more ~~test parts~~examination components that relate to job performance.

Examination~~s~~ components may be written or oral or in the form of a practical demonstration of skill and ability, or any combination of these. Any investigation of education, experience, character, or identity and test of technical knowledge, manual skill, or physical and mental fitness which~~, in the judgment of the Personnel Commission,~~ serves this end~~,~~ may be employed by Personnel Commission staff under the direction of the Personnel Director.

Applicants must meet the minimum qualifications established for the class in order to participate in subsequent phases of the examination process.

~~Examinations shall be administered objectively, and shall consist of one or more test parts that relate to job performance.~~

4.20.~~95~~ Examination Procedures

A. Each applicant whose application has been approved shall be notified by Personnel Commission staff a reasonable time in advance of the time, date and place of the examination. No candidate may be admitted to any examination without such authorization or other satisfactory evidence of having ~~filed~~submitted an acceptable application.

~~A~~B. Competitors in any written or performance test must take the test on the prescribed date unless ~~the candidate's religious affiliation (promotional candidates and open candidates), military service or personal illness (promotional candidates only) require other arrangements~~prior approval from the Director of Classified Personnel or designee has been obtained. Alternative test sessions shall only be approved when practicable in cases of emergency or severe hardship, as determined by the Director of Classified Personnel. A makeup test must be administered within two (2) working days of the last original testing date. Satisfactory proof of the candidate's ~~religious affiliation, military service or personal illness~~emergency or severe hardship must be presented to the Director of Classified Personnel ~~Services~~or designee.

~~B~~C. Questions in a test shall not be copied or reproduced by competitors or other unauthorized persons.

~~C~~D. Where written tests are required, they shall be managed so that none of the test ~~papers~~ materials will disclose the name of any competitor until all ~~papers~~ materials of all competitors in a given examination shall have been marked and rated. The only exception to this rule shall be if the Commission maintains a computerized and automated test scoring system which automatically and accurately scores the exams of all competitors, and which has built-in safeguards to ensure that an individual examination score cannot be falsely altered.

~~D~~E. Any competitor in any examination who places any identifying marks on ~~his~~ their test ~~paper~~ materials (other than the identifying mark prescribed at the time of examination) or makes any attempt to disclose to others the identity of ~~his/her papers~~their materials prior to the completion of the examination ~~shall~~ may be disqualified.

E. ~~The Commission may designate examinations for specified classes as continuous examinations. Examinations shall be administered as applicants are available, and applications shall be accepted on every working day. Procedures for review of written tests shall be suspended. The Personnel Commission has designated the following classes for continuous examinations: Custodian I, Cafeteria Helper, Groundskeeper I, Groundskeeper II, Bus Driver and Clerk I, Instructional Aide I, Special Education and Instructional Aide II, Special Education.~~

4.20.~~106~~ Examination Scoring and Weighting

~~The relative weights of the different parts of the examination shall be determined by the Commission and/or Personnel Director.~~ All examination ~~papers~~ components shall be prepared and rated under the direction of the ~~Personnel Director~~Director of Classified Personnel, who shall determine passing scores and assign relative percentage weights to each component.

4.20.~~117~~ Rating Required

Competitors may be required to attain a designated minimum rating in each part or in combined parts of the examination to qualify for participation in the next succeeding part.

4.20.~~128~~ Review of ~~Written Test~~Examination Materials (Ed Code 45274)

~~A. Review of written tests will be allowed if a candidate files a protest regarding a question on the test. If written tests are standardized tests from a state agency, arrangements will be made for a representative of the agency to review the test with the candidate.~~

~~At the time of review s/he will be provided a protest sheet and may protest any question, outlining the basis for the protest. No candidate may copy and remove from the review room any questions or answers.~~

~~B. The protest sheets, if any, shall be filed with the Personnel Director within 24 hours of the written test. The Personnel Director shall review and act upon all protests. S/he may allow more than one answer to a question or may disqualify a question, if he finds the protest to be valid. If protests result in any change, the test papers of all applicants will be reviewed and rerated accordingly.~~

~~C. The Personnel Director shall inform the protestant of his decision. If s/he rules against the protest, the applicant may appeal to the Personnel Commission, but the appeal shall not delay other parts of the examination process.~~

A. All examination ~~papers~~materials submitted by competitors are the property of the District and are confidential records. Examination materials shall not be available to the public or to District employees not responsible for the administration of the examination. Examination materials shall be made available to applicants, candidates, or their representative under the following conditions:

1. Requests to review scores or evaluations must be made within 24 hours following notice of the examination results.

2. Only scores and evaluations are subject to review. Questions, items, scoring keys, rater notes, and rating criteria are not subject to review due

to test confidentiality and security considerations. However, for written tests, candidates may indicate the questions they wish to have reviewed. Personnel Commission staff will make any necessary corrections or adjustments to the candidates' scores if a written test question is found to be flawed. If corrections are required, they shall be applied uniformly to all candidates, if applicable.

3. A qualified Personnel Commission staff member will be present during the examination review session.

4. Candidates' scores and evaluations will not include the identification of the rater(s).

5. Applicants/candidates and representatives may not take or make copies of any examination materials.

B. The Director of Classified Personnel may deny a request to review examination materials if they determine that granting the request would violate the security or confidentiality of the examination.

~~**4.20.13 Examination Papers**~~

~~All examination papers submitted by competitors are the property of the District and are confidential records.~~

4.20.~~14~~9 Oral Examination (Ed Code 45273~~, and~~ 45274)

A. If an examination includes an oral examination component those competitors eligible for the oral examination will be examined at the earliest practicable date after conclusion and rating of the earlier ~~test~~examination component(s). Competitors in an oral examination must take the examination on the prescribed date.

B. All oral examinations will be electronically recorded and shall be retained along with the rating sheets of each member of the oral board for a period of not less than 90 days after certification of an eligibility list.

C. An interview panel shall confine itself to evaluating general fitness for employment in the class. If an oral interview is held to evaluate the technical knowledge and skills of the class, at least two members of the ~~board~~ panel shall be technically qualified in the specified class/occupational field. A ~~district~~ District employee may serve on an interview panel provided ~~s/he is~~they are not at the first or second level of supervision over a vacant position in the class for which the examination is held. Members of the Board of Education or Personnel Commission shall not serve on an interview panel. An interview panel shall not be provided with confidential

references on employees of the District who are competing in promotional examinations. Scores achieved in ~~written or performance tests~~prior examination components will not be made available to the interview panel.

~~D. A competitor may appeal an oral examination rating to the Personnel Director in writing not later than five working days after the effective date of the eligibility list.~~

~~1. Such protest shall give reasons upon which the complaint is based, and state the remedy to which the candidate believes he is entitled.~~

~~2. The Personnel Director shall review and answer all protests. Any candidate who remains dissatisfied may appeal to the Personnel Commission within five working days after notice of the decision of the Personnel Director was mailed or given to the candidate.~~

~~3. Upon appeal to the Personnel Commission, the competitor may request to review the personal interview rating documents and the tape recording of the interview. Such request by the competitor or competitor's representative shall be granted as soon as practicable, and the review shall be conducted by the Personnel Commission. The Personnel Commission may alter the oral examination rating if it finds justification for the protest and order the competitor's score adjusted accordingly. No change in eligibility list shall invalidate any appointment which was made prior to the ordered adjustment unless the appointee was fraudulently appointed.~~

~~4. No regular appointment from a promotional eligibility list shall be effective until five working days after the effective date of the promotional eligibility list.~~

4.20.~~15~~10 Seniority Credit ~~– Promotional Examinations (Ed Code 45282)~~

~~To compete in promotional examinations, a candidate must have passed probation prior to the filing deadline.~~ In ~~promotional~~ examinations ~~only~~ containing a promotional component, seniority credit shall be added to the final passing scores of candidates who have permanency with the District in the amount of one-fourth of one point for each year of service, not to exceed a total of five points. Credit shall be granted for time spent in regular status (see definition) in the ~~classified~~ Classified ~~service~~ Service and on leave from the ~~classified~~ Classified ~~service~~ Service while otherwise employed in this District. A full year's credit shall be granted to employees whose regular position is assigned on less than a full calendar-year basis or less than an eight-hour day.

4.20.~~16~~11 Notice of Final Score

Each candidate who qualifies shall be notified by Personnel Commission staff of their final score, including any veteran's and seniority credit, and their standing on the eligibility list. Candidates who do not qualify shall be notified of such.

~~Each competitor shall be notified of his score for each portion of the examination, additional Veteran's credit or seniority credit, the total thereof, and his standing on the eligibility list, if qualified. Each competitor shall, in addition, be notified that the eligibility list is available in the Personnel Office for review.~~

4.20.12 Retaking an Examination

A candidate who participated in an examination may not retake the examination for a period of ninety (90) calendar days provided the examination consists of exam components that are comprised of essentially the same questions or problems, unless otherwise approved by the Director of Classified Personnel. This provision does not apply to performance tests which require a demonstration of practical skill. In all cases, the most recent examination score will be used.

The 90 calendar-day provision is applied to the period of time between the date the last eligibility list was established and the application filing deadline for the new examination.

4.20.13 Appeal of Examination Results (Ed Code 45274)

A. Submitting an Appeal

1. An applicant or candidate may appeal the outcome of any step in the examination process. To appeal, the applicant/candidate must submit an appeal to the Director of Classified Personnel in writing within five (5) working days following notice of the examination results. The date the applicant/candidate is notified of the results counts as a working day.

2. The appeal must contain a specific basis with proof supported by facts.

B. Review and Notification

Examination appeals shall be reviewed by the Director of Classified Personnel and determined to be either granted or denied. Appellants will be notified of the determination in writing.

C. Procedures When Appeal is Granted

1. If granted, the Director of Classified Personnel will assess the possible effects of the appeal, if any, on the candidacy of the appellant, the examination process as a whole, and/or appointments from the eligibility list(s). Based on such assessment the Director may:

a. Allow the appellant to participate in the examination process; or

b. Change the rating of one or more candidates; or

c. Temporarily suspend examination activities; or

d. Dispose of the examination results and order for another administration of all or part of the examination to be conducted; or

e. Withhold certification from all or part of the eligibility list(s).

2. The Director may, at any time, rescind or modify a decision to withhold certification upon review of the specifics of an examination appeal.

3. No change in eligibility list shall invalidate any appointment which was made prior to the ordered adjustment unless the appointee was fraudulently appointed.

D. Appeal to the Personnel Commission

1. If the initial appeal is denied as described in 4.20.13.B above, the appellant may appeal to the Personnel Commission in writing within five (5) working days from the date the notice of the decision of the Director was provided to the appellant. The appeal must contain specific proof supported by facts and must be based on one of the following qualifying bases:

a. Unlawful discrimination on the basis of race, color, ancestry, nationality, national origin, ethnic group identification, age (over 40), religion (including religious dress and grooming), marital, pregnancy (childbirth and/or related medical conditions), or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, genetic information, or any other category of people protected under federal, state, and local anti-discrimination laws; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics; or any other category of people protected under federal, state, and local anti-discrimination laws.

b. Abuse of discretion.

c. Inconsistency of the reasons given for the disqualification with the facts.

2. Statements that only express general disagreement with test results or with

the judgment of raters are not bases for an appeal.

3. Upon receipt of an appeal, the Commission shall set a date to review the appeal and render a decision. Its decision shall be transmitted in writing to all concerned and shall be final. If the appeal is granted by the Commission, the procedures described in 4.20.13.C above shall apply.

4. The submission of an appeal shall not stop or otherwise delay the examination or selection process unless so ordered by the Personnel Commission.