

**Personnel Commission**

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**PROPOSED JOB FAMILY STUDIES REVIEW SCHEDULE**

According to Personnel Commission Rules and Regulations 30.200.8, each classification shall be reviewed every five years. The Comprehensive Classification and Compensation Study was approved in September 2017. Although, the study on each job family should be completed within the same fiscal year, extenuating circumstances may push the completion date.

<b>January 2018 start</b>		
Duplicating <ul style="list-style-type: none"> <li>- Sr. Publications Technician</li> </ul>	Trades <ul style="list-style-type: none"> <li>- SMWI</li> <li>- Heavy Equip. Tech</li> <li>- SMWII</li> <li>- SMWIII</li> <li>- Lead Mtce Wrkr</li> <li>- Dir, MOF</li> </ul>	Health <ul style="list-style-type: none"> <li>- Class. Health Asst.</li> <li>- LVN</li> <li>- SLPA</li> <li>- COTA</li> <li>- Nurse Facilitator</li> <li>- OT</li> </ul>
<b>July 2018 start</b>		
Warehouse <ul style="list-style-type: none"> <li>- Whse Wrkr/Del. Drvr</li> <li>- Storekeeper</li> <li>- Ld Storekeeper</li> </ul>	Technology <ul style="list-style-type: none"> <li>- Computer Repair Tech</li> <li>- Data Support Tech</li> <li>- Computer Supp. Tech</li> <li>- Info Tech Supp Tech</li> <li>- Info Supp Tech Spec</li> <li>- Programmer/Analyst</li> <li>- Database Admin</li> <li>- Network Engineer</li> <li>- Supervisor, Info.</li> <li>- Director, Info.</li> </ul>	Transportation <ul style="list-style-type: none"> <li>- School Bus Att.</li> <li>- School Bus Drvr</li> <li>- Trans Sched/Drvr</li> <li>- Asst. Trainer/Bus Driver</li> <li>- Trainer/Dispatch.</li> <li>- Dispatcher</li> <li>- Supervisor, Trans</li> <li>- Director, Trans</li> </ul>
<b>July 2019 start</b>		
Instruction Support <ul style="list-style-type: none"> <li>- Campus Attendant</li> <li>- Para-Pre</li> <li>- Paraprofessional</li> <li>- Para-Spec Ed</li> <li>- Para-S&amp;L</li> <li>- Para-Bil</li> <li>- SEBA</li> <li>- PP Sped Com Fac</li> <li>- Par/Com Liaison</li> <li>- Behavior Intervention Technician</li> <li>- Interpreter for the Deaf</li> <li>- Trans/Interp</li> </ul>	(Traditionally under Instruction Support) ESS <ul style="list-style-type: none"> <li>- ESS Rec Att.</li> <li>- ESS Prog. Aide</li> <li>- ESS Asst Lead</li> <li>- ESS Site Lead</li> <li>- Supervisor, ESS</li> </ul> Library Services <ul style="list-style-type: none"> <li>- LLRT</li> <li>- Library Services Liaison</li> <li>- Instructional Media Spec.</li> </ul>	Child Nutrition <ul style="list-style-type: none"> <li>- CNSI</li> <li>- CNSII</li> <li>- Elem Kitch Mgr I</li> <li>- CNS Cook</li> <li>- Central Kitch Cook</li> <li>- Elem Kitch Mgr II</li> <li>- MS Kitch Mgr</li> <li>- Cent Kitch Mgr</li> <li>- Supervisor, CNS</li> <li>- Director, CNS</li> </ul>

<b>July 2020 start</b> Administrative Support <ul style="list-style-type: none"> <li>- OAI</li> <li>- Health/Att Tech</li> <li>- OAI</li> <li>- SOA</li> <li>- CN Asst.</li> <li>- StudentDataTech</li> <li>- MOF Asst</li> <li>- Admin Asst. I</li> <li>- Admin Asst. II</li> <li>- SOM</li> <li>- Comm Svcs Fac</li> <li>- Exec Asst. I</li> <li>- Exec Asst. II, to Supt.</li> </ul>	(Under Administrative Support) Human Resources <ul style="list-style-type: none"> <li>- HR Tech Subs</li> <li>- HR Tech</li> <li>- HR Spec</li> <li>- HR Analyst</li> <li>- HR Mgr</li> <li>- Director, Class</li> </ul>	
<b>July 2021 start</b> Business Support <ul style="list-style-type: none"> <li>- Acc. Asst</li> <li>- Acc. Tech</li> <li>- ESS Acct</li> <li>- PB Tech</li> <li>- Buyer</li> <li>- PB Spec</li> <li>- Acc Spec</li> <li>- CNS Acc Spec</li> <li>- Acc Analyst</li> <li>- Sr. Acc Analyst</li> <li>- Supervisor, PB</li> <li>- Internal Audit.</li> <li>- Supervisor, BA</li> <li>- Director, Bus.</li> <li>- Director, Fis</li> </ul>	Custodial & Grounds <ul style="list-style-type: none"> <li>- Custodian</li> <li>- Gardener</li> <li>- Sr. Custodian</li> <li>- Gardener/Equip</li> <li>- Head Custodian</li> <li>- Supervisor, G&amp;G</li> <li>- Supervisor, Fac/Cust</li> </ul>	

**PC Rules and Regulations:**

**30.200.8 - Review of Positions –**

The Personnel Director shall review the duties and responsibilities of positions as necessary to determine their proper classification and shall cause all positions to be reviewed at least once every 5 years. If the Personnel Director finds a position or positions should be reclassified, he shall advise the Administration of his findings. If the Administration verifies the duties of the position, or if the duties are not revised to fit within the current classification, the Director shall report his findings and recommendations to the Commission. He shall also report his findings in cases where his review indicates no change in classification is necessary. (ECS 45256, 45285)