

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

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Memorandum

To: Personnel Commission
From: John R. Caldecott, Director of Classified Personnel
Date: 10-25-07
Subject: **Modification of Job Description – Grounds Equipment Operator**

At the last Personnel Commission meeting, the Commission approved the addition of a DMV licensing requirement for this assignment. Since that date, staff has learned that the gross weight of the vehicle which will be purchased and used by the incumbent in this assignment exceeds the maximum allowed for the previous license level.

Therefore, it is recommended by the Administrative Director of Facilities Support Services, based on a clarification of the law provided by Pam Johnson, Transportation Operations Supervisor, that the Grounds Equipment Operator job description be modified to include a requirement of a **Class A** California Driver's License with no restrictions for driving with air brakes. The incumbent must obtain this license within the first six-months (during the probationary period) of employment.

It is recommended that the members of the Personnel Commission approve the modification of the Grounds Equipment Operator job description with no change in salary.