

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
400 Golden Shore
Long Beach, CA 90802-4210
(562) 951-4411

Date: May 31, 2006

Code: HR 2006-12

To: CSU Presidents

From: Jackie R. McClain 
Vice Chancellor
Human Resources

Subject: **Updated Classification and Qualification Standards – Custodial Series and Laborer Classification**

Human Resources is pleased to provide updated Classification and Qualification Standards for the Custodian (class code 2010), Lead Custodian (class code 2015), and Laborer (class code 6223) classifications. The classification standards have been updated to better reflect the current range of work performed on campuses. Final Classification and Qualification Standards are provided in Attachment A and incorporate feedback from campus management and employees during the systemwide review process.

Pursuant to a Side Letter of Agreement reached between the California State University (CSU) and the California State University Employees' Union (CSUEU), the updated classification standards are effective July 1, 2006. For complete details regarding implementation of the updated classification standards please refer to the Side Letter of Agreement (Attachment B).

Classification and qualification standards also can be viewed and printed at Human Resources Classification Standards Web site:
<http://www.calstate.edu/HRAdm/Classification/index.shtml>.

This memorandum also is available on Human Resources Administration's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>. Questions regarding this coded memorandum may be directed to Human Resources Administration at (562) 951-4411.

JRMcC/gc

Attachments

Distribution:

Vice Presidents, Administration
Human Resources Directors
Facilities/Plant Directors

Executive Deans
HR Professionals



Custodial Series

Classification Title	Class Codes	Date Established	Date Revised
Custodian	2010	09-01-82	07-01-06
Lead Custodian	2015	09-01-82	07-01-06

OVERVIEW:

The Custodial series is comprised of two classifications, Custodian and Lead Custodian. The series is designed for positions that provide general cleaning and custodial care and support for assigned campus buildings, facilities, structures and adjacent areas and/or portions thereof, including, but not limited to, campus offices, classrooms, science laboratories, art rooms, auditoriums; gymnasiums, locker rooms, health and child care centers; student residences, patios, entryways and walkways, and workshops. Custodial staff may work independently or as part of a custodial team.

CUSTODIAN

Custodians perform a wide range of custodial and related duties for assigned campus areas. The following examples of typical work activities are meant to illustrate the general range of work functions performed by custodians; they are not meant to be an all-inclusive or restrictive list of custodial-related work. Work assignments may involve related activities and may be focused in one area or vary on a regular basis.

- ◆ Clean and maintain assigned areas, including such activities as dusting and cleaning all surfaces; removing trash and recyclables; cleaning and disinfecting restrooms and replenishing supplies; cleaning glass doors, windows, and blinds; cleaning off graffiti; cleaning furniture and upholstery; cleaning light fixtures; polishing woodwork and metal surfaces; cleaning stairwells, walkways, and elevators; and performing general housekeeping.
- ◆ Clean and maintain campus floors, including sweeping; dry and/or wet mopping; stripping, sealing, waxing, and polishing floors; vacuuming; spot and full cleaning of carpets; and use and care for powered floor cleaning equipment.
- ◆ Provide custodial support, including activities such as responding to custodial/cleaning emergencies; gathering and delivering recyclables to areas of central aggregation; replacing lamps in light fixtures; safeguarding assigned areas from unauthorized use and access by locking and unlocking doors and windows; arranging and setting up furniture, equipment, and related items; and making minor repairs and adjustments to equipment and furniture, such as oiling doors, tightening screws, and replacing foos on chairs and tables.
- ◆ Provide general campus support by reporting facility repair needs identified during custodial rounds; checking fire extinguishers to ensure they are full; serving as a special event custodian; and participating in campus event set-up and clean up, including moving bleachers.
- ◆ Identify and organize necessary work materials and equipment, which may include loading and unloading cleaning supplies, and materials.
- ◆ Operate and maintain appropriate hand and powered equipment and tools, supplies, and materials to perform assigned duties. Some positions may be required to use a motor vehicle, such as a truck or electric cart to transport custodial equipment, materials, and supplies.

TYPICAL QUALIFICATIONS:

Knowledge and Abilities:

A basic knowledge of the methods, materials, and equipment used in custodial work is preferred. Ability to read and write at a level appropriate for the duties of the position; follow verbal and written instructions to ensure safety; operate and care for custodial equipment and supplies applicable to the position; use custodial systems such as those used to track work orders and two-way radios for communication; observe safety requirements and safe work practices and methods as required; perform work involving regular physical activity; and establish and maintain cooperative work relationships. Some positions **may** require the ability to safely move up to 50 pounds and/or possession of a valid driver's license.

Lead Custodian

In addition to performing the full range of custodial work described above, Lead Custodians are distinguished from Custodians by the assignment of lead work direction for one or more employees engaged in custodial work. The following examples of typical work activities are meant to illustrate the general range of work functions performed by Lead Custodians; they are not meant to be an all-inclusive or restrictive list of lead custodial-related duties.

- ◆ Perform the full range of custodial work as needed; assist custodial staff in performing their duties; and provide support during absences.
- ◆ Train and instruct others in the performance of their duties, including appropriate custodial practices and techniques, and the safe use of equipment and materials.
- ◆ Assign, review, and inspect the work of assigned staff, including completing inspection forms. Assist in maintaining employee time records and reporting absences and provide input to employee evaluations.
- ◆ Coordinate custodial support for campus events.
- ◆ Identify and report equipment, supply, and repair needs. Identify and order necessary supplies and materials.

TYPICAL QUALIFICATIONS:

In addition to the qualifications identified for a Custodian, the Lead Custodian also must possess:

Knowledge:

Demonstrated working knowledge of the methods, materials, chemicals, and equipment used in custodial work and of the safety and sanitation practices and measures required. Working knowledge of effective lead/supervisory practices and techniques.

Abilities:

Ability to provide lead work direction, including training others in proper work methods and safety and providing feedback on work performance; read and write English at a level appropriate for the duties of the position; use computers to track work orders and order supplies and materials; establish, promote and maintain cooperative work relationships with others; and analyze situations and take appropriate action. Some positions **may** require possession of a valid driver's license.

Experience:

Prior experience, which has provided the knowledge, skills and abilities described above and which has included providing on-the-job training and leadership to others. Typically, this would require one to two years of related custodial experience.



Laborer

Class Code: 6223

Date Established: 09-01-82

Date Revised: 07-01-06

OVERVIEW:

The Laborer classification is used for positions primarily performing general, unskilled manual labor.

TYPICAL ACTIVITIES:

The following examples of typical work activities are meant to illustrate the general range of work activities performed by a laborer; they are not meant to be an all-inclusive or restrictive list of laborer-related duties. Work assignments may involve related activities and may be focused in one area or vary on a regular basis.

- ◆ Move heavy objects such as furniture, equipment, materials, and supplies; assist in campus event set-up; and load and unload furniture, equipment, supplies, and materials.
- ◆ Clean assigned areas, including such activities as removing construction debris; cleaning gutters, culverts, and other drainage structures; power washing assigned areas; cleaning roadsides, streets, and related areas; cleaning applicable equipment; and assisting in other cleaning projects.
- ◆ Remove and haul waste and recyclables from areas of central aggregation, special events, and special clean-up sites.
- ◆ Assist crafts and construction workers by performing unskilled tasks such as preparing work areas; performing rough repair work; tearing down structures; patching pavement; and performing pick and shovel work.
- ◆ Assist in grounds maintenance, including such activities as pruning, trimming and spraying trees and shrubbery; removing undergrowth and debris; and using a spade, hoe, or rake to prepare or clean assigned areas.
- ◆ Operate and perform basic preventive maintenance on appropriate hand and powered equipment and tools, supplies, and materials. Some positions may be required to use a motor vehicle to transport and deliver heavy or other items.

TYPICAL QUALIFICATIONS:

Knowledge and Abilities:

Ability to read and write at a level appropriate for the duties of the position and follow verbal and written instructions to ensure safety; perform regular strenuous manual labor; and safely move heavy items in excess of 50 pounds. Some positions **may** require possession of a valid driver's license.

Side Letter of Agreement
Custodial Series/Laborer Classification Implementation
Effective July 1, 2006

This Memorandum of Understanding constitutes the entire agreement between the California State University (CSU) and the California State University Employees' Union (CSUEU), and satisfies all bargaining obligations resulting from meeting and conferring pursuant to HEERA and Article 17 of the parties Collective Bargaining Agreement on the issue of the impact of the implementation by the CSU of the updated Custodian (class code 2010), Lead Custodian (class code 2015), and Laborer (6223) classifications (hereinafter referred to as Subject Classifications). The CSUEU was provided copies of the classification standards used as the subject of discussion between the parties pursuant to provision 17.12 of the Agreement.

In accordance with the foregoing the parties hereby agree as follows:

- The updated Subject Classifications will be implemented effective July 1, 2006.
- The parties agree that there will be no adverse impact for employees in existing positions who do not meet the updated typical qualifications incorporated into the updated standards for the Custodian (class code 2010) and Lead Custodian (class code 2015) classifications. The new qualifications may apply, where appropriate, to new recruitments after the implementation date for the Subject Classifications. However, if an employee is in a position that already requires one of the updated typical qualifications, such as a valid driver's license, then this requirement will remain in the position and the employee will be expected to maintain the ability to meet this requirement. This requirement must be documented in the employee's position description and/or job posting. In cases where new technology is being used, appropriate training will be provided to all employees.
- The implementation of the updated Subject Classifications will not have any adverse impact on the employment status of any incumbent employees in the Subject Classifications, including such factors as probation, permanent status, anniversary date or seniority points.
- Pursuant to Article 3, campus management retains the right to assign and organize work to best meet campus operational needs. While Custodians or Lead Custodians may be assigned incidental work also covered by the Groundskeeper or Laborer classifications, it is not the intent of this implementation for Custodians to assume Groundskeeper or Laborer work.
- The implementation of the revisions to the Subject Classifications shall not adversely affect the existing re-employment status of former employees in the Subject Classifications pursuant to Article 24. The new standards, such as the driver's license or the 50 pound lifting requirement shall not be the basis for denying the recall of former employees on the re-employment list as of the implementation date above, unless the requirement existed in the job posting when the employee was hired.

For CSU:

Paul Verellen 5/18/06
Paul Verellen (Date)
Labor Relations Manager

For CSUEU:

Sharon Cunningham 5/18/06
Sharon Cunningham (Date)
Chair BU 5

Gina Caywood 5/18/06
Gina Caywood (Date)
Interim Senior Director
HR Administration

Bill Patton
Bill Patton (Date)
Vice Chair BU 5

Dennis Dillon 5/18/06
Dennis Dillon (Date)
VP for Representation

Jorge Salinas 5/18/06
Jorge Salinas (Date)
Senior Labor Relations Representative