



# Pacifica School District

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*Preparing Students for an Evolving World*

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## MEMORANDUM

*Integrated Services and Human Resources*

Meeting of

01/13/16

**TO:** Wendy S. Tukloff, Ed.D., Superintendent  
For Board of Trustees

**FROM:** Ray Avila, Associate Superintendent

**SUBJECT:** New Job Description: Lead Custodian (LCAP Goal #1 – Attract and Retain)

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### Recommendation

It is recommended that the Board approve the new job description for Lead Custodian.

### Background

As part of the Organizational Review of Business Services and Human Resources presented at the February 25, 2015 Work Study, it was recommended and later approved for the 2015-16 staffing allocation that two positions be added for custodial support. We have been able to add one of the two positions, but a request was made by the new Director of Facilities, Maintenance, and Operations (FMO) to hold on to the second position to allow time for him to observe the needs of the department.

We are now ready to make a recommendation to the Board of Trustees regarding the second custodial support position. With the observation that the night crew is left with little support in the evenings and the increase of responsibilities on the FMO Department to supervise all custodians, it is recommended for a Lead Custodial position to be filled to increase the level of direction, planning, and support for our custodial maintenance staff.

This job description was developed through a collaborative process of surveying our stakeholders throughout the district and has been reviewed by CSEA leadership to encompass the essential duties, responsibilities and abilities necessary for the specific work involved. The qualifications and certifications required are also outlined. This position would require a more advanced skill set than a custodian.

As a new position with more advanced skills, it was determined to place this position at a Range 61 (See attached Classified Salary Schedule that is based on an eight hour day). The salary for a day custodian is Range 51. The fiscal impact has been reviewed and determined the current staffing budget can support filling this position at Range 61 and understand that this is to be an on-going cost.