



**Vision: To Provide an Environment of Opportunity that Encourages Excellence, Promotes Community, and Supports All Students to Maximize Their Potential.**

**Special Governing Board Agenda  
Wednesday, August 25, 2021  
5:00 PM Open Session**

**MEETING VIA ZOOM**

**[Meeting Zoom Link](#)**

**Meeting ID: 941 3161 3712**

**Passcode: 370079**

**1.0 Call to Order – 5:00 PM**

**2.0 Open Session**

**Pledge of Allegiance**

President – Seth McGrath

Vice President – Jeana McClendon

Clerk – Carla Diaz

Board Members – Kendra Dwelley Guimaraes and Anita Gage

**3.0 Approval of Agenda Order**

The Board reserves the right to change the order in which agenda items are discussed and/or acted upon at this meeting. Subject to further action by the Board, the agenda for

this meeting is to be approved as presented. Items may be added to this agenda for discussion or action only as permitted by the Brown Act.

**4.0 Public Comment**

To the extent permitted by law and in accordance with Board Policy, members of the public may address the Board concerning any item of interest within the subject matter jurisdiction of the Board. No discussion or action shall be taken on any item not appearing on the Agenda. Please keep your comments concise, brief and limited to three (3) minutes. The Board shall limit the total time for public input on each item to twenty (20) minutes.

**5.0 Items for Report, Discussion and Possible Action**

**5.1** Report, Discussion and Possible Action to approve the FUHSD COVID-19 Data Technician job description – Report by Clint Duey and Glen Senestraro

**6.0 Adjournment**

*In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Superintendent's Office at (707) 725-4462 or [district@fuhsdistrict.net](mailto:district@fuhsdistrict.net). Notification by Friday noon preceding the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.*

*Written materials distributed to the FUHSD Board of Trustees within 24 hours of the Board meeting are available for public inspection immediately upon distribution at the Superintendent's Office 735 13<sup>th</sup> Street, Fortuna, CA 95540.*

*NOTICE: Any writing, not exempt from public disclosure under Government code Section 6253.5, 6256, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22, which is distributed to all or a majority of the members of the governing board by any person in connection with a matter subject to discussion or consideration at an open regular meeting of the board is available for public inspection at the Superintendent's office.*

## **FUHSD COVID-19 DATA TECHNICIAN**

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### **Purpose Statement**

The job of COVID-19 Data Technician plans, coordinates, and performs activities related to the support and operation of the District's COVID-19 protocols and policies. Confers with administration and staff to provide support, documentation, reporting to Public Health, communicating with parents, working with antigen testing, and performs related work as assigned.

### **Essential Functions**

- Provides clerical services to reporting COVID-19 antigen test results to the proper company and/or department
- Provides clerical services and communication to parents regarding COVID-19 protocols and quarantine instructions and guidelines
- Works with administration and staff to coordinate the testing schedule and results
- Reports data to multiple agencies and departments within and outside of District
- Maintain confidential COVID-19 files for the district
- Participates in district-mandated and job-specific trainings
- Monitors spreadsheets and databases for accuracy and data integrity
- Maintains confidentiality of sensitive employee and student information
- Works with administration and staff to determine affected students
- Communicates with parents/guardians regarding COVID status and testing protocols
- Other duties as assigned

### **Other Functions**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

### **Job Requirements - Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple technical tasks with a potential need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment; planning and managing projects; problem solving, logical thinking, preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situation to define issues and draw conclusions related to data management. Specific knowledge based competencies required to satisfactorily perform the functions of the job include; enterprise computer applications; PC applications; school operations; work process analysis techniques; and database management systems, concepts, and usage.

ABILITY is required to schedule activities; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a variety of circumstances; work with data utilizing specific, define processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. In working with others, independent problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the function of the job include: communicating with persons of varied technical knowledge and backgrounds; establishing and maintaining effective working relationships; working as part of a team; adapting to changing priorities; setting priorities; meeting deadlines and schedules; working with detailed information/data; and applying logical processes and analytical skills.

**Responsibility**

Responsibilities include: working under limited supervision using standardized routines; providing information and/or advising others. Utilization of some resources from other work units may be required to perform the jobs functions. There is a continual opportunity to significantly impact the organization’s services.

**Working Environment**

The usual and customary methods of performing the jobs functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 75% sitting, 10% walking and 15% standing. The job is performed under minimal temperature variations.

**Minimum Qualifications**

**Experience**

Skilled in Excel, Word, Web-based tools and Aeries

**Education**

High school diploma or equivalent

**Required Testing**

Drug/Alcohol Testing

**Certificates & Licenses**

None Specified

**Continuing Education/Training**

None specified

**Clearances**

Criminal Justice/fingerprint clearance  
TB clearance

**FLSA Status**

Non-exempt

**Classified Salary Range**

Adopted: 8 September 2021

FORTUNA UNION HIGH SCHOOL DISTRICT  
Fortuna, California