

**San Dieguito Union High School District
PERSONNEL COMMISSION**

Regular Meeting Agenda

3:30 P.M. September, 10, 2024

SDUHSD District Office

710 Encintas Blvd, Encintas , CA 92024

(public may attend in person or virtually)

PUBLIC COMMENTS

Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the commission on any item of interest to the public, before or during the commission's consideration of the item.

If you wish to speak regarding an item on the agenda, we request that you email the Director of Classified Personnel at susan.gray@sduhsd.net by 3:00 pm the day of the meeting or, if the meeting is being conducted in-person, you may complete a speaker slip located at the entrance to the meeting room prior to the start of the meeting. We request that you include your name, organization you represent (if applicable) and the nature of your comment including whether it is related to a specific item number on the agenda or a non-agenda item. If your comment is related to an item on the agenda, it will be heard at the time of the item. All non-agenda items will be heard during the public comments portion of the meeting. In accordance with Government Code §54954.2(3), no action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of the commission, or the commission itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.

Complaints or charges against an employee are not permitted in an open meeting of the Personnel Commission. Instead, such matters should be provided in writing to the Commission through the Classified Personnel Office.

AGENDA POSTING REQUIREMENTS

In accordance with the Brown Act and Personnel Commission Rules, agenda for Regular Personnel Commission Meetings will be posted at least 72 hours prior to the meeting. Agendas for Special Meetings will be posted at least 24 hours prior to the meeting.

PUBLIC INSPECTION OF DOCUMENTS

A copy of this agenda with all the supporting documents is available for review on the district website, www.sduhsd.net. In addition, a copy of the Personnel Commission Rules and Regulations may also be found on the district website. If you are unable to access the agenda packet on the website, please email susan.gray@sduhsd.net to receive a copy.

RECORDING OF PERSONNEL COMMISSION MEETINGS

All meetings of the Personnel Commission are audio and/or video recorded for record keeping purposes. Individuals may request the audio recording by emailing the director at susan.gray@sduhsd.net after the conclusion of the meeting. Recordings will be kept on file for 90 days following the date of the meeting.

CELL PHONES/ELECTRONIC DEVICES

As a courtesy to all attendees, please silence all electronic devices to silent mode and engage in conversations outside the meeting room. When meetings are conducted virtually, please mute your computer audio until you have been called to speak.

REQUESTS FOR DISABILITY-RELATED MODIFICATIONS OR ACCOMODATIONS

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations including auxiliary aids or services, in order to participate in the public meetings of the Personnel Commission, please contact the Classified Personnel Office at (760) 753-6491 x5543. Notification 72 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the Commission shall also make available this agenda and all other public records associated with the meeting in appropriate alternative formats for the persons with a disability.

San Dieguito Union High School District
PERSONNEL COMMISSION
Regular Meeting Agenda
3:30 PM, September 10, 2024

MEETING/OPEN SESSION

1. Call to Order
2. Pledge of Allegiance
3. Approval of the Agenda for the September 10, 2024, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the agenda for the August 13, 2024, Personnel Commission Regular Meeting.
4. Approval of the Minutes for the August 13, 2024, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the minutes of the July 29, 2024, Personnel Commission Regular Meeting.
5. PUBLIC COMMENTS ON NON-AGENDA ITEMS
No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of the commission, or the body itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the commission at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.
 - A. California School Employees Association
 - B. San Dieguito Union High School District
 - C. Public

ACTION ITEMS (See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments, if any

- A. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Custodian Floater, SR33, Open/Promotional-Dual Certification, updated 08/08/2024, individual eligibility valid for six months.
- B. Motion by _____, second by _____, to approve an Eligibility List for Health Technician, SR35, Open/Promotional-Dual Certification, updated 08/09/2024, individual eligibility valid for six months
- C. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Student Health Care Specialist, SR40, Open/Promotional-Dual Certification, updated 08/09/2024, individual eligibility valid for six months.
- D. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 08/13/2024, individual eligibility valid for six months.
- E. Motion by _____, second by _____, to approve an Eligibility List for Plumber, SR49, Open/Promotional-Dual Certification, updated 08/13/2024, individual eligibility valid for six months
- F. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant - SpEd, SR37, Open/Promotional-Dual Certification, updated 08/15/2024, individual eligibility valid for six months.
- G. Motion by _____, second by _____, to approve an Eligibility List for Accounting Technician, SR42, Open/Promotional-Dual Certification, updated 08/16/2024, individual eligibility valid for six months.
- H. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant Behavior Intervention, SR36, Open/Promotional-Dual Certification, updated 8/19/2024, individual eligibility valid for six months.
- I. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant - SpEd, SR34, Open/Promotional-Dual Certification, updated 8/19/2024, individual eligibility valid for six months.
- J. Motion by _____, second by _____, to approve an Eligibility List for Nutrition Services Transporter I, SR27, Open/Promotional-Dual Certification, updated 8/19/2024, individual eligibility valid for six months.
- K. Motion by _____, second by _____, to approve an Eligibility List for Learning Commons Technician II, SR42, Open/Promotional-Dual Certification, updated 8/26/2024, individual eligibility valid for six months.
- L. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant - SpEd, SR37, Open/Promotional-Dual Certification, updated 8/28/2024, individual eligibility valid for six months.
- M. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant - SpEd, SR34, Open/Promotional-

Dual Certification, updated 8/28/2024, individual eligibility valid for six months.

- N. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant - SpEd, SR34, Open/Promotional-Dual Certification, updated 9/3/2024, individual eligibility valid for six months.
- O. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd (Behavior Intervention), SR36, Open/Promotional-Dual Certification, updated 9/3/2024, individual eligibility valid for six months.

7. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments, if any

- A. Motion by _____, second by _____, to establish a six-month Eligibility List for Communications Coordinator, Management SR11, Open/Promotional – Dual Certification.
- B. Motion by _____, second by _____, to establish a six-month Eligibility List for Nutrition Services Coordinator, Supervisory SR10, Promo-Only.
- C. Motion by _____, second by _____, to establish a six-month Eligibility List for Human Resources Certificated Analyst, SR52, Promo-Only.
- D. Motion by _____, second by _____, to establish a six-month Eligibility List for Custodian Crew Leader, SR38, Open/Promotional – Dual Certification.

8. APPOINTMENT OF PERSONNEL COMMISSIONER

Public Comments, if any

The term for the “Joint Appointee” commissioner, Jeff Charles, will expire on December 1, 2024. The Appointee of the Classified Employees (John Baird) and the Appointee of the Governing Board (Justin Cunningham) will need to determine whether or not to announce Jeff Charles as their “Intended Appointee” for the December 1, 2024 – December 1, 2027 term. If this determination is not made, next steps for filling the “joint appointee” commissioner position will need to be discussed and determined.

Motion by _____, second by _____, to publicly announce Jeff Charles as the “Intended Appointee” of the Appointee of the Classified Employees and the Appointee of the Governing Board.

9. PUBLIC HEARING DATE

Public comments, if any

Upon announcing their “Joint Appointee”, the Appointee of the Classified Employees and the Appointee of the Governing Board will set a date for an open public hearing (after 30 days) on the qualifications of the “Intended Appointee”.

Motion by _____, second by _____, to set an open public hearing on November 12, 2024 during the regular Personnel Commission meeting.

10. APPROVAL OF THE 2023-24 ANNUAL REPORT

Public Comment, if any

Motion by _____, second by _____, to approve the 2023-24 Annual Report of the Personnel Commission for submission to the Board of Trustees.

DISCUSSION/INFORMATION ITEMS (See Supplements)

11. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments, if any

- A. AB 2088 Update
- B. Vacancy Report Summary
- C. Vacancy Report
- D. Personnel List Report

12. CORRESPONDENCE

Public Comments, if any

13. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, October 8, 2024 at 3:30 p.m.

14. ADJOURNMENT

**San Dieguito Union High School District
PERSONNEL COMMISSION**

Regular Meeting Minutes

3:30 PM, August 13, 2024

MEETING/OPEN SESSION

1. Call to Order
The meeting was called to order at 3:32 p.m. by Commissioner CHARLES.
2. Pledge of Allegiance
Commissioner CHARLES led the pledge of allegiance.

Personnel Commissioners in Attendance

Jeff Charles
Justin Cunningham
John Baird

Personnel Commission Staff in Attendance

Susan Gray, Director of Classified Personnel
Barbara Bass, Human Resources Analyst
Jennifer Laity, Human Resources Technician

3. Approval of the Agenda for the August 13, 2024, Personnel Commission Regular Meeting.
Public Comments - None
Motioned by Commissioner CUNNINGHAM, seconded by Commissioner BAIRD, to approve the agenda for the August 13, 2024, Personnel Commission Regular Meeting.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes
4. Approval of the Minutes for the July 29, 2024, Personnel Commission Regular Meeting.
Public Comments - None
Motioned by Commissioner BAIRD, seconded by Commissioner CUNNINGHAM, to approve the minutes of the July 29, 2024, Personnel Commission Regular Meeting.
Jeff Charles
John Baird

Justin Cunningham
Passed with Three Ayes

5. PUBLIC COMMENTS ON NON-AGENDA ITEMS

No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of the commission, or the body itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the commission at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.

- A. California School Employees Association - *None*
- B. San Dieguito Union High School District - *None*
- C. Public - *None*

ACTION ITEMS (See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments - None

- A. Motioned by CUNNINGHAM, seconded by BAIRD, to approve an Eligibility List for Health Technician, SR35, Open/Promotional-Dual Certification, updated 07/19/2024, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

- B. Motioned by BAIRD, seconded by CUNNINGHAM, to approve an Eligibility List for Human Resources Technician, SR42, Open/Promotional-Dual Certification, updated 07/22/2024, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

- C. Motioned by CUNNINGHAM, seconded by BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant - SpEd, SR34, Open/Promotional-Dual Certification, updated 07/23/2024, individual eligibility valid for six months.

Jeff Charles

John Baird
Justin Cunningham
Passed with Three Ayes

- D. Motioned by BAIRD, seconded by CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant – Multilingual Learners, SR31, Open/Promotional-Dual Certification, updated 07/23/2024, individual eligibility valid for six months.

Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

- E. Motioned by CUNNINGHAM, seconded by BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd (Behavior Intervention), SR36, Open/Promotional-Dual Certification, updated 07/24/2024, individual eligibility valid for six months.

Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

- F. Motioned by BAIRD, seconded by CUNNINGHAM, to approve a Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated 07/30/2024, individual eligibility valid for six months.

Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

- G. Motioned by CUNNINGHAM, seconded by BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant - SpEd, SR34, Open/Promotional-Dual Certification, updated 07/30/2024, individual eligibility valid for six months.

Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

- H. Motioned by BAIRD, seconded by CUNNINGHAM, to approve a Continuous Filing Eligibility List for School Bus Driver, SR38, Open/Promotional-Dual Certification, updated 07/30/2024, individual eligibility valid for six months.

Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

- I. Motioned by CUNNINGHAM, seconded by BAIRD, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant - SpEd, SR37, Open/Promotional-Dual Certification, updated 08/05/2024, individual eligibility valid for six months.

Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

- J. Motioned by BAIRD, seconded by CUNNINGHAM, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 08/05/2024, individual eligibility valid for six months.

Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

- K. Motioned by CUNNINGHAM, seconded by BAIRD, to approve an Eligibility List for School Plant Supervisor – High School, SR41, Promo Only, updated 08/05/2024, individual eligibility valid for six months.

Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

7. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments - None

- A. Motioned by BAIRD, seconded by CUNNINGHAM, to establish a six-month Eligibility List for Human Resources Technician, SR42, Open/Promotional – Dual Certification.

Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

- B. Motioned by CUNNINGHAM, seconded by BAIRD, to establish a six-month Eligibility List for Nutrition Services – Transporter I, SR27, Open/Promotional – Dual Certification.

Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

- C. Motioned by BAIRD, seconded by CUNNINGHAM, to establish a six-month Eligibility List for Learning Commons Technician II, SR42, Open/Promotional – Dual Certification.

Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

8. ASSEMBLY BILL 2088

Public Comments - None

A. Motioned by CUNNINGHAM, seconded by BAIRD, to formally oppose AB 2088 and to authorize Director to send letter of opposition.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments - None

A. Vacancy Report Summary

B. Vacancy Report

C. Personnel List Report

10. CORRESPONDENCE

Public Comments - None

11. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, September 10, 2024 at 3:30 p.m.

12. ADJOURNMENT – 3:45 pm

**San Dieguito Union High School District
Personnel Commission**

Custodian Floater

Eligibility List-Continuous Filing
Open/Promo-Dual Certification

Effective Date: 8/8/2024

Applicant ID	Rank	Expiration Date	Source
1880	1	2/8/2025	Open
1862	2	2/8/2025	Open

Please note: individual eligibility list is valid for 6 months.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Health Technician

Eligibility List - Merged

Open/Promo-Dual Certification

Date: 8/9/2024

Applicant ID	Rank	Expiration Date	Source
1700	1	2/9/2025	Promo
1787	2	1/19/2025	Open
1719	2	1/19/2025	Open
1754	3	1/19/2025	Open

Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the exam is administered.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Student Health Care Specialist

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Effective Date: 8/9/2024

Applicant ID	Rank	Expiration Date	Source
7440755	1	10/17/2024	Open
352	1	11/8/2024	Open
2018	1	2/9/2025	Open

Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the exam is administered.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Nutrition Services Assistant I

Eligibility List-Continuous Filing
Open/Promo-Dual Certification

Effective Date: 8/13/2024

Applicant ID	Rank	Expiration Date	Source
2066	1	2/13/2025	Promo
2068	1	2/13/2025	Open

Please note: individual eligibility list is valid for 6 months.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Plumber

Eligibility List

Open/Promo-Dual Certification

Date: 8/13/2024

Applicant ID	Rank	Expiration Date	Source
1828	1	2/13/2025	Open
2008	2	2/13/2025	Open
1923	3	2/13/2025	Open

Please note: individual eligibility list is valid for 6 months.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Instructional/Personal Care Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 8/15/2024

Applicant ID	Rank	Expiration Date	Source
1825	1	2/5/2025	Open
1999	2	2/15/2025	Open

*Please note: individual eligibility list is valid for 6 months.
Scores are merged each time the exam is administered.*

S. Gray

San Dieguito Union High School District
Personnel Commission

Accounting Technician

Eligibility List

Open/Promo-Dual Certification

Effective Date: 8/16/2024

Applicant ID	Rank	Expiration Date	Source
1843	1	2/16/2025	Promo
1966	2	2/16/2025	Open
1958	3	2/16/2025	Open
1630	4	2/16/2025	Open

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Instructional Assistant SpEd-Behavior Intervention

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 8/19/2024

Applicant ID	Rank	Expiration Date	Source
1718	1	1/10/2025	Open
1875	2	1/24/2025	Open
2121	2	2/19/2025	Open

Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the exam is administered.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Instructional Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 8/19/2024

Applicant ID	Rank	Expiration Date	Source
1458475	1	10/22/2024	Open
1551	2	12/12/2024	Promo
1742	3	1/9/2025	Open
1951	3	1/20/2025	Open
1888	3	1/25/2025	Open
2053	3	2/14/2025	Open
2120	3	2/19/2025	Open
2096		11/24/2026	Reinstatement

Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the exam is administered.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Nutrition Services Transporter I

Eligibility List

Open/Promo-Dual Certification

Effective Date: 8/19/2024

Applicant ID	Rank	Expiration Date	Source
2118	1	2/19/2025	Open
1990	1	2/19/2025	Open

Please note: individual eligibility list is valid for 6 months.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Learning Commons Technician II

Eligibility List

Open/Promo-Dual Certification

Effective Date: 8/26/2024

Applicant ID	Rank	Expiration Date	Source
1972	1	2/26/2025	Promo
2059	2	2/26/2025	Open
2056	3	2/26/2025	Promo

Please note: individual eligibility list is valid for 6 months.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Instructional/Personal Care Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 8/28/2024

Applicant ID	Rank	Expiration Date	Source
1825	1	2/5/2025	Open
1999	2	2/15/2025	Open
2177	2	2/28/2025	Open
2284	2	2/28/2025	Open

Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the exam is administered.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Instructional Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 8/28/2024

Applicant ID	Rank	Expiration Date	Source
1458475	1	10/22/2024	Open
1551	2	12/12/2024	Promo
1742	3	1/9/2025	Open
1951	3	1/20/2025	Open
2053	3	2/14/2025	Open
2176	3	2/28/2025	Open
2159	3	2/28/2025	Open
2096		11/24/2026	Reinstatement

Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the exam is administered.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Instructional Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 9/3/2024

Applicant ID	Rank	Expiration Date	Source
1458475	1	10/22/2024	Open
1551	2	12/12/2024	Promo
1742	3	1/9/2025	Open
1951	3	1/20/2025	Open
2053	3	2/14/2025	Open
2176	3	2/28/2025	Open
2159	3	2/28/2025	Open
2309	3	3/3/2025	Open
2096		11/24/2026	Reinstatement

Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the exam is administered.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Instructional Assistant SpEd-Behavior Intervention

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 9/3/2024

Applicant ID	Rank	Expiration Date	Source
1718	1	1/10/2025	Open
2318	2	3/3/2025	Open

Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the exam is administered.

S. Gray

San Dieguito Union High School District Personnel Commission

ANNUAL REPORT 2023-24

The Annual Report for the 2023-2024 year has been prepared by Personnel Commission staff in compliance with Education Code Section 45266, and Personnel Commission Rule 2.17. The Annual Report describes Commission activities for the preceding fiscal year.

The District has operated under the Merit System since its adoption in 1972. The San Dieguito Union High School District is comprised of five middle schools, four comprehensive high schools and one alternative high school and is located in coastal North San Diego County. The employees in the classified service proudly serve the students and the community in support of high education standards.

The Commission staff thanks each employee of the classified service for their dedication to the students of the San Dieguito Union High School District. Additional appreciation goes to the many individuals who have served as subject matter experts in the development and administration of examinations to ensure the employment of highly qualified individuals and to those employees who provided input for classification description updates.

Merit System

The merit system provides for the selection and retention of employees, promotional opportunities and other related matters on the basis of merit.

Established:

December 1, 1972

Personnel Commissioners

John Baird

CSEA Appointee

Vice-Chair

Serving Since 2013

Current Term Expires
12/01/25

Jeffery Charles

Commission Joint Appointee

Commissioner, Chair

Serving Since 2018

Current Term Expires
12/01/24

Justin Cunningham

Board of Trustees Appointee

Commissioner

Serving Since 2018

Current Term Expires
12/01/26

Personnel Commission Staff

Susan Gray, Director of Classified Personnel

Responsible for the management of the District’s personnel services within the Merit System for classified employees. Critical goals of the director include: enhancing and maintaining a sound recruitment process to identify highly qualified candidates as well as to promote existing employees; conducting classification reviews to ensure job descriptions align with the duties performed by classified employees; and recognizing the outstanding contributions of classified staff.

Barbara Bass, Human Resources Analyst

Responsible for journey-level work in recruitment, test development and administration, classification and other analytical procedures in support of the Merit System.

Alyssa Avelar, Human Resources Technician

Responsible for a wide variety of complex clerical functions related to the recruitment, on-boarding and employment processes for the classified service. Additionally, responsible for administrative support to the Personnel Commission.

San Dieguito Union High School District Administration

Board of Trustees:

- Rimga Viskanta, President
- Jane Lea Smith, Vice-President
- Katrina Young, Clerk
- Michael Allman, Trustee
- Phan Anderson, Trustee

District Administration:

- Superintendent*
Anne Staffieri, Ed. D.
- Associate Superintendent, Business Services*
Stephen Dickinson
- Associate Superintendent, Educational Services*
Bryan Marcus
- Associate Superintendent, Human Resources*
Mary Anne Nuskin

Classified Service

Classified Employees	392
Confidential Employees	4
Classified Supervisors	15
Classified Management	15
Total Classified Staff	426

Classified personnel play an important role in supporting our students and our teachers. Most often, it is the friendly face of a classified employee that students and parents first see when they come to our schools.

The Merit System

The fundamental purpose of merit employment for classified employees under California Education Code is to ensure selection, promotion, and retention are without favoritism or prejudice and on the basis of merit and fairness. An independent Personnel Commission administers the Merit System. It is composed of three Commissioners, each appointed for a three-year term. The District appoints one Personnel Commissioner. The classified employees, through their bargaining unit, appoint the second Commissioner. Those two Commissioners then appoint the third member of the Commission.

The Commission has a threefold responsibility:

- To cooperate with the Board of Trustees and District administrators in the quest for high quality employees and sound human resources administration.
- To represent the interests of the general public by providing a personnel system dedicated to hiring and keeping competent employees to perform the classified work in the service of the jurisdiction.
- To ensure that classified employees receive fair and equitable treatment.

The three-way division of responsibilities sometimes places Commissioners in the position of being mediators between conflicting interests of employees, management and the general public. Commissioners must make decisions that are fair and contribute to the overall goal of a personnel program based on merit.

Goals of the Commission

Commissioners have the responsibility to oversee that classified employment is built on, and remains consistent with, core merit principles. The most important of these merit employment principles are best summarized as follows:

- Hiring and promoting employees on the basis of ability, with open competition for initial employment.
- Retaining employees on the basis of performance and separating from the service those whose inadequate performance cannot be corrected.
- Ensuring that employees doing like work are classified the same.
- Providing for fair and impartial rules and consistency of administration of the rules.
- Assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, immigration status, religious beliefs or customs, sexual orientation, parental, pregnancy, family or marital status, military status or association with a person or a group with one or more of these actual or perceived characteristics and with proper regard for their privacy and constitutional rights.

Personnel Commission Meetings

RULE 2.6 REGULAR MEETINGS

Regularly scheduled virtual meetings of the Personnel Commission are held on the second Tuesday of the month at 3:30 p.m. Special meetings are scheduled as needed.

The Personnel Commission held 12 meetings over the 2023-24 fiscal year. Commissioners received a stipend of \$50.00 per meeting attended. Commissioners do not receive District-paid health and/or dental benefits.



SUMMARY OF PERSONNEL COMMISSION ACTIVITIES

Over the last fiscal year, Personnel Commission staff reviewed 948 applications, a 37% increase over the previous year. We also saw a 95% increase in the number of candidates tested.

The District had a 15% decrease in resignations over the last year, and there was a 45% increase in new hires.

This significant increase in applications and testing is primarily attributed to the implementation of a new applicant tracking system, TalentEd, which Commission staff, in collaboration with the Human Resources Department, implemented in the spring of 2024. The new system includes additional marketing capabilities and has allowed for increased efficiencies.

Similarly, an electronic personnel file management system was also implemented this past year. As part of the implementation of this new system, staff scanned over 350 classified personnel files to be uploaded into the new system. This new system allows for an improved onboarding process for new employees.

Recruitment	2022-23	2023-24	Terminations	2022-23	2023-24
Promotional Only Exams	4	6	Resignations	60	51
Open/Promotional Exams	2	0	Retirements	15	14
Open/Promotional Dual Certification	51	159	Layoffs/Reductions	0	0
Applications Received	693	948	Employees Affected	0	0
Candidates Tested	326	637	Appeals from Discipline	0	0
Candidates Eligible	278	372			
Classification Activities	2022-23	2023-24	Employment	2022-23	2023-24
New Classifications Established	3	2	Transfers	13	11
Classification Descriptions Revised	8	3	Promotions	21	18
Positions/Incumbents Reclassified	0	0	New Hires	66	96
Classifications Reallocated Upward	1	0	Re-employments	7	5
Classifications Reallocated Downward	0	0	Limited Term Appointments	0	0
Reclassification Requests Denied	1	1	Leave of Absence	2	0
			Voluntary Demotions	8	6
			Placed in Unpaid Status	5	0



AB-2088 K-14 classified employees: part-time or full-time vacancies: public postings.

(2023-2024)

Current Version: 09/04/24 - Enrolled Compared to Version: 03/18/24 - Amended Assembly ⓘ

SECTION 1. Section 45139.5 is added to the Education Code, to read:

45139.5. *(a) It is the intent of the Legislature that education employers and exclusive bargaining representatives bargain in their collective bargaining agreements whether they wish to create or explicitly waive a right of first refusal for classified employees.*

~~(a)~~ *(b)* Notwithstanding any other law, except Section 45298, vacancies for part-time and full-time positions of an education employer shall be offered with priority to current regular nonprobationary classified employees who meet the minimum job qualifications of the position at the time of their application for the position. The education employer shall adhere to the following requirements:

(1) The education employer shall provide all of its classified employees and their exclusive representatives notice of, and instructions for applying for, any new classified position at least 10 business days before the ~~general public is authorized to apply for the position.~~ *education employer may offer the position to an external candidate.* In order to qualify for the right of first refusal to that position pursuant to this section, an employee must apply for the position within 10 business days of the notice. The education employer shall not offer the position to any applicant until that 10-day period has expired, and may only award the position in accordance with the requirements of this section. ~~If no qualified, internal candidate applies for or accepts- This paragraph does not prohibit an education employer from posting the new position within at least 10 business days after the education employer provides notice, only then may the education employer offer the new position to an external applicant: to the general public during the 10-day period.~~

(2) (A) An education employer shall grant the new position as a right of first refusal to a current regular nonprobationary classified employee who applies for the position and who meets the minimum job qualifications of the position at the time of their application for the position. If there is more than one such applicant, then the right of first refusal shall be granted to a qualified, internal applicant who is selected according to the method of selection from among multiple applicants that has been collectively bargained between the education employer and the applicable exclusive representative of those employees. If no such method is set forth in a valid collective bargaining agreement between the education employer and the applicable exclusive representative, then priority among those applicants shall be determined ~~as follows:~~ *by seniority among applicants currently working in the same classification as the new position for whom the new position would represent an increase in hours, as determined by date of hire in the current job classification, regardless of number of hours, and if two or more such applicants have the same date of hire, then by drawing lots.*

~~(i) First, among applicants currently working in the same classification as the new position for whom the new position would represent an increase in hours, priority shall be by seniority, as determined by date of hire in the current job classification, regardless of number of hours, and if two or more such applicants have the same date of hire, then by drawing lots:~~

~~(ii) If there are no qualified applicants from the same classification, then among applicants in other classifications for whom the new position would represent an increase in hours or wages, awarding the position among those applicants according to the education employer's standard method of selection:~~

(B) In no case, except pursuant to Section 45298, shall the education employer select someone for an open position who is not currently employed by the education employer if there is at least one current regular nonprobationary classified employee *employed within the same classification* who has applied for and would accept the position, and who meets the minimum job qualifications of the position at the time of their application for the position.

(3) An employee who accepts a new assignment may elect to either add the hours for the new assignment to their current assignment, if feasible, or, if the new assignment is more hours than their current assignment, the employee may replace their current assignment with the new assignment. If the employee elects to add the new assignment to their current assignment and the hours for the new assignment overlap with the hours for their current assignment, the education employer shall provide reasonable modifications to the assignment schedules to allow the employee to work both assignments. This paragraph shall not be construed as to require an education employer to grant additional hours that would qualify the employee for overtime pay.

~~(b) (c) An~~ *If a part-time employee applies for an additional part-time assignment that requires a certain number of years of service, the* education employer shall accept ~~a~~ *that* current part-time employee's number of years of service with the education employer, regardless of the ~~capacity in which they were earned, when that part-time employee applies for an additional part-time assignment that requires a certain number of years of service:~~ *number of hours worked each year while employed.*

~~(e) (d)~~ Classified employees who work part-time assignments that equal the number of hours for a full-time assignment for the same education employer shall receive the same benefits as employees who work a full-time assignment.

~~(d) (e) Classified (1) -employees shall not be retaliated against-~~ *An education employer shall not discourage, retaliate against, or prohibit a classified employee from applying for a vacant or open position, or retaliate against a classified employee* for either refusing ~~a vacancy~~ or accepting a vacancy.

(2) An education employer shall give classified employees fair consideration for any position.

~~(e) (f)~~ Notwithstanding subdivision ~~(a); (b)~~, applicants shall not be offered a vacancy if the total of the regular hours of the two positions would require overtime pay or otherwise violate the federal Fair Labor Standards Act of 1938 (29 U.S.C. Sec. 201 et seq.) or any other state or federal law.

~~(f) (g)~~ This section shall apply to county offices of education, school districts, and joint powers authorities comprising county offices of education or school districts, regardless of whether the county office of education, school district, or joint powers authority comprising county offices of education or school districts has adopted the merit system.

~~(g) (h)~~ For purposes of this section, "education employer" means a county office of education, school district, or joint powers authority comprised of county offices of education or school districts.

~~(h) (i)~~ (1) This section shall not apply to an employee who is in the process of completing a written performance improvement plan, who was previously involuntarily demoted from the same position as the vacancy, who has been suspended, or who is the subject of a pending disciplinary action for suspension or dismissal.

(2) This section shall not apply to confidential or management employees, as defined pursuant to subdivisions (c) and (g), respectively, of Section 3540.1 of the Government Code, nor to vacancies for confidential or management positions.

~~(i) (j)~~ This section does not supersede the rights provided to a person pursuant ~~to~~ Section 45298.

~~(j) (k)~~ (1) To the extent that this section conflicts with a provision of a valid collective bargaining agreement entered into by an education employer and an exclusive bargaining representative pursuant to Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code, and that is in effect as of ~~January~~ *July* 1, 2025, this section shall not apply to the education employer until the expiration or renewal of that collective bargaining agreement.

(2) The requirements of this section may be waived or modified by mutual agreement pursuant to a valid collective bargaining agreement entered into by an education employer and an exclusive bargaining representative pursuant to Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code, provided that the waiver or modification is explicitly stated in the agreement and directly references this section.

(l) This section shall become operative on July 1, 2025.

SEC. 2. Section 88039 is added to the Education Code, to read:

88039. *(a) It is the intent of the Legislature that education employers and exclusive bargaining representatives bargain in their collective bargaining agreements whether they wish to create or explicitly waive a right of first refusal for classified employees.*

~~(a)~~ *(b) Notwithstanding any other law, except Section 88117, vacancies for part-time and full-time positions of an education employer shall be offered with priority to current regular nonprobationary classified employees who meet the minimum job qualifications of the position, or who could meet the minimum job qualifications of the position at the time of their application for the position. The education employer shall adhere to the following requirements:*

(1) The education employer shall provide all of its classified employees and their exclusive representatives notice of, and instructions for applying for, any new classified position at least 10 business days before the ~~general public is authorized to apply for the position.~~ *education employer may offer the position to an external candidate.* In order to qualify for the right of first refusal to that position pursuant to this section, an employee must apply for the position within 10 business days of the notice. The education employer shall not offer the position to any applicant until that 10-day period has expired, and may only award the position in accordance with the requirements of this section. ~~If no qualified, internal candidate applies for or accepts. This paragraph does not prohibit an education employer from posting the new position within at least 10 business days after the education employer provides notice, only then may the education employer offer the new position to an external applicant. to the general public during the 10-day period.~~

(2) (A) An education employer shall grant the new position as a right of first refusal to a current regular nonprobationary classified employee who applies for the position and who meets the minimum job qualifications of the position at the time of their application for the position. If there is more than one such applicant, then the right of first refusal shall be granted to a qualified, internal applicant who is selected according to the method of selection from among multiple applicants that has been collectively bargained between the education employer and the applicable exclusive representative of those employees. If no such method is set forth in a valid collective bargaining agreement between the education employer and the applicable exclusive representative, then priority among those applicants shall be determined ~~as follows:~~ *by seniority among applicants currently working in the same classification as the new position for whom the new position would represent an increase in hours, as determined by date of hire in the current job classification, regardless of number of hours, and if two or more such applicants have the same date of hire, then by drawing lots.*

~~(i) First, among applicants currently working in the same classification as the new position for whom the new position would represent an increase in hours, priority shall be by seniority, as determined by date of hire in the current job classification, regardless of number of hours, and if two or more such applicants have the same date of hire, then by drawing lots.~~

~~(ii) If there are no qualified applicants from the same classification, then among applicants in other classifications for whom the new position would represent an increase in hours or wages, awarding the position among those applicants according to the education employer's standard method of selection.~~

(B) In no case, except pursuant to Section 88117, shall the education employer select someone for an open position who is not currently employed by the education employer if there is at least one current regular nonprobationary classified employee *employed within the same classification* who has applied for and would accept the position, and who meets the minimum job qualifications of the position at the time of their application for the position.

(3) An employee who accepts a new assignment may elect to either add the hours for the new assignment to their current assignment, if feasible, or, if the new assignment is more hours than their current assignment, the employee may replace their current assignment with the new assignment. If the employee elects to add the new assignment to their current assignment and the hours for the new assignment overlap with the hours for their current assignment, the education employer shall provide reasonable modifications to the assignment schedules to allow the employee to work both assignments. This paragraph shall not be construed as to require an education employer to grant additional hours that would qualify the employee for overtime pay.

~~(b)~~ *(c) An* ~~If a part-time employee applies for an additional part-time assignment that requires a certain number of years of service, the~~ education employer shall accept ~~a that~~ current part-time employee's number of years of service with the education employer, regardless of the ~~capacity in which they were earned, when that~~

~~part-time employee applies for an additional part-time assignment that requires a certain number of years of service.~~ *number of hours worked each year while employed.*

~~(c)~~ (d) Classified employees who work part-time assignments that equal the number of hours for a full-time assignment for the same education employer shall receive the same benefits as employees who work a full-time assignment.

~~(d)~~ (e) ~~Classified (1) -employees shall not be retaliated against-~~ *An education employer shall not discourage, retaliate against, or prohibit a classified employee from applying for a vacant or open position, or retaliate against a classified employee* for either refusing ~~a vacancy~~ or accepting a vacancy.

(2) An education employer shall give classified employees fair consideration for any position.

~~(e)~~ (f) Notwithstanding subdivision ~~(a); (b)~~, applicants shall not be offered a vacancy if the total of the regular hours of the two positions would require overtime pay or otherwise violate the federal Fair Labor Standards Act of 1938 (29 U.S.C. Sec. 201 et seq.) or any other state or federal law.

~~(f)~~ (g) This section shall apply to community college districts and joint powers authorities comprising community college districts, regardless of whether a community college district or joint powers authority comprising community college districts has adopted the merit system.

~~(g)~~ (h) For purposes of this section, "education employer" means a community college district or joint powers authority comprising community college districts.

~~(h)~~ (i) (1) This section shall not apply to an employee who is in the process of completing a written performance improvement plan, who was previously involuntarily demoted from the same position as the vacancy, who has been suspended, or who is the subject of a pending disciplinary action for suspension or dismissal.

(2) This section shall not apply to confidential or management employees, as defined pursuant to subdivisions (c) and (g), respectively, of Section 3540.1 of the Government Code, nor to vacancies for confidential or management positions.

~~(i)~~ (j) This section does not supersede the rights provided to a person pursuant ~~to~~ Section 88117.

~~(j)~~ (k) (1) To the extent that this section conflicts with a provision of a valid collective bargaining agreement entered into by an education employer and an exclusive bargaining representative pursuant to Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code, and that is in effect as of ~~January~~ *July* 1, 2025, this section shall not apply to the education employer until the expiration or renewal of that collective bargaining agreement.

(2) The requirements of this section may be waived or modified by mutual agreement pursuant to a valid collective bargaining agreement entered into by an education employer and an exclusive bargaining representative pursuant to Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code, provided that the waiver or modification is explicitly stated in the agreement and directly references this section.

(l) This section shall become operative on July 1, 2025.

Vacancy Summary Report September 3, 2024

Site/Department	Full Time	Part-Time	Grand Total
Canyon Crest Academy	3	5	8
Carmel Valley Middle School		4	4
Carmel Valley MS	1		1
COAST Academy		9	9
Diegueno Middle School		1	1
District Office	6		6
La Costa Canyon High School	1	6	7
Maintenance & Operations	3		3
Oak Crest Middle School	1	6	7
Pacific Trails Middle School		7	7
San Dieguito High School Academy		6	6
Torrey Pines High School	4	6	10
Transportation		12	12
Grand Total	19	62	81

Hard to Fill	Count of FTE
Campus Supervisor	4
Custodian	2
Custodian Floater	1
Grounds/Maintenance Equipment Operator	1
Instructional Assistant - Behavior Intervention	10
Instructional Assistant - Multilingual Learners	5
Instructional Assistant Special Education	9
Instructional/Personal Care Assistant	9
Nutrition Services Assistant - Transporter I	1
Nutrition Services Assistant I	11
Nutrition Services Assistant II	2
Nutrition Services Coordinator	1
Plumber	1
School Bus Driver	12
Student Health Care Specialist	2
Grand Total	71

Status	Count of STATUS
Hold	2
Interviews scheduled	5
Job Offer Pending	3
Recruitment in progress	63
Selection Clearing	8
Grand Total	81

Vacancy Report							
81 Approved Requisitions							
25 Different Job Classifications							
SITE	SLOT	TITLE	# of Months	# of Hours a Week	# of Hours a Day	FTE	STATUS
District Office	AJ649	Accounting Technician	12	40	8	1	Selection Clearing
Torrey Pines High School	AA307	Administrative Assistant II	10	40	8	1	Recruitment in progress
District Office	AO580	Administrative Assistant III	12	40	8	1	Interviews scheduled
Canyon Crest Academy	AQ176	Campus Supervisor	10	40	8	1	Recruitment in progress
Canyon Crest Academy	AA301	Campus Supervisor	10	40	8	1	Recruitment in progress
Torrey Pines High School	AO535	Campus Supervisor	10	40	8	1	Recruitment in progress
Torrey Pines High School	AK188	Campus Supervisor	10	40	8	1	Recruitment in progress
District Office	AP750	Communication Coordinator	12	40	8	1	Recruitment in progress
Maintenance & Operations	AJ727	Custodian Floater	12	40	8	1	Recruitment in progress
La Costa Canyon High School	AA126	Custodian	12	40	8	1	Recruitment in progress
Torrey Pines High School	AA150	Custodian	12	40	8	1	Recruitment in progress
Canyon Crest Academy	AD537	Custodian Crew Leader	12	40	8	1	Recruitment in progress
Maintenance & Operations	AI278	Grounds/Maintenance Equipment Operator	12	40	8	1	Recruitment in progress
District Office	AQ192	HR Certificated Analyst	12	40	8	1	Recruitment in progress
District Office	AM577	Information Technology Support Technician	12	40	8	1	Hold
La Costa Canyon High School	AO042	Interpreter for the Deaf and Hard-of-Hearing	10	32.5	6.5	0.81	Hold
San Dieguito High School Academy	AQ101	Instructional Assistant - Multilingual Learners	10	19.5	3.9	0.49	Recruitment in progress
San Dieguito High School Academy	AQ102	Instructional Assistant - Multilingual Learners	10	19.5	3.9	0.49	Selection Clearing
Torrey Pines High School	AQ104	Instructional Assistant - Multilingual Learners	10	19.5	3.9	0.49	Recruitment in progress
Torrey Pines High School	AO602	Instructional Assistant - Multilingual Learners	10	19.5	3.9	0.49	Job Offer Pending
Torrey Pines High School	AQ103	Instructional Assistant - Multilingual Learners	10	19.5	3.9	0.49	Recruitment in progress
Pacific Trails Middle School	AQ162	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Interviews scheduled
Canyon Crest Academy	AN488	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
La Costa Canyon High School	AP805	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
Oak Crest Middle School	AN571	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
Oak Crest Middle School	AO547	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
COAST Academy	AN154	Instructional Assistant - Behavior Intervention	10	27.5	5.5	0.69	Recruitment in progress
COAST Academy	AI616	Instructional Assistant - Behavior Intervention	10	27.5	5.5	0.69	Recruitment in progress
San Dieguito High School Academy	AO407	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AN952	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Selection Clearing
Torrey Pines High School	AO544	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
Canyon Crest Academy	AO933	Instructional Assistant Special Education	10	30	6	0.75	Selection Clearing
COAST Academy	AJ624	Instructional Assistant Special Education	10	27.5	5.5	0.69	Interviews scheduled
COAST Academy	AP836	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress

COAST Academy	AP897	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
COAST Academy	AP886	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Pacific Trails Middle School	AP609	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Pacific Trails Middle School	AQ100	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
San Dieguito High School Academy	AP604	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AJ225	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Carmel Valley Middle School	AJ890	Instructional/Personal Care Assistant	10	30	6	0.75	Interviews scheduled
La Costa Canyon High School	AG366	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in progress
La Costa Canyon High School	AO419	Instructional/Personal Care Assistant	10	30	6	0.75	Selection Clearing
Oak Crest Middle School	Aj217	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in progress
Oak Crest Middle School	AJ216	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in progress
Pacific Trails Middle School	AP804	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in progress
COAST Academy	AD636	Instructional/Personal Care Assistant	10	30	6	0.75	Job Offer Pending
COAST Academy	AN656	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
COAST Academy	AN149	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Oak Crest Middle School	AG103	Learning Commons Tech II	10	40	8	1	Interviews scheduled
Pacific Trails Middle School	AJ950	Nutrition Services Assistant I	10	18.75	3.75	0.47	Recruitment in progress
Carmel Valley Middle School	AH121	Nutrition Services Assistant I	10	19.5	3.9	0.49	Job Offer Pending
Carmel Valley Middle School	AC928	Nutrition Services Assistant I	10	19.5	3.9	0.49	Recruitment in progress
Canyon Crest Academy	AN609	Nutrition Services Assistant I	10	18.75	3.75	0.47	Recruitment in progress
La Costa Canyon High School	AA238	Nutrition Services Assistant I	10	19.5	3.9	0.49	Recruitment in progress
Diegueno Middle School	AJ075	Nutrition Services Assistant I	10	17.5	3.5	0.44	Recruitment in progress
San Dieguito High School Academy	AO756	Nutrition Services Assistant I	10	15	3	0.36	Recruitment in progress
Pacific Trails Middle School	AO545	Nutrition Services Assistant I	10	18.75	3.75	0.47	Recruitment in progress
Canyon Crest Academy	AN671	Nutrition Services Assistant I	10	16.25	3.25	0.41	Recruitment in progress
La Costa Canyon High School	AA241	Nutrition Services Assistant I	10	12.5	2.5	0.25	Recruitment in progress
Canyon Crest Academy	AH534	Nutrition Services Assistant I	10	19.5	3.9	0.47	Recruitment in progress
Carmel Valley Middle School	AD298	Nutrition Services Assistant II	10	19.5	3.9	0.47	Recruitment in progress
Pacific Trails Middle School	AK203	Nutrition Services Assistant II	10	19.5	3.9	0.47	Recruitment in progress
San Dieguito High School Academy	AI750	Nutrition Services Assistant - Transporter I	10	30	6	0.75	Selection Clearing
Oak Crest Middle School	AQ170	Nutrition Services Coordinator	10	30	6	0.75	Recruitment in progress
Maintenance & Operations	AA211	Plumber	12	40	8	1	Selection Clearing
Transportation	AA513	School Bus Driver	10	35	7	0.875	Recruitment in progress
Transportation	AA531	School Bus Driver	10	35	7	0.875	Recruitment in progress
Transportation	AA507	School Bus Driver	10	35	7	0.875	Selection Clearing
Transportation	AA510	School Bus Driver	10	35	7	0.875	Recruitment in progress
Transportation	AA515	School Bus Driver	10	35	7	0.875	Recruitment in progress
Transportation	AF521	School Bus Driver	10	35	7	0.875	Recruitment in progress
Transportation	AE711	School Bus Driver	10	35	7	0.875	Recruitment in progress

Transportation	AA516	School Bus Driver	10	35	7	0.875	Recruitment in progress
Transportation	AA525	School Bus Driver	10	35	7	0.875	Recruitment in progress
Transportation	AE717	School Bus Driver	10	35	7	0.875	Recruitment in progress
Transportation	AA527	School Bus Driver	10	35	7	0.875	Recruitment in progress
Transportation	AA512	School Bus Driver	10	35	7	0.875	Recruitment in progress
Carmel Valley MS	AA108	Secretary	10	40	8	1	Recruitment in progress
District Office	AN138	Student Health Care Specialist	10	40	8	1	Recruitment in progress
Oak Crest Middle School	AO341	Student Health Care Specialist	10	30	6	0.75	Recruitment in progress

**Classified Personnel List
August 8, 2024**

Personnel Action	Classification	Last Name	First Name	Job Title	Site	Effective Date	Inactive Date	FTE	Reason
Change In Assignment	Classified	Carl	Lori	Instructional/Personal Care Assistant	Requeza	08/08/2024		0.75	Transfer
Change In Assignment	Classified Management	Diaz	Maritza	Director of Student Information Services	District Office	07/01/2024		1.00	Promotion
Change In Assignment	Classified	Hardy	Sonkyung	Secretary	CCA	08/01/2024		1.00	Transfer
Change In Assignment	Classified	Isario	Yesenia	Administrative Assistant II	District Office	07/19/2024		1.00	Transfer
Change In Assignment	Classified	Lawson	Melanie	Administrative Assistant III	DNO	07/29/2024		1.00	Promotion
Change In Assignment	Supervisory	Martinez	Christian	Custodial Supervisor I	Facilities-Construction	06/21/2024		1.00	Promotion
Change In Assignment	Confidential	Ponce De Leon	Liliana	Executive Assistant	District Office	07/08/2024		1.00	Promotion
Change In Assignment	Classified	Porup	Kristen	Administrative Assistant I	CVMS	07/29/2024		1.00	Promotion
Change In Assignment	Classified	Read	Maria	Nutrition Services Assistant Floater	TPHS-Cafe	08/08/2024		0.87	Promotion
Change In Assignment	Classified	Reynolds	Sabrina	Secretary	SDA	08/01/2024		1.00	Transfer
Change In Assignment	Supervisory	Serrano	Marisela	Nutrition Services Supervisor	CVMS-Cafe	08/01/2024		0.87	Promotion
Change In Assignment	Classified	Zhang	Ruoyu	Nutrition Services Floater	CVMS-Cafe	08/08/2024		0.87	Promotion
Employment	Classified	August	Gregory	Campus Supervisor	SDA	08/08/2024		1.00	Vacancy
Employment	Classified	Burrow	Tina	Instructional Assistant Sped	Requeza	08/08/2024		0.75	Vacancy
Employment	Classified	Cosley	Michael	Instructional Assistant	EWMS	08/08/2024		0.75	Vacancy
Employment	Classified	Druzman	Jason	Campus Supervisor	DNO	08/08/2024		1.00	Vacancy
Employment	Classified	Evers	Allyson	Receptionist	TPHS	07/29/2024		1.00	Vacancy
Employment	Classified	Fernandez	Maria	Instructional Assistant-Multilingual Learner	EWMS	08/08/2024		0.49	Vacancy
Employment	Classified	Harabedian	Wendy	Receptionist	SDA	07/29/2024		1.00	Vacancy
Employment	Classified	Kenny	Frank	Bus Driver Trainer	Transportation	07/08/2024		1.00	Vacancy
Employment	Classified	Lenehan	Meghan	Secretary	LCC	08/01/2024		0.49	Vacancy
Employment	Classified	Martyn	Laura	Nutrition Services Assistant II	TPHS-Cafe	08/08/2024		0.47	Vacancy

**Classified Personnel List
August 8, 2024**

Employment	Classified	Reyes	Aaron	Facilities Planning Analyst	Facilities-Construction	07/08/2024		1.00	Vacancy
Employment	Classified	Shelbayeh	Faten	Instructional Assistant-Behavior Intervention	PTMS	08/08/2024		0.75	Vacancy
Resignation	Classified	Cortez	Barbara	Nutrition Services Assistant I	SDA-Cafe		06/30/2024	0.28	Resignation
Resignation	Classified	Gunnarsson	Louise	Instructional Personal Care Aid	CVMS		05/31/2024	0.75	Retirement
Resignation	Classified	Laity	Jennifer	HR Technician	District Office		08/30/2024	1.00	Retirement
Resignation	Classified	Padilla	Alicia	Nutrition Services Assistant I	SDA-Cafe		06/30/2024	0.28	Resignation
Resignation	Classified	Simonova	Maria	Custodian	LCC		07/24/2024	1.00	Retirement
Resignation	Classified	Telesnikov	Julian	Equipment Operator	Facilities-Construction		07/14/2024	1.00	Retirement
Termination	Classified	Dresti	Stephanie	Learning Commons Technician	OCMS		06/05/2024	1.00	Resignation
Termination	Classified	Taamu	Edward	Campus Supervisor	LCC		05/31/2024	1.00	Resignation