



**HUMAN RESOURCES DEPARTMENT**

**Date:** April 21, 2010

**M E M O R A N D U M**

**To:** ALL CLASSIFIED PERSONNEL

**From:** DR. THOMAS A. GLOVER, DIRECTOR OF HUMAN RESOURCES

**Re:** ANNOUNCEMENT OF CLASSIFIED VACANCIES

**Deadline date for these vacancies is Tuesday, April 27, 2010, at 4:30 pm unless otherwise noted.**

NOTE: Please review job descriptions for qualifications required for positions. Current descriptions are available for review at each site/department office, administration center or at [www.suhsd.k12.ca.us](http://www.suhsd.k12.ca.us). Any required certificates must be on file with the Human Resources Department no later than three working days following the application deadline date. Typing and/or shorthand certificates must be dated within the last 12 months. Salary starts at Step 1 with maximum of Step 4.

**SPECIAL INFORMATION:**

Qualified applicants will be given examinations which may consist of: evaluation of training/experience, written tests, performance tests and/or a qualifications appraisal interview. *Offers of employment are contingent upon successful completion of a pre-placement medical examination, which includes drug and alcohol testing. Evidence of freedom from active tuberculosis and the submission and clearance of fingerprint is required prior to initial service.*

POSITION #CL10-636-MAI  
Maintenance Dept.

**HVAC & REFRIGERATION TECHNICIAN**

8 hrs/day, 261 workdays  
Salary Range 64: starting at \$24.80 per hour  
**Must have EPA Refrigerant Certification.**  
**Valid Driver's License & Evidence of Insurability.**  
*Internal Applicants Only.*

POSITION #CL10-637-TRA  
Transportation Dept.

**BUS DRIVER**

6.5 hrs/day, 228 days/yr  
Salary Range 52: starting at \$18.51 per hour  
Plus 2.5% split shift differential.  
**Valid CPR & First Aid certificate required.**  
**Valid Commercial Driver's License with passenger and air brake endorsements required.**  
**Driver certificate for school bus operation required.**  
**Valid medical card required.**

POSITION #CL10-638-CVH

**FOOD SERVICE ASSISTANT I**

Chula Vista High School

3.5 hrs/day, 207 days/yr  
Salary Range 38: starting at \$13.14 per hour  
**Valid Food Handler's certificate required.**  
**Must pass classified position exam.**  
**(3.5 hrs/day position do not include health benefits.)**

POSITION #CL10-639-CVH  
Chula Vista High School

**FOOD SERVICE ASSISTANT I**  
3.5 hrs/day, 207 days/yr  
Salary Range 38: starting at \$13.14 per hour  
**Valid Food Handler's certificate required.**  
**Must pass classified position exam.**  
**(3.5 hrs/day position do not include health benefits.)**

POSITION #CL10-640-MVH  
Mar Vista High School

**FOOD SERVICE ASSISTANT I**  
4 hrs/day, 207 days/yr  
Salary Range 38: starting at \$13.14 per hour  
**Valid Food Handler's certificate required.**  
**Must pass classified position exam.**

POSITION #CL10-641-SYH  
San Ysidro High School

**INSTRUCTIONAL HEALTH CARE ASSISTANT**  
7.5 hrs/day, 206 workdays  
Salary Range 46: starting at \$15.99 per hour  
**Valid CPR & Food Handler's certificates required.**  
**Must pass the SUHSD Proficiency exam *or* have completed 48 semester units *or* Associate Degree.**  
**Position subject to end 6/4/10.**  
***Internal Applicants Only.***

POSITION #CL10-642-SYH  
San Ysidro High School

**INSTRUCTIONAL HEALTH CARE ASSISTANT**  
7.5 hrs/day, 206 workdays  
Salary Range 46: starting at \$15.99 per hour  
**Valid CPR & Food Handler's certificates required.**  
**Must pass the SUHSD Proficiency exam *or* have completed 48 semester units *or* Associate Degree.**  
**Position subject to end 6/4/10.**  
***Internal Applicants Only.***

## **IMPORTANT INFORMATION – PLEASE READ**

All persons interested in these vacancies should complete the Human Resources Department Form 8027, available in your principal's/supervisor's office or the Human Resources Department. Applications submitted after the deadline will not be considered. Principals/Supervisors will be informed as to the transfer requests of the employees interested in the opening(s) under their supervision. They will be asked to examine the personnel files of all candidates and review their qualifications. Interviews will be established through the school site/department.

PLEASE NOTE: For positions on this posting designated as being in the Operations Support Services Unit, the Office-Technical and Business Services Unit, or the Paraprofessional Unit, the following collective bargaining provision applies:

Membership in CSEA is not compulsory; however, any unit member (including new employees) who is not a dues-paying member of the CSEA shall pay CSEA a service fee, which is equal to CSEA's annual dues. This service fee payment shall be made either through payroll deduction or direct payments to CSEA.

***“As a condition of employment, any new employee to this unit shall be required to sign a payroll authorization form to pay dues or a service fee to the CSEA as provided in this Article. New employees may be exempted only as provided in Section 3.3 of this article.”***

Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy 0410.