

Custodian Series

California State Personnel Board Specification

Series established June 1, 2017

Salary Information

Salary Information In Alphabetical Order by Class Title

Class Codes	Class Titles	Probation Period
2011	Custodian	6 months
2003	Lead Custodian	6 months
2002	Custodian Supervisor	12 months
2001	Senior Custodian Supervisor	12 months

DESCRIPTION OF LEVELS (Series)

Persons appointed to positions in this class series at the Department of Corrections and Rehabilitation (CDCR), California Prison Authority (CALPIA), or Department of State Hospitals (DSH): Must possess an empathetic understanding of patients/inmates in a state correctional facility. Must be willing to work in a correctional facility and comply with safety and security procedures and interact with staff and inmates or youthful offenders from a wide range of cultural backgrounds in a professional manner.

Persons appointed to these positions in this class series at CDCR, CALPIA, or DSH are expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations without compromising their health and well-being or their fellow employees, and/or inmates or youthful offenders.

CUSTODIAN

Under supervision, to perform custodial services in keeping an assigned office, building, area, correctional facility, or medical facility clean and orderly; may instruct, lead, or provide instruction to inmates, youthful offenders, or institutional residents; sweeps, scrubs, mops and waxes floors; vacuums rugs and carpets; cleans dusts and polishes cabinets, furniture and woodwork; empties and cleans waste receptacles; cleans stairways, escalators, elevators, hallways, restrooms, offices, lobbies, patient rooms, exam rooms and emergency rooms; cleans ceilings, walls, windows, window shades, and light fixtures; assists in moving and arranging furniture and equipment as required; polishes metal work; turns out lights and locks doors and windows; refills lavatory and housekeeping supplies; makes beds and cares for linens; replaces light globes and tubes; operates scrubbers, buffers, waxers, and other equipment and machinery; operates a freight or passenger elevator; directs visitors around facilities and keeps records.

LEAD CUSTODIAN

In addition to the duties listed above, works with, leads and gives instruction to custodians, inmates, youthful offenders, or institutional residents engaged in keeping an assigned office, building, area, correctional facility, or medical facility clean and orderly; as assigned, leads the work of a small specialist crew; assists with the evaluation of the performance of employees and

recommends appropriate action; requisitions, receives, inspects, stores, and inventories supplies; receives complaints of building occupants and makes or recommends necessary adjustments; and keeps records and prepares reports.

CUSTODIAN SUPERVISOR

In addition to the duties above, plans, organizes, supervises, and assists with the cleaning and custodial work of custodians, inmates, youthful offenders, or institutional residents; evaluates their performance and takes or recommends appropriate action; supervises the operation of custodial machinery and equipment; makes inspections and maintains custodial practices and standards of safety and sanitation; as assigned, acts for the Senior Custodian Supervisor in his/her absence; trains new employees; plans, organizes, directs the work, and supervises Lead Custodians and Custodians.

SENIOR CUSTODIAN SUPERVISOR

Under direction, plans, organizes, directs and supervises the cleaning and custodial services of lower level employees and the Custodian Supervisor; assists in developing a training program; protects and maintains the safety of persons and property; may instruct, lead, or supervise inmates, youthful offenders, or institutional residents; assigns work, supervises, and gives instruction and training to custodial employees, inmates, youthful offenders or institutional residents; evaluates their performance, and takes or recommends appropriate action; supervises the operation of custodial machinery and equipment; makes inspections and maintains custodial practices and standards of safety and sanitation; requisitions, receives, inspects, stores, and inventories supplies; receives complaints of building occupants and makes or recommends necessary adjustments; keeps records and prepares reports.

COMPETENCIES

CUSTODIAN

Knowledge of: Materials, chemicals, disinfectants, equipment, and methods used in professional cleaning work; sanitation and safety measures in the operating, cleaning and care of equipment and work areas; and safety practices.

Ability to: Safely use and care for equipment and supplies; safely use manual and/or electric cleaning equipment; keep accurate inventories; follow directions; learn and perform routine custodial tasks; work courteously and cooperatively with others; safely lift and carry objects weighing up to 50 pounds; identify and resolve complex issues as it relates to custodial functions; utilize acceptable work habits and meet established standards; and communicate effectively.

Ability to, in the Department of Corrections and Rehabilitation (CDCR), California Prison Authority (CALPIA) and/or State Hospitals (DSH): All of the above, and maintain order and supervise the conduct of persons committed to the CDCR; prevent escapes and injury of these persons, to themselves, to others, and to property; maintain security of work areas and work materials.

LEAD CUSTODIAN

Knowledge of: all of the above and training techniques; procurement documents for cleaning supplies; and personal computer hardware and/or software products.

Ability to: all of the above, and promote positive, collaborative and professional working relationships; facilitate meetings to provide information and determine action needed; plan, organize and/or manage multiple tasks; and work independently or as a team member.

CUSTODIAN SUPERVISOR/SENIOR CUSTODIAN SUPERVISOR

Knowledge of: all of the above and principles of effective supervision; training methods; use of purchase orders for cleaning supplies and equipment; supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment.

Ability to: all of the above, including the specific requirements within CDCR, CALPIA and/or DSH, and plan, organize, and direct the work of others; conduct in-service training programs; keep inventories and make requisitions; analyze situations accurately and adopt an effective course of action; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

As a supervisor, you are expected to understand and demonstrate the Supervisory leadership competencies.

Some positions in these classifications may be subject to Government Code section 19816.20.

MINIMUM QUALIFICATIONS

All employees must have general qualifications as described by California Code of Regulations, title 2, section 172.

CUSTODIAN

Equivalent to graduation from high school or six months of professional cleaning experience.

LEAD CUSTODIAN

One year of professional cleaning experience.

CUSTODIAN SUPERVISOR

Two years of professional cleaning experience, with at least one year leading, directing, and giving instruction and training to a group of custodians, inmates, youthful offenders, or institutional residents engaged in cleaning services.

SENIOR CUSTODIAN SUPERVISOR

Three years of professional cleaning experience, with at least two years supervising, directing, and giving instruction and training to a group of custodians, inmates, youthful offenders, or institutional residents, engaged in cleaning services.

PREFERRED OR DESIRABLE QUALIFICATIONS

All levels:

Must be willing to work evenings, weekends and overtime.

CLASS HISTORY

Class	Date Established	Date Revised	Title Changed
Custodian	1931	05/04/2017	07/20/2004
Lead Custodian	07/09/1954	05/04/2017	07/20/2004
Custodian Supervisor	07/09/1954	05/04/2017	06/01/2017
Senior Custodian Supervisor	07/09/1954	05/04/2017	06/01/2017



CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

1515 S Street, North Building, Suite 400
Sacramento, CA 95811

Governor Edmund G. Brown Jr.
Secretary, Government Operations Agency Marybel Batjer
Director Richard Gillihan

DATE: June 1, 2017

TO: Five-Member State Personnel Board

FROM: Jamie Inderbitzen, Project Manager
Class Consolidation Project

Kevin Sperry
Personnel Program Consultant

SUBJECT: Custodian Classification Consolidation

SUMMARY OF ISSUES:

Streamlining and updating the state's classification system is a key component of CalHR's Strategic Plan, and of the larger Civil Service Improvement initiative spearheaded by the Government Operations Agency to improve California's civil service human resource processes. CalHR has completed work to simplify the current classification plan by significantly reducing the number of existing classifications, thereby providing greater flexibility to departments in meeting their hiring challenges.

Consolidating department-specific and statewide custodial/housekeeping classifications into one statewide custodian series is integral to the success of the initiatives mentioned above. This board item proposes to:

- Revise the four existing statewide classifications of Custodian, Lead Custodian, Custodian Supervisor II, and Custodian Supervisor III; and
- Place Footnote 24 on four classifications in order to abolish those classifications upon vacancy;
- Place Footnote 23 on six classifications so they may be abolished on August 1, 2017; and
- Reallocate incumbents from other existing custodial/housekeeping classifications into the proposed revised classifications.

CONSULTED:

California Department of Corrections and Rehabilitation, Human Resources
California Correctional Health Care Services, Human Resources
Department of General Services, Human Resources
Department of State Hospitals, Human Resources

California Prison Industry Authority, Human Resources
Department of Developmental Services, Human Resources
California Department of Human Resources, Labor Relations
Julie Chambers, Retired Annuitant, CalHR

NOTIFICATION:

The affected collective bargaining unit was notified of this proposed consolidation.

CLASSIFICATION CONSIDERATIONS:

Civil Service Improvement (CSI) is a collaborative effort to improve California state human resource processes. CSI's goal is to create a system that makes the State of California an employer of choice, and to build a workforce prepared to meet the challenges California state government faces in the future.

Streamlining and updating the state's job classification system is a key component of the CSI initiative spearheaded by the Government Operations Agency, as well as the California Department of Human Resources' (CalHR) Strategic Plan. CalHR is working to simplify the current classification plan by significantly reducing the number of existing classifications, thereby facilitating the modernization of recruitment, examination and hiring practices statewide. Under a broader classification structure, we anticipate individuals seeking employment with the State of California will find it much easier to navigate available employment opportunities and employers will have the ability to choose employees from a broader candidate pool.

ANALYSIS

The current classification structure for the state's custodian workforce has a significant number of narrowly-defined classifications with duties and characteristics that overlap other similar classifications and some are limited to small numbers of positions at specific state departments. This duplicative structure was established over a period of many years under historical general guidelines that focused on classification specificity, uniqueness, and titles that reflected individual department organization rather than a statewide hiring perspective.

In partnership with participating departments, CalHR has consulted various classification systems such as those found in other states, the federal government, and private sector for comparative classification information. In addition, CalHR and its partners conducted an occupational analysis of the state's custodian classifications by conducting focus group discussions with subject matter experts, and reviewing existing minimum qualifications, typical duties and responsibilities, and the required knowledge, skills and abilities for state classifications within the occupational category.

In light of the goal to streamline and update the state's job classifications, we have determined we can consolidate many of these existing classifications into a broader classification structure while still adhering to Government Code 19818.6, which states that positions may be considered part of the same classification **only** when:

- The positions are sufficiently similar in respect to duties and responsibilities that the same descriptive title may be used;
- Substantially the same requirements as to education, experience, knowledge, and ability are demanded of incumbents; and

- Substantially the same tests of fitness may be used in choosing qualified appointees.

Of the classifications analyzed, CalHR recommends that we:

- Consolidate ten classifications into one classification series consisting of four levels;
- Add Footnote 23 to the remaining six classifications from above for abolishment on August 1, 2017;
- Add Footnote 24 to four classifications for abolishment upon vacancy; and
- Leave two custodial classes that are part of the Service Assistant series intact with no change.

And

That the following resolutions be adopted.

- WHEREAS the State Personnel Board on June 1, 2017, revised the classifications as found in the proposed Custodian series specification, indicated below in Column II; and the duties and responsibilities of the corresponding classes were substantially included in the previously existing classes as indicated in Column I; and
- WHEREAS the knowledge and abilities required for the classes indicated in Column II were substantially tested for in the examinations held for the classes listed in Column I; therefore be it

RESOLVED, that any person with civil service status in the classes indicated in Column I on July 1, 2017, shall be reallocated to the corresponding class within the Custodian series as indicated in Column II and hereby granted the same civil service status in that class without further examination; and be it further

RESOLVED, that any existing employment lists other than reemployment lists established for the classes indicated in Column I shall be used to certify and fill vacancies in the classes indicated in Column II as directed by the Executive Officer of the State Personnel Board until such lists are abolished, exhausted, or superseded by lists for the classes within the Custodian series, and any person on existing reemployment lists for classes in Column I shall also be placed on the reemployment list for the corresponding class within the Custodian series until expiration of their eligibility on reemployment lists for the classes in Column I.

Column I

Column II

Class Code	Class Title	Class Code	Class Title
2006	Custodian (CF)	2011	Custodian
2049	Housekeeper	2011	Custodian
2005	Lead Custodian (CF)	2003	Lead Custodian
2002	Custodian Supervisor II	2002	Custodian Supervisor
2004	Custodian Supervisor II (CF)	2002	Custodian Supervisor
2039	Supervising Housekeeper II	2002	Custodian Supervisor
2001	Custodian Supervisor III	2001	Senior Custodian Supervisor
2000	Custodian Supervisor III (CF)	2001	Senior Custodian Supervisor

The following classes shall have Footnote 23 assigned to them so they may be abolished on August 1, 2017:

Class Code	Class Title
2000	Custodian Supervisor III (CF)
2004	Custodian Supervisor II (CF)
2005	Lead Custodian (CF)
2006	Custodian (CF)
2039	Supervising Housekeeper II
2043	Housekeeper

The following classes shall have Footnote 24 assigned to them so they may be abolished upon vacancy:

Class Code	Class Title
1956	Armory Custodian I
2040	Supervising Housekeeper I
2042	Museum Custodian
8141	Hospital Worker
