BEFORE THE PERSONNEL COMMISSION
for the
BERKELEY UNIFIED SCHOOL DISTRICT

WHEREAS, on November 3, 2012, the Secretary to the Personnel Commission, acting as the authorized representative of the Personnel Commission, issued a Request for Proposals ("RFP") for a Classified Service Classification & Compensation Study ("Study") (Attachment A); and

WHEREAS, the Personnel Commission has reviewed proposals submitted in response to the RFP and has received public comment regarding the proposals; and

WHEREAS, the Personnel Commission wishes to proceed with the designation of a qualified consultant ("Consultant") to complete the Study; and

WHEREAS, the Personnel Commission deems it appropriate under the circumstances for the Board of Education for the Berkeley Unified School District ("Board") to enter into a contract with the Consultant for completion of the Study.

NOW, THEREFORE, BE IT RESOLVED that, the Personnel Commission hereby designates Ewing Consultants, Inc. to serve as the Consultant for the Study. The Personnel Commission requests and authorizes the Board to negotiate the terms of, and enter into a contract for services with Consultant to complete the Study in accordance with the RFP and the Consultant's Proposal.

THE FOREGOING RESOLUTION was duly passed and adopted by the Personnel Commission for the Berkeley Unified School District at a regular meeting held on the 10th day of January, 2013, by the following roll call vote:

AYES:

NOES:

ABSENT:

Signed and approved by me after its passage.

_____
Chairperson of the Commission

ATTEST:

_____
Clerk of the Commission

File: z:\2012\Berkeley USD
Classification Comp Study\Resolution
Classification Study^RFP^122612

December 6, 2012 Meeting Minutes

Call to Order
The meeting was called to order at 4:11pm and a quorum was established.

Public Comment
No public comments were made.

Approval & Adoption of Agenda
Secretary Perez requested that Item 9 to be discussed at 4:30pm to accommodate Interim Superintendent, Javetta Cleveland's schedule. Chairperson Lee motioned to approve the agenda as amended.
Approved: 3-0

Conference/Action: Applications for Personnel Commissioner (Education Code Section 45246)
Chairperson Lee and Commissioner Carter expressed intent to appoint Commission applicant, Ann Aoyagi to the post of joint-appointed Commissioner.

Conference/Action Item: Extension of Term of Commissioner (Education Code Section 45248)
Chairperson Lee motioned to extend the term of Commissioner Aoyagi on a provisional basis up to 90 calendar days or until a permanent appointment has been finalized, whichever event occurs first.
Approved: 2-0

Approval of Minutes
Paula Phillips, President, BCCE, made the point that she did not see the disrespectful comments made by Chairperson Lee toward President Phillips during the previous Commission meeting. Secretary Perez explained that the minutes are summarized for the main points of the comments made. Discussion ensued regarding what happens to meeting minutes that are revised during a meeting. Secretary Perez explained that the minutes are revised according to what was approved and then placed in a public binder. Chairperson Lee motioned to approve the minutes as they stand.
Approved: 3-0

Consent Items
Chairperson Lee motioned to ratify the following eligibility lists:
a) Secretary
b) Custodian I
c) Library Media Tech, Secondary
d) Senior Personnel Assistant
e) Director, BSEP & Community Relations
f) Clerical Assistant I

Regarding the Secretary eligibility list, President Phillips expressed concern about the length of time between the date the list was ratified and the date the list was presented to the Commission for approval. Secretary Perez clarified that the Secretary eligibility list was already established by the Commission in a prior meeting and the reason that the list was coming before the Commission was to correct a rank that was out of order in the previous Secretary list.
Chairperson Lee motioned to approve each eligibility list. Approved: 3-0

Request to place newly appointed Director, BSEP & Community Relations at advanced salary step
Secretary Perez explained that the District restructured the BSEP office and modified the job descriptions of both the BSEP administrator and the BSEP support staff positions to better reflect the

increased responsibilities required. One result was the creation of the Director, BSEP & Community Relations. Secretary Perez then explained that an extensive recruitment cycle was completed over the course of 4 months and yielded only two ranks. The District chose a candidate from one of the two ranks and is requesting an advance salary placement for this candidate due to the difficulty in obtaining three ranks and due to the extensive qualifications and experience of the candidate selected. Secretary Perez also explained that the candidate was earning a salary slightly more than what we want to offer to her. Superintendent Cleveland explained that the selected candidate's qualifications are a rare because she has first-hand experience with the BSEP measure, and experience in family engagement and public communications which are the added responsibilities in this new Director position. Superintendent Cleveland requested placement on salary step 4 of the appropriate salary schedule. Chairperson Lee asked how many years of relevant experience the selected candidate possessed. Delia Ruiz, Assistant Superintendent, Human Resources, stated the various administrative posts in the non-profit field beginning in 1988 and leading up to present. President Phillips expressed concern that the Commission often places managers at advanced salary placement, but ignores advanced salary placement for BCCE/OSS employees in positions that are hard to fill. Superintendent Cleveland clarified that she has on more than one occasion, petitioned to the Commission to place BCCE employees at advanced salary placement when so warranted by the occasion. Chairperson Lee stated that many candidates come to Berkeley Unified School District with value added because of their experiences, and he has witnessed the benefits brought to the District by these individuals. Chairperson Lee motioned to approve the advanced salary placement of the newly appointed Director, BSEP & Community Relations to step 4.
Approved: 2-1
Chairperson Lee and Vice-Chair Aoyagi voted to approve, Commissioner Carter voted not to approve.

Request for review - Working Out of Classification, Jonathan Staples

Jonathan Staples, Maintenance Supervisor, stated that he believes he is working out of classification and performing duties that aren't in his job description. In particular, Mr. Staples stated he should not be responsible for inspecting facilities since it does not specify this requirement in his job description. He stated that inspection of facilities is the responsibility of his supervisor the Plan Operations Manager. Mr. Staples also stated that he develops the maintenance plan, and he referenced the job description that states he reviews the maintenance plan not develop the plan. Commissioner Carter asked if there was anything from Mr. Staples' supervisor to support the assertion that he is working out of classification. Mr. Staples explained that he approached his supervisor, Steve Collins, and Mr. Collins stated that he (Mr. Staples) has his job description for reference. Chairperson Lee requested that Secretary Perez conduct an investigation to the matter.

Examinations and New Hires for the month of November

Secretary Perez reviewed for the public and the Commission all examinations conducted in the month of November as well as the new hires processed in the month of November. Regarding the Personnel Commission budget, Commissioner Carter asked about the budget line for legal fees. He was under the impression that we no longer had any money in the budgetary line item for legal fees. Secretary Perez explained that there are encumbrances and outstanding invoices that have not yet been paid. President Phillips asked for clarification as to why the Commission's budget contained a line item for certificated hourly salary. Secretary Perez explained that on occasion, a certificated employee will participate in an oral panel, and in that case, the Commission would pay for a certificated substitute to cover the classroom for the employee.

Union Reports
President Phillips stated that Mr. Perez informed Ms. Lois Pyle that the District will be granting the back date of seniority and the salary step placement to step 2 as according to the union's requests.

Commission Reports
Nothing reported

Director Report
Director Perez stated that a meeting is scheduled with him and representatives of the District to review the bids received from consultants. President Phillips expressed concern that the Commission has not been included in the process for reviewing and selecting a firm to do the study. Director Perez stated that he would send the RFP he drafted along with all bids submitted by consultants to all Commissioners. President Phillips stated that in the past, the Commission approved the selection of the firm. Assistant Superintendent Ruiz explained that the Board and Commission both have roles in a Compensation and Classification Study.

Public Comment
No public comment was made

Next Meeting
Vote for the seats of Chair and Vice-Chair of the Commission.

Meeting adjourned 6:01pm.

Respectfully Submitted:

_____ _____

Randy Perez — Date
Secretary, Personnel Commission

Approved:

_____ _____

Dan F. Lee — Date
Chairperson, Personnel Commission

Berkeley Unified School District
Merit System

Eligibility List for : **Food Service Assistant**
(Open)

Written Examination: **November 2, 2012**
Oral Examination: **November 20, 2012**

List Established by Personnel Commission: **January 10, 2013 to expire January 10, 2013**

	Open	
1	Teal	Tolbert*
2	Janice	Lawson
2	Shaela	Saunders
2	Edwina	Taylor
3	Agustin	Gaytan
3	Natalie	Grayson
4	Janeise	Ollison
5	Luwana	Gremillion
6	Josh	Mesa
7	Sheree	Hunter*
7	Raymond	Jacobs*
7	Reginald	Darrett
8	Daisy	Molina
9	Eric	Johnson

Eligibility expires February 7, 2013

Randy Perez
Secretary, Personnel Commission

Date

Dan Lee
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Site Coordinator, Family Engagement**
(Promotional & Open)

Written Examination: **November 1, 2012**
Oral Examination: **November 13, 2013**

List Established by Personnel Commission: **January 10, 2013 to expire January 10, 2014**

Promotional:

1	Paula	deJoie*	
3	Janet	Hurtado	Spanish Bilingual Qualified
4	Lisa	Cullen*	

Open:

1	Yolanda	Swoopes-Jimenez	Spanish Bilingual Qualified
2	Carol	Perez	Spanish Bilingual Qualified
2	Michele	Lee*	
3	Harold	Bannerman*	
4	Dulce	Dizandi	
4	Lauren	Funiestas*	

Eligibility expires September 6, 2013

Randy Perez
Secretary, Personnel Commission

Date

Dan Lee
Chairperson, Personnel Commission

Date

Berkeley Unified School District
Merit System

Eligibility List for : **Instructional Assistant, Early Childhood Education (Open)**

Written Examination: **December 3, 2012**
Oral Examination: **December 13, 2012**

List Established by Personnel Commission: **January 10, 2013 to expire January 10, 2014**

Open

1	Markeisha	Washington
2	Diana	Ortiz-Rodriguez*
3	Carla	Strauss Jones*
4	Yvonne	Butler*
4	Brigina	Mills
5	Carolyn	Mitchell
5	Carol	Hackler*
6	Yvette	Rodriguez
6	Marilyn	Nebolsky
7	Marian	Dorsey

Eligibility expires October 12, 2013

Randy Perez
Secretary, Personnel Commission

Date

Dan Lee
Chairperson, Personnel Commission

Date

Berkeley Unified School District
Merit System

Eligibility List for : **Instructional Assistant, Special Ed, Attendant (Open)**

Written Examination: **December 4, 2012**
Oral Examination: **December 18, 2012**

List Established by Personnel Commission: **January 10, 2013 to expire January 10, 2014**

Open:

1	Mary	Layton
2	Ronesha	Norwood-Coleman
2	Kristy	Rackliffe
3	Ha-yovel	Yisrael
4	Marchtrenda	Baker
4	Marilyn	Nebolsky
4	Jameila	Owens
5	Keiko	Okazaki
6	Asjonti	Kirk*

Eligibility expires September 6, 2013

Randy Perez
Secretary, Personnel Commission

Date

Dan Lee
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Instructional Technician**
(Open)

Written Examination: **December 3, 2012**
Oral Examination: **December 17, 2012**

List Established by Personnel Commission: **January 10, 2013 to expire January 10, 2014**

Open:

1	Minx	Manuel
1	Harold	Bannerman*
2	Kashauna	Clipps
3	Serah	Blackstone-Fredericks
3	Lauren	Alves
3	Karen	Cagan**
4	Jane	Friedman
5	Courtney	Moffitt
6	Linda	Ballard**
7	Melina	Landry
8	Ameera	Loggins

**** Eligibility expires May 4, 2013***
***** Eligibility expires November 8, 2013***

_____ _____
Randy Perez Date
Secretary, Personnel Commission

_____ _____
Dan Lee Date
Chairperson, Personnel Commission

Berkeley Unified School District
Personnel Commission

TO: Personnel Commission
FROM: Randy Perez, Director, Classified Personnel
DATE: January 10, 2013
SUBJECT: Assign Employee Paulette Butler to Instructional Assistant, Special Education, Attendant classification

Background Information
Paulette Butler currently holds the position of Instructional Assistant, Special Education paid at a range 31. According to both the employee and the Special Education Department, she has been working at the Instructional Assistant, Special Education, Attendant classification at range 33 for the past two years. The Attendant classification differs from the regular IA, Special Ed classification in that the Attendant performs diapering/toileting as well as physically lifting students as required and directed by an Occupational Therapist.

Recommendation:
Approve assigning Ms. Butler to the Instructional Assistant, Special Education, Attendant classification effective January 10, 2013.

2013 Personnel Commission Meeting Dates and Location

The following dates are proposed Personnel Commission meeting dates for calendar year 2013. The location for the meetings will be the Oregon Street Conference Room.

- February 7, 2013
- March 7, 2013
- April 4, 2013
- May 2, 2013
- June 6, 2013
- August 1, 2013
- September 5, 2013
- October 3, 2013
- November 7, 2013
- December 5, 2013

All meetings are tentatively scheduled to begin at 4:00pm

Examinations Administered in the Month of December:

Classification-

Instructional Assistant, Early Childhood Education
Instructional Technician
Instructional Assistant, Special Education Attendant
Instructional Media Technician
Instructional Technician, Cooking
Accountant
Grounds Gardener

New Hires/New Assignments Processed in the Month of December:

Name-	*Classification-*
Natasha Beery	Director, BSEP & Community Relations
Janet Lopez	Senior Personnel Assistant
Ariana Mitchell	Instructional Assistant, Special Ed, Attendant
Oscar Sanchez	Custodian I
Sherman Montgomery	Grounds Gardener
Travis Dennis	School Campus Monitor
Carolyn Mitchel	Instructional Technician

Attachment A

Berkeley Unified School District

Request for Proposal

For

Classified Service Classification & Compensation Study

Release Date:

November 3, 2012

Submittal Deadline:

November 28, 2012

Introduction-

The Personnel Commission of the Berkeley Unified School District invites qualified consultants to submit proposals to conduct a district-wide classification and compensation study for positions in the classified service.

Background

The Berkeley Unified School District (the District) serves over 9400 students within a K – 12 school setting. The District operates 3 preschools, 11 elementary schools, 3 middle schools, 1 comprehensive high school and 1 alternative high school and an adult education school.

The District is one of the oldest Merit Systems in northern California and is under the authority and guidance of the Personnel Commission for classified employees. There are approximately 620 classified employees in 3 units: confidential, classified management and represented staff. The represented staff are comprised of members in the Berkeley Council of Classified Employees (BCCE), and the classified management are either unrepresented or members of Local 21, International Federation of Professional and Technical Engineers. Classified exempt employees such as college assistants are not included in the study.

The last comprehensive classification and compensation study was conducted over a decade ago. Class specifications are outdated and need to be made current with regard to ADA requirements, working environments, essential functions and corresponding skills and abilities. Furthermore, over the past year several employees and/or their unit representatives have made requests to the Personnel Commission to reclassify their positions. Acting upon requests of this nature in piece-meal fashion has most likely disrupted existing salary relationships and/or existing job hierarchies. Yet, the District perpetually defines the work needed to operate a school system that continually strives to deliver better education, and in consequence, several new job descriptions have been created. The challenge posed is: align the new job descriptions to internal pay and classification structures that are outdated, or deviate from these current structures, throw off alignment and possibly cause employee discord.

Objectives

Principally, the goal of the Berkeley Unified School District Personnel Commission is to update our current job descriptions, compete with comparable districts and places of employment, offer fair payment for services, recruit the best talent externally and retain a high-quality workforce.
The following are specific objectives for the study:

- Conduct a thorough job analysis of all classified positions
- Develop and/or update class specifications for all included classifications including the following elements:
  Class Title
  Definition
  Distinguishing Characteristics (if part of a family or if closely related classifications exist)
  Essential Functions
  Minimum Qualifications including the Knowledge, Skills and Abilities
  Desirable Qualifications

Working Conditions including work environment and physical abilities in accordance with accepted ADA requirements

- Conduct a total compensation salary survey of comparable school districts
- Develop a manual detailing the methodology of the study and providing guidance to staff in implementing the system.

Proposed Timeline for Study (19 months)

Mail the Request for Proposal by.....November 3, 2012
Submit Proposal by.....November 28, 2012
Screen Proposals by.....December 7, 2012
Interview firms by.....December 14, 2012
Selection committee recommends firm to Board & PC by.....December 21, 2012
Board approves recommendation of firm by.....January 9, 2013
Personnel Commission approves recommendation of firm by.....January 10, 2013
Initiate classification study by.....January 14, 2013
Complete classification study including Board approval of duties and minimum qualifications by.....June 30, 2013
Initiate employee appeals by.....September 1, 2013
Complete employee appeals by.....November 30, 2013
Initiate compensation study by.....December 1, 2013
Complete compensation study by.....March 31, 2014
Meet & Consult with labor unions by.....May 31, 2014
Board approves of job descriptions by.....June 30, 2014
Personnel Commission approves job descriptions by.....June 30, 2014

Scope of Services-

Classification Plan

1. Meet with designated staff members to validate scope of services, methodology, timelines, and other deliverables.
2. Define the process for communication with administrators and other employees during each step of the study. Meet with, and present information to, employees and District administration.
3. Review position titles (including supervisory/management) and recommend a titling structure which defines consistent levels of responsibility across the organization.
4. Develop a classification strategy that clearly outlines career ladders within class families.
5. Review organizational charts, budgets, personnel rules and regulations, collective bargaining agreements and related information as necessary.
6. Design an appropriate job analysis questionnaire, in hard-copy and electronic format, for distribution to classified employees and their supervisors.

7. Upon receipt of completed questionnaires, conduct interviews with a representative group of employees and appropriate administrators to confirm content accuracy and resolve inconsistencies.

8. Allocate all employees within the scope of the study to an appropriate job title, job class, and FLSA exempt/non-exempt designation.

9. Prepare current and accurate job class specifications (job descriptions) for each position in the Berkeley Unified School District's Classified Service. The class specifications must reflect current duties and position requirements including physical requirements, working conditions and essential functions in compliance with ADA.

10. Describe the process for employees who have inquiries or appeals, and conduct appeals as necessary. Attend Personnel Commission Meetings to present the study's recommendations. Attend appeals hearings held by the Personnel Commission to justify/defend recommendations. Attend Board of Education meetings as appropriate to present study process.

11. Provide a manual of instruction and training materials; provide actual training to appropriate staff to administer the proposed classification system; indicate any technology required.

Compensation Plan

1. Identify survey labor market and benchmark classes for market analysis. Identify comparable and relevant employers.

2. Conduct a comprehensive compensation search using similar school districts and/or other employers with similar class structures.

3. Complete internal salary relationship analysis, including the development of appropriate internal relationship guidelines.

4. Develop externally competitive and internally equitable salary recommendations for each class included within the study.

5. Recommend a salary range to each classification which reflects the results of the market survey and the analysis of internal relationships.

6. Propose a policy and procedure to address employees whose base pay exceeds the maximum of their assigned pay range.

7. Present survey results to management for discussions and decisions on overall pay philosophy and the practicality of acceptance.

8. Assist in the development of a strategy for implementing pay and compensation recommendations and define necessary components in the implementation process.

9. Present data-driven rationale for recommendations, and present findings in report form and orally to the District's Board of Education, Personnel Commission, District's Cabinet, and Management team.

10. Develop and implement a comprehensive employee communications plan to explain the process and final recommendations.

11. Provide a manual of instructions and training materials; provide actual training to appropriate staff to administer the proposed compensation system; indicate any technology required.

Proposal Content-

Consultants must present satisfactory evidence to the Berkeley Unified School District indicating their ability to meet the scope of work detailed in this Request for Proposal. To ensure consistency, proposals must conform to the following format:

A. Cover Letter
B. Table of Contents
C. Sections:
    1. Introduction
    2. Qualifications
    3. Sample Documents
    4. References
    5. Methodology
    6. Timetable
    7. A Proposed Contract
    8. Cost of Services
    9. Other Information

Section 1 – Introduction

Information about the consultant's experience and background, including the number of years of experience providing classification & compensation consulting services

Section 2 – Qualifications

Qualifications of personnel. Please submit résumés of key personnel who will be assigned to this contract

Section 3 – Sample Documents

Samples of questionnaires/surveys and other proposed process materials

Section 4 – References

A minimum of five (5) public school district or agency references including contact person, phone number, address, description of services performed, and dates of service

Section 5 – Methodology

Task-listing of how this classification and compensation study will be accomplished

Section 6 – Timetable

Outline of the proposed time table required for the study to be completed and implemented

Section 7 – A Proposed Contract

Proposed contract for consideration

Section 8 – Cost of Services

Proposed costs for each aspect of the classification & compensation study, as well as the overall costs for the project from beginning to completion

Section 9 – Other Information

Other information necessary for a full understanding of services offered

Deadline for Proposals-

The deadline for submission of five copies of proposals is November 28, 2012 no later than 4:30pm. Proposals must be submitted to the following address:

Randy Perez, Director, Classified Personnel
Berkeley Unified School District
Human Resources Department/Personnel Commission Office – Room 206
2020 Bonar Street
Berkeley, CA 94702

Questions regarding this Request for Proposal should be directed to:

Randy Perez
randyperez@berkeley.net

Method of Selection and Award of Project

Proposals will be reviewed and a selection interview may be held to clarify various aspects of the proposals submitted. Cost of the study, quality of the proposal submitted, and reference checks of prior clients will influence decisions on selection. The Director, Classified Personnel, with the advice of representatives selected by the District and Personnel Commission, will make the final recommendation to the Personnel Commission for awarding the project.

Attachment B

BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department
2134 Martin Luther King, Jr. Way
Berkeley, CA 94704
(510) 644-6150

MEMORANUDM

TO: Commissioners
FROM: Tina Brier
DATE: March 23, 2004
RE: Merge and Modify Maintenance and Trades Supervisor Classification

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BACKGROUND

On July 10, 2001, the Commission approved two job descriptions: one entitled Maintenance Supervisor – Trades and the other entitled Maintenance Supervisor – Equipment. The job descriptions are attached hereto. Thereafter, the District hired two Supervisors – one for each position. However, the District for practical purposes structured the positions as a.m. and p.m. shifts with each supervisor responsible for both Trades and Equipment during their respective shifts.

This request asks that the Commission combine the two jobs into a single Maintenance Supervisor classification. While doing that, however, it would benefit the district to include custodial supervision in the classification. This modification could give the District more flexibility with respect to summer time supervisory responsibilities while principals are absent. This modified job description could also be used to serve the High School which has maintenance, facilities and custodial services in one location, if the responsibilities shift from a certificated to a classified position. For these reasons, the Director feels it would benefit to have the job description broadened and more generalized in place of having two or three job descriptions that would encompass all of these responsibilities. This would also alleviate having to create any additional similar supervisory job descriptions in the maintenance, custodial and facilities area.

Staff Recommendation and Action requested:
Staff recommends and requests that the Commissioners approve the request to combine and modify the maintenance supervisor job description.

Exhibit 10

MAINTENANCE SUPERVISOR

Salary Range 65 $4070-4952
Revised and Approved by Merit Commission:

DEFINITION
Under the direction **of an assigned supervisor** plan, schedule, assign, coordinate, supervise, review and evaluate maintenance, custodial and facilities activities, and personnel, including preventive and emergency and routine maintenance of classrooms, offices, and other facilities, train, supervise and evaluate the performance of assigned personnel.

EXAMPLE OF DUTIES
Essential Functions: Plan, organize, coordinate and review the installation, maintenance, **cleaning** and repair of facilities, systems and equipment; supervise mechanical and structural maintenance and **custodial** activities including **carpentry**, painting, **locksmithing**, plumbing, electrical work, heating and air conditioning and the work of other skilled trades; schedule, assign and review preventative maintenance and emergency repairs of facilities; inspect work in progress and completed work to ensure safe and efficient operations and legal compliance with fire, safety and uniform building codes, communicate with District staff and administrators, vendors and contractors concerning maintenance projects and needs; estimate project materials and costs; ensure that equipment, supplies, parts and other materials are ordered, received, issued, stored and inventoried according to established procedures; train, supervise and evaluate the performance of assigned personnel; maintain records and prepare reports, operate a District vehicle. Perform related duties as assigned.

EDUCATION AND EXPERIENCE
Any combination equivalent to graduation from high school and **either** a) training equivalent to an apprenticeship program in one of the mechanical/electrical trades and five years of increasingly responsible HVAC, plumbing or electrical experience

and/or b) 4 years as custodian and 5 years in lead custodian capacity and experience in training, supervising and directing the work of others. Basic computer systems.

KNOWLEDGE Of:

City, State laws and regulations, principles, methods, practices of effective work coordination and planning, principles and practices of effective supervision and training, oral and written communications skills; record and budget keeping techniques. Knowledge of the safe and proper handling of hazardous and recyclable materials and knowledge of MSDS documentation, desirable.

ABILITY TO:

Plan, organize, coordinate, schedule, review and evaluate maintenance and custodial staff, supervise scheduled maintenance and custodial personnel. Communicate and work cooperatively with others schedule work effectively to meet timelines; supervise assigned personnel; apply and explain rules and policies; up date EMS system. Ability to red blue prints, but not required.

PHYSICAL REQUIRMENTS & WORKING CONDITIONS:

- Required vision (which may be corrected) to read small print
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.
- Required the ability to walk long distances.
- Require the ability to lift, push/pull up to 50 lbs, infrequently.
- May be required to work in inclement weather without effective protection from sun, cold and rain.
- May be required to work around loud noises, and /or foul odors.
- May be required to work around moving mechanical parts or electrical current.
- May be required to work evenings or weekends.

3 PAGES

MAINTENANCE SUPERVISOR-Equipment

Salary Range 65 $4070-4952
Final Filing Date: 8/15/01

DEFINITION

Under the direction of the Director of Plant Operations, plan, schedule, assign, coordinate, supervise, review and evaluate the District's maintenance activities and personnel, including preventive, emergency, and routine maintenance of classrooms, offices, and other facilities. Train, supervise and evaluate the performance of assigned personnel.

EXAMPLE OF DUTIES

Essential Functions: Plan, organize, coordinate and review the installation, maintenance and repair of District facilities, systems and equipment; supervise mechanical and structural maintenance activities including painting, plumbing, electrical work, heating and air conditioning and the work of other skilled trades; schedule, assign and review preventative maintenance and emergency repairs of District facilities; inspect work in progress and completed work to ensure safe and efficient operations and legal compliance with fire, safety and uniform building codes; communicate with District staff and administrators, vendors and contractors concerning maintenance projects and needs; estimate project materials and costs; ensure that equipment, supplies, parts and other materials are ordered, received, issued, stored and inventoried according to established procedures; train, supervise and evaluate the performance of assigned personnel; maintain records and prepare reports, operate a District vehicle. Perform related duties as assigned.

EDUCATION AND EXPERIENCE

Any combination equivalent to graduation from high school and training equivalent to an apprenticeship program in one of the mechanical/electrical trades and five years of increasingly responsible HVAC, plumbing or electrical experience including experience in training and directing the work of others. Basic computer skills desired.

KNOWLEDGE Of:

City, State laws and regulations, principles, methods, practices of effective work coordination and planning, principles and practices of effective supervision and training, oral and written communications skills; record keeping techniques.

ABILITY TO:

Plan, organize, coordinate, schedule, review and evaluate maintenance staff, supervise scheduled maintenance personnel. Communicate and work cooperatively with others schedules; work effectively to meet timelines; supervise assigned personnel; apply and explain rules and policies; update EMS system. Ability to read blue prints, desired but not required.

PHYSICAL REQUIRMENTS & WORKING CONDITIONS:

- Required vision (which may be corrected) to read small print
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.
- Required the ability to walk long distances.
- Require the ability to lift, push/pull up to 50 lbs, infrequently.
- May be required to work in inclement weather without effective protection from sun, cold and rain.

3 PAGES

MAINTENANCE SUPERVISOR-Trades

Salary Range 65 $4070-4952
Final Filing Date: 8/15/01

DEFINITION

Under the direction of the Director of Plant Operations, plan, schedule, assign, coordinate, supervise, review and evaluate the District's maintenance activities and personnel, including preventive and emergency and routine maintenance of classrooms, offices, and other facilities, train, supervise and evaluate the performance of assigned personnel.

EXAMPLE OF DUTIES

Essential Functions: Plan, organize, coordinate and review the installation, maintenance and repair of District facilities, systems and equipment; supervise mechanical and structural maintenance activities including carpentry, painting, locksmiths and work of skilled trades; schedule assign and review preventative maintenance and emergency repairs of District facilities; inspect work in progress and completed work to ensure safe and efficient operations and legal compliance with fire, safety and uniform building codes communicate with District staff and administrators, vendors and contractors concerning maintenance projects and needs; estimate project materials and costs; ensure that equipment, supplies, parts an other materials are ordered, received, issued stored and inventoried according to established procedures; train, supervise and evaluate the performance of assigned personnel; maintain records and prepare reports, operate a District vehicle. Perform related duties as assigned.

EDUCATION AND EXPERIENCE

Any combination equivalent to graduation from high school and training equivalent to an apprenticeship program in one of the mechanical/electrical trades and five years of increasingly responsible HVAC, plumbing or electrical experience including experience in training and directing the work of others. Basic computer skills desired.

KNOWLEDGE Of:

City, State laws and regulations, principles, methods, practices of effective work coordination and planning, principles and practices of effective supervision and training, oral and written communications skills; record keeping techniques.

ABILITY TO:

Plan, organize, coordinate, schedule, review and evaluate maintenance staff, supervise scheduled maintenance personnel. Communicate and work cooperatively with others schedules; work effectively to meet timelines; supervise assigned personnel; apply and explain rules and policies; update EMS system. Ability to read blue prints, desired but not required.

PHYSICAL REQUIRMENTS & WORKING CONDITIONS:

- Required vision (which may be corrected) to read small print
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.
- Required the ability to walk long distances.
- Require the ability to lift, push/pull up to 50 lbs, infrequently.
- May be required to work in inclement weather without effective protection from sun, cold and rain.

- May be required to work around loud noises, and /or foul odors.
- May be required to work around moving mechanical parts or electrical current.
- May be required to work evenings or weekends.