

**Covina-Valley Unified School District
Personnel Commission**

Special Meeting

Dr. Mary Hanes Professional Development Center
220 West Puente Avenue, Covina, CA 91723
3:00 p.m.

February 15, 2022

The Personnel Commission welcomes residents of the community to attend its meetings. Members of the public have the opportunity to address the Personnel Commission at each meeting. Five minutes may be allotted to each speaker and a maximum of 20 minutes to each subject. If you wish to address the Personnel Commission, please complete the “Request to Speak” card and hand it to the clerk prior to the start of the meeting.

The Personnel Commission does not censor public comment, which may include criticisms about a specific employee, nor does the Commission require that such discussion not take place in public. The Commission encourages members of the community to make their public comments in a courteous and respectful manner so as to facilitate the resolution of disputes involving matters under the Commission’s jurisdiction.

Reasonable Accommodations for Individuals with a Disability

Any individual with a disability who requires reasonable accommodation to participate in a Personnel Commission meeting may request assistance by contacting the office of the Director, Personnel Services, 519 E. Badillo St., Covina, California 91723; (626) 974-7000; Fax (626) 974-7073.

Meeting called to order by the presiding officer _____ at _____ p.m.

Flag Salute

Roll Call:

Reggie Alderete President _____
Judith C. North, Vice President _____
Dennis McNaught, Member _____

Michele Doll, Assistant Superintendent, Personnel Services _____
Rod Zerbel, Director, Personnel Services _____

I - Preliminary

1. **Adoption of Agenda.** Recommendation is made that the agenda be adopted as submitted. **Action**

Motion by _____, Seconded by _____, Vote _____

II - Public Comments

At this time members of the public may address the Personnel Commission. State law prohibits the Commission from acting on any issue not included on the agenda. Due to time limits imposed for public comment, the Commissioners do not answer questions or respond to statements made during the public comment.

2. **Public Comments on Non-Agenda Items.** Any person wishing to speak to any item **not** on the agenda will be granted up to five minutes to address the Commission regarding that item. **Info**
3. **Public Comments on Agenda Items.** Any person wishing to speak to any item **on** the agenda will be granted up to five minutes to address the Commission regarding that item. **Info**

III - Director/Commission Member Comments

4. **Director's Report.** At this time the Director may address activities, correspondence, or operations; and may acknowledge or recognize specific programs, activities, or personnel. **Info**
5. **Commission Members' Comments.** At this time Commission Members may address activities, correspondence, or operations; and may acknowledge or recognize specific programs, activities, or personnel. **Info**

IV- Action Item

6. **Certification of New Eligibility List.** Recommendation is made that the following eligibility list be certified. (Ref. A) **Action**
- a) Director, Maintenance, Operations, Facilities and Transportation
 - b) Public Information Specialist

Motion by _____, Seconded by _____, Vote _____

7. **New Job Description.** Recommendation is made that the position, Transportation Dispatcher, be placed on Range 162 (\$4,277.52-\$5,200.32) of the Classified Salary Schedule. (Ref. B) **Action**

Motion by _____, Seconded by _____, Vote_____

8. **Combination of Eligibility List.** Recommendation is made that the eligibility list for the position, Food Service Worker II, be combined with the existing recruitment listing, including prior written examination scores (Education Code Section 45291).(Ref. C) **Action**

Motion by _____, Seconded by _____, Vote_____

V- Closed Session

9. **Public Employee Discipline/Dismissal/Release** (Gov. Code 54957) **Discussion**

VII - Adjournment

10. **Adjournment.**_____p.m. **Action**

Motion by _____, Seconded by _____, Vote_____

Certification of Eligibility List

Recommendation is made that the eligibility list for the below listed positions, be certified.

- Director, Maintenance, Operations, Facilities and Transportation
- Public Information Specialist

New Job Description
Transportation Dispatcher

Under the direction of the Director of Maintenance, Operations, Facilities and Transportation to perform duties in support of the District's transportation department, including but not limited to: regularly scheduling of all bus routes, special excursions and field trips, and overall coverage required to meet the transportation operation scheduling demands; and perform other related duties as assigned.

This position will be paid on the appropriate step of the classified salary schedule (12 months, Range 162, \$4,277.52 - \$5,200.32)

COVINA-VALLEY UNIFIED SCHOOL DISTRICT

January 2022
Personnel Commission Approval: February 15, 2022
Board Approval: February 22, 2022

Transportation Dispatcher

Definition

Under the direction of the Director of Maintenance, Operations, Facilities and Transportation to perform duties in support of the District's transportation department, including but not limited to: regularly scheduling of all bus routes, special excursions and field trips, and overall coverage required to meet the transportation operation scheduling demands; and perform other related duties as assigned.

Essential Duties and Responsibilities

- Evaluate bus stops and routes;
- Schedule and coordinate transportation for home to school students, special education students, field trips, athletic and sporting events;
- Arrange transportation for new students, notify school sites and any other necessary parties of pick-up and drop-off times and locations;
- Develop and assign any extra hourly assignments, routes, trips; maintain all records and documents; and post weekly in adherence with the classified bargaining agreement.
- Evaluate traffic condition, time-of-day, pupil load, bus stops, loading zones, class schedule to develop efficient bus routes and operations, and route sheets for bus drivers;
- Prepare and maintain route files, maps and records for District programs;
- Dispatch school buses and drivers to ensure effective use of personnel and resources;
- Become familiar with and maintain current knowledge of applicable laws, rules, regulations including California Vehicle Code, California Education Code, and established District policies and procedures;
- Assist in reviewing and interpreting accident reports;
- Operate various office equipment including two-way radio, a computer and relevant software in order to input data and generate report;
- Process daily time sheets, mileage, time and load records and other related documents;
- Assist in route bidding process after establishing District routes;
- Maintain district's Pull Notice program;
- Other relatable duties as assigned.

Required Qualifications

- Valid California driver's license.

Preferred Qualifications

- Bilingual, Spanish speaking preferred.

Training and Experience

- Any combination equivalent to graduation from high school;
- Minimum of three years' experience driving a school bus;
- One year of experience dispatching, planning and scheduling school bus routes.

Knowledge of

- Applicable State and Education Code sections and traffic laws;
- In-field monitoring of fleet operations;
- Interpersonal skills using tact, patience, and courtesy;
- Oral and written communication skills;
- Health and safety regulations.

Ability to

- Understand and follow oral and written instructions;
- Maintain records and prepare reports;
- Observe health and safety regulations;
- Function in a fast-paced environment;
- Work independently with little direction;
- Interpret, apply and explain applicable laws, rules and regulations;
- Establish and maintain cooperative and effective working relationships with others.

This position will be paid on the appropriate step of the classified salary schedule (12 months - Range 162; \$4,277.52 - \$5,200.32)

Combination of Eligibility List

Recommendation is made that the eligibility list for the position, Food Service Worker II, be combined with existing recruitment listing, including prior written examination scores (Education Code Section 45291)