

Human Resources Committee - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, December 20, 2011

UnitedHealth Group Building

4316 Rice Lake Road

Suite 108

Duluth, MN 55811

6:30 PM

1. Staffing Report Action Items

A. Board Report

2

2. Other Action Items

A. Approval of Job Description for Building Systems Technology
Coordinator (See attachment for the Job Description and Requisition)

5

3. Informational Items

A. *There are no Informational Items at this time.*

4. Future Items

A. *There are no HR Future Items at this time.*

HUMAN RESOURCES ACTION ITEMS FOR:12/20/2011

<u>CERT APPOINTMENT</u>	<u>POSITION/SITE/CLASS&STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
JOHNSON, HOLLY	MEDIA SPECIALIST/.5 PIEDMONT/.5 CONGDON, III 2, C MILLER	12/13/11
LARSON, LISA	GR 4/NETTLETON, III 2, N ZIMMERMAN	01/03/12
WINKLE, MARK	SOCIAL STUDIES/.3 EAST/.2 MORGAN, IV 5, REALLOC OF FTE	10/10/11
Total: 3		

<u>CERT COCURRICULAR</u>	<u>POSITION/LOCATION/EFFECTIVE DATE/STIPEND</u>	<u>EFFECTIVE DATES</u>
ABRAHAMSON, SUSAN	.5 GR 8 ASST VOLLEYBALL/WOODLAND, 11/12, \$500.00	
BERGUM, JOHN	.5 ACADEMIC CLUB/STUDENT CONGRESS/DENFELD, 11/12, \$445.00	
BURNHAM, BERNADETTE	TECHNOLOGY COORD/MACARTHUR, 11/12, \$2378.00	
CARLSON, BENJAMIN	GR 9 ASST GIRLS BASKETBALL/DENFELD, 11/12, \$2492.00	
ERICKSON, SHANE	.5 ACADEMIC CLUB/LINK CREW/DENFELD, 11/12, \$445.00	
FISHER, CHRISTY	.5 ACADEMIC CLUB/LINK CREW/DENFELD, 11/12, \$445.00	
HALVER, DAVID	ACADEMIC CLUB/ROBOTICS CLUB/DENFELD, 11/12, \$890.00	
HALVORSON, MARY	GR 8 VOLLEYBALL/MORGAN, 11/12, \$1000.00	
HUNKEAPILLAR, EMILY	ASST DANIELINE/DENFELD, 11/12, \$1293.00	
HUTCHINSON, KATIE	.5 HEAD ALPINE SKI/EAST, 11/12, \$1523.00	
JANCHAR-BAKER, SUSAN	.5 GR 7 ASST VOLLEYBALL/WOODLAND, 11/12, \$500.00	
KLABER-HARTL, CATHERINE	.5 ACADEMIC CLUB/LINK CREW/DENFELD, 11/12, \$445.00	
LAGRED, VERONICA	.5 GR 8 ASST VOLLEYBALL/WOODLAND, 11/12, \$500.00	
LAGRED, VERONICA	.5 GR 8 VOLLEYBALL/MORGAN PARK, 11/12, \$500.00	
LOFALD, JILL	.5 ACADEMIC CLUB/LINK CREW/DENFELD, 11/12, \$445.00	
MARTIN, ELLEN	.5 ACADEMIC CLUB/LINK CREW/DENFELD, 11/12, \$445.00	
MCKINNON, JAMES	.5 GR 9 ASST FOOTBALL/EAST, 11/12 \$1183.00	
PFINGSTEN, PATRICIA	.5 GR 7 ASST VOLLEYBALL/WOODLAND, 11/12, \$500.00	
ROPPONEN, HILLARY	ASST BOYS SWIMMING/EAST, 11/12, \$2602.00	
SCHINGEN, JOSEPH	ACADEMIC CLUB/SOCRATIC SOCIETY/DENFELD, 11/12, \$890.00	
SEGLEM, SARAH	GR 7 VOLLEYBALL/MORGAN PARK, 11/12, \$1000.00	
STEPHENSON, JACK	.5 HEAD ALPINE SKI/EAST, 11/12, \$1523.00	
ZWAK, MICHAEL	ACTIVITIES DIRECTOR/MORGAN PARK, 11/12, \$1015.00	
Total: 23		

<u>CERT LEAVES</u>	<u>POSITION/LOCATION/LEAVE TYPE</u>	<u>EFFECTIVE DATES</u>
ACHTERHOFF, STACEY	HOMELESS TUTOR/NETTLETON, 1.0 PARENTAL W/O PAY, 1/3-6/8/12 .6 PARENTAL	12/01/11 12/22/11
DEETZ, SUSAN	DCD-M/WOODLAND, P#4125 W/O PAY	11/07/11 11/23/11
FARRELL, BARBARA	ECFE/DW, P#4125 W/O PAY	12/07/11 12/09/11
LARSEN, DAVID	GR 4/MACARTHUR, SUPT APPROVED LEAVE	02/27/12 03/09/12
TAYLOR, DAVID	SCHOOL SOCIAL WORKER/DW, P#4125 W/O PAY	01/11/12 01/13/12
Total: 5		

<u>CERT LONG TERM SUB</u>	<u>POSITION/LOCATION/CLASS & STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
LARSON, LISA	GRADE 3/LAKEWOOD, III 2, J SHYNE, CHANGE IN DATES	09/09/11 11/18/11
THOMPSON, DANIEL	ENGLISH/MORGAN PARK, III 1, L WINDT	11/07/11 12/16/11
WIITANEN, GENEVIEVE	HOMELESS TUTOR/NETTLETON, IV 2, S ACHTERHOFF,(.6 1/3/12-6/8/12)	11/21/11 06/08/12
Total: 3		

<u>CERT RECALL FROM LAYOFF</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
SUNDSTROM, JOLANE	.1 ABE/ALC	11/16/11
Total: 1		

<u>CERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
HANSON, DONNA	KDGN/STOWE, .5 TO .5625	11/07/11 06/08/12
HUMPHREYS, LISA	ECSE/DW, .6 TO .7	10/31/11 01/20/12
LAFONTAINE, LAURA	HEALTH/EAST, 1/6 OVERLOAD	10/03/11 01/20/12
NYBACK, SHEILA	MATH/EAST, 1/6 OVERLOAD	10/06/11 06/08/12
SEIDELMANN, ERIC	SCIENCE/.4 EAST/.2 DENFELD, .4 TO .6	11/07/11 06/08/12
THORNTON, JUDITH	MATH/EAST, 1/6 OVERLOAD	10/06/11 06/08/12
Total: 6		

<u>NONCERT APPOINTMENT</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE DATES</u>
BRIGHT, KELLY	HELPER/MORGAN PARK, 15/38WKS, \$10.05/HR, K STEVENSON	11/14/11
CARLSON, JOSHUA	LICENSED SIGN LANG INTERPRETER PARA/DW, 30/38WKS, \$23.18/HR, REALL FTE	11/07/11
ENGESETH, JERALDINE	HELPER/WOODLAND, 15/38WKS, \$10.05/HR, TEMPOS	10/19/11 06/07/12
GRANT, MARLON	INTEGRATIONS SPECIALIST/DW, 40/41WKS, \$34,702.00, D CROW DOG	11/28/11
HACK, SHERYL	HELPER/MORGAN, 15/38WKS, \$10.05/HR, C FERRARI	11/07/11
HOWES, EDITH	COORD OF INDIAN EDUCATION/HOCHS, I-A 1 \$1465/WK, T SMITH	11/22/11
JARVELA, LISA	OFFICE SUP SPEC INTERMEDIATE/HOCHS/ED EQUITY, 14/39WKS, \$14.94, TEMPOS	10/03/11 06/22/12
KLEVETER, EDWARD	HELPER/DENFELD, 15/38WKS, \$10.05/HR, REALLOC OF FTE	11/07/11
LUNDBERG, SHERRI	HELPER/NETTLETON, 15/38WKS, \$10.05/HR, REALLOC OF FTE	11/07/11
MARTINSON, MARY	HELPER/NETTLETON, 15/38WKS, \$10.05/HR, A YEE	11/21/11
TERRY, JOAN	HELPER/EAST, 15/38WKS, \$10.05/HR, REALLOC OF FTE	11/07/11
TRENBERTH, PENELOPE	HELPER/EAST, 15/38, \$10.05/HR REALLOC OF FTE	11/07/11
ZOLTEK, LORI	HELPER/MACARTHUR, 15/38WKS, \$10.05/HR, H JOUPPI	11/14/11
Total: 13		

<u>NONCERT DECEASED</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
MERRITT, MARY	SPECIAL ED PROG PARA/WOODLAND HILLS	11/23/11
Total: 1		

<u>NONCERT LEAVES</u>	<u>POSITION/LOCATION/TYPER OF LEAVE</u>	<u>EFFECTIVE DATES</u>
EDMUNDS, JEBEH	CULTURAL CENTER PARA/NETTLETON, 'B' PERSONAL W/O PAY, CHANGE IN DATES	09/06/11 11/25/11
GERLACH, ADAM	SCHOOL CUSTODIAN II/MORGAN, 'B' W/O PAY	11/11/11 06/01/12
LIVADAROS, KATHERINE	CULTURAL CENTER PARA/HOMECROFT, 'B' STUDY, W/O PAY, CHANGE IN DATES	09/02/11 11/25/11
MCLELLAN, DEBORAH	HELPER/CONGDON, 'A' PERSONAL W/O PAY	03/27/12 04/12/12
OLSON, DAWN	PHYSICAL THERAPY ASST/MACARTHUR, 'A' PERSONAL, W/O PAY	02/08/12 02/10/12
PEDERSEN, KATHLEEN	HELPER/DENFELD, 'A' PERSONAL W/O PAY	10/31/11 11/04/11
ROSE, TINA	HELPER/EAST, 'A' MEDICAL W/O PAY, CHANGE IN DATES	09/19/11 11/07/11
TAYLOR, PAULINE	HELPER/LOWELL, 'A' PERSONAL W/O PAY	03/05/12 03/09/12
WEYERS, KERRY	SPECIAL ED PROG PARA/DENFELD, 'A' MEDICAL W/O PAY, CHANGE IN DATES	10/13/11 11/29/11
Total: 9		

<u>NONCERT PERM DECREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
FRASER, TERRI	SCHOOL BUS DRIVER II/TRANSPORTATION, .75 TO .625	11/01/11
PIERCE, DIANE	SCHOOL BUS DRIVER II/TRANSPORATATION, 1.0 TO .875	11/01/11
PIKE, JOHN	SCHOOL BUS DRIVER II/TRANSPORTATION, 1.0 TO .875	11/01/11
PORTER, CHRISTOPHER	SPECIAL ED STUDENT SPECIFIC PARA/DENFELD, .90625 TO .78125	12/12/11
SALL, NANCY	LATCH KEY SUPV/LESTER, .75 TO .475	08/29/11
Total: 5		

<u>NONCERT PERM INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
ADAMS, KATHLEEN	SPECIAL ED BW PARA/CONGDON, .5 TO .78125	11/07/11
BARTLETT, TONNA	SCHOOL BUS DRIVER II/TRANSPORTATION, .625 TO .75	11/01/11
CIURLEO, VERONICA	SCHOOL BUS DRIVER II/TRANSPORTATION, .75 TO 1.0	11/01/11
CORA, SUSAN	OFFICE SUPPORT SPECIALIST/INTERMEDIATE/MORGAN, .46 TO 52WKS	10/31/11
DEFRANG, DARCIE	BUS HELPER/TRANSPORTATION, .875 TO 1.0	11/01/11
HUGHES, KRISTEN	OFFICE SUPPORT SPECIALIST/INTERMEDIATE/MORGAN, 44 TO 46 WKS	11/28/11
SIMONSON, HOLLY	SCHOOL BUS DRIVER II/TRANSPORTATION, .75 TO .875	11/01/11
STEVENSON, KATHERINE	HELPER/MORGAN, .375 TO .40625	11/07/11
Total: 8		

<u>NONCERT PROMOTION</u>	<u>NEW POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
BUETTNER, MOLLY	SPECIAL ED BW PARA/HOMECROFT, INSTR PARA/MACARTHUR HDST, \$15.46/HR	11/14/11
LUNDBERG, STEVEN	ENGINEER 3/MACARTHUR, ENGINEER 2/MACARTHUR, \$21.15/HR	07/01/11
OJA, ROSELYN	ENGINEER 4/MACARTHUR, ENGINEER 2/MACARTHUR, \$22.61/HR	08/01/11
Total: 3		

<u>NONCERT RECALL</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
HARTLEY, ATHENA	INSTR PARA/MACARTHUR, HDST, .4375	11/14/11
LIABRAATEN, ELIZABETH	SCHOOL CUSTODIAN II/MORGAN, 1.0	11/03/11
MORRIS, MARY	INSTR PARA/BARNES HDST, .4375	10/31/11
PETERSON, LINDA	INSTR PARA/MACARTHUR HDST, .4375	10/31/11
WARNER, DAWN	OFFICE SUPPORT SPECIALIST/INTERMEDIATE/WOODLAND, 1.0	11/23/11
Total: 5		

<u>NONCERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
FRASER, TERRI	SCHOOL BUS DRIVER II/TRANSPORTATION	11/25/11
KOIVISTO, KEN	SCHOOL CUSTODIAN II/HOCHS, PRESUMED RESIGNATION	11/10/11
Total: 2		

<u>NONCERT TEMP DECREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
GONHUE, KATHLEEN	OFFICE SUPPORT SPECIALIST/INTERMEDIATE/TRANSP, 1.0 TO .8	11/09/11 06/30/12
HAGEN, AMANDA	EXECUTIVE ASST/HOCHS/FINANCE, 1.0 TO .875	10/24/11 12/05/11
Total: 2		

<u>NONCERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
HARTLEY, ATHENA	INSTR PARA/MACARTHUR HDST, .4375 TO .4875	11/14/11 06/08/12
JOHNSON, KATHIE	SATELLITE MGR II/PIEDMONT, .53125 TO .875	10/10/11 06/07/12
MARKLE, PATRICIA	OFFICE SUPPORT SPECIALIST/INTERMEDIATE/BARNES, .5 TO .75	11/16/11 02/03/12
MORRIS, MARY	INSTR PARA/BARNES HDST, .4375 TO .4875	10/31/11 06/08/12
PETERSON, LINDA	INSTR PARA/MACARTHUR HDST, .4375 TO .4875	10/31/11 06/08/12
SUNDEEN, SALLY	SPECIAL ED BW PARA/EAST, .78125 TO .90625	09/12/11 06/07/12
Total: 6		

REQUISITION REPORT

ER115440	BUILDING SYSTEMS TECH COORDIN	STATUS <u>A</u>	REQUESTED DATE: <u>12/05/2011</u>
015NC01787	BLDG SYSTEM TECH COORDINATOR		BOARD APPROVED DATE: _____
LOCATION: <u>015</u> MAINTENANCE CENTER		FTE: <u>1.00000</u>	
FISCAL YR: <u>2011-12</u>		EFFECTIVE YR: <u>C</u>	
BARGAINING UNIT: <u>NONCER</u>			
REASON CODE: <u>10</u> NEW POSITION		REPLACING/AFFECTED EIN: _____	

Start Date: <u>12/05/2011</u>	Start Time: <u>08:00:00</u>	M T W T H F	
Permanent Assignment: <input checked="" type="checkbox"/>	End Time: <u>04:00:00</u>	Days Per Week	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Temp End Date: _____	Fulltime: <input checked="" type="checkbox"/>	FTE: 1.00000	Weeks/Year: <u>52.00</u>

Job Description:

Minimum Qualifications:
Desirable Qualifications:
Comments/Special Instructions: AS LISTED IN P.D. NEW POSITION-BUDGET APPROVED BY THE SCHOOL BOARD ON MARCH 15, 2011

Notes:

Budget Key Code	Object	PCN #	Percentage FTE	Approved Status:
1810015000	117000	015NC01787	100.00	U

HUMAN RESOURCES USE ONLY

Empl ID:(EIN#) _____ NAME: _____

Date Offered: _____ Date Accepted: _____ Start Date: _____

Offer Type: Internal External LTS

Salary Index _____ Range: _____ Step: _____ Next Step Increase: _____

Vacation Time Accrual: _____ Sick Time Accrual: _____ Sick Bank: Oct ___ May ___

Eligibility: Benefits _____ Sick/Personal Leave _____ Holiday _____ Snow Day _____ Vacation _____

Probation: Yes: ___ No: ___ # of months _____

Notes: _____

HR Signature: HTDey Date: 12/5/11

CERTIFIED USE ONLY:

Minnesota Licensure: _____ Degree: _____ No. of Credits: _____

Need to pay for provisional: Yes / No Variance Needed for Position: YES / NO Count as Tenure: YES / NO

<u>Title of Immediate Supervisor:</u> Supervisor of Maintenance and Construction	<u>Department:</u> Facilities Management	<u>FLSA Status:</u> Exempt
<u>Accountable For (Job Titles):</u> Not Applicable		<u>Pay Grade Assignment:</u> Non-Certified Business Division Administrators' Association, Weekly Salary Schedule, Non-Certified Administrators, Pay Class VII

General Summary or Purpose Of Job:

Provide tier 1 support for facilities staff. Process and review work orders for installation and troubleshooting of facilities / district hardware and software. Troubleshooting will include working hand in hand with District personnel, to including Maintenance and Operations. This position will be responsible for the operation, troubleshooting, and repair of electrical / electronic systems or components up to, but not including the “mechanical” component or device. This includes district wide support for Energy Management Systems, Access Control Systems, Security Systems, Public Address Systems, Bell Systems, Fire Alarm Systems, Clock Systems, Lighting Control Systems, and other district technology / systems as assigned.

DUTY NO.	ESSENTIAL DUTIES: (These duties and frequencies are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Installs and assists in configuring, administering, and maintaining district hardware, software and operating systems.	Daily 5%
2.	Responds to work orders from users needing assistance with district hardware and software.	Daily 90%
3.	Talk with co-workers in order to research problems and find solutions and upgrades for existing systems.	As required
4.	Work with software and hardware vendors and other technology department staff to request service regarding defective products.	As required
5.	Makes recommendations for system improvements.	Monthly 5%
6.	Performs other duties of a comparable level or type.	As required

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

- Requires a minimum of a four year baccalaureate degree in computer science, management information systems, or similar degree; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.
- Experience in Microsoft Windows XP or higher.
- Must have valid driver's license and a personal vehicle

Desirable Qualifications:

- Microsoft certification.
- Altiris experience.
- Knowledge of Microsoft Active Directory (AD).
- Energy Management control experience.
- Prior K12 work experience in the following:
 - Access Control.
 - Access Control Credentialing.
 - CCTV.
 - Building Security Systems.
 - Public Address Systems.
 - Bell Systems.
 - Fire Alarm Systems.
- Clock Systems.
- Lighting Control Systems.

Certification or Licensing Requirements (prior to job entry):

- Certification assigned hardware and operating systems. (Preferred)
- Certification in the current Microsoft Windows Operating System. (Preferred)
- Must have valid driver's license

Knowledge Requirements:

Requires knowledge of:

- Experience in Microsoft Windows XP or higher.
- Documented training or work experience in assigned hardware and operating systems.

Skill Requirements:

Skilled in:

- Technical Troubleshooting skills
- Customer service and communication.
- Technical writing and documentation.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk			√	
Sit			√	
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms		√		
Climb or balance		√		
Stoop/kneel/crouch or crawl		√		
Talk and hear			√	
Lift & Carry: Up to 10 lbs.		√		
Up to 25 lbs.		√		
Up to 50 lbs.		√		
Up to 100 lbs.	√			
More than 100 lbs.	√			

General Environmental Conditions:

Working in our schools

General Physical Conditions:

Work can be generally characterized as setup, troubleshooting, and manipulation of computer controlled highly technical District equipment.

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)	√	
Distance Vision (20 ft. of more)	√	
Color Vision	√	
Depth Perception	√	
Peripheral Vision	√	

Job Classification History:

Classification reviewed and revised by Human Resources, 11/9/2011. Reviewed and revised by Bjorklund Compensation Consulting, 11/16/2011.