

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

Regular Meeting Agenda

4:00 P.M., September 13, 2016
710 Encinitas Boulevard, Encinitas CA 92024
District Office Board Room #101

REGULAR MEETING/OPEN SESSION

1. Call to OrderCommission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the September 13, 2016, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the September 13, 2016 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the August 9, 2016 Personnel Commission Regular meeting.
Motion by _____, second by _____, to approve the minutes for the August 9, 2016 Personnel Commission Regular Meeting.

ACTION ITEMS (See Supplements)

5. ELIGIBILITY LISTS TO BE ESTABLISHED
 - A. Motion by _____, second by _____, to establish an Eligibility List for CONTRACTS ANALYST, SR-62, Open/Promotional, six months eligibility.
 - B. Motion by _____, second by _____, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Behavior Intervention), SR-36, Open/Promotional-Dual Certification, six months eligibility.
 - C. Motion by _____, second by _____, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Severe), SR-36, Open/Promotional, six months eligibility.
 - D. Motion by _____, second by _____, to establish an Eligibility List for CUSTODIAN, SR-32, Open/Promotional-Dual Certification, six months eligibility.
 - E. Motion by _____, second by _____, to establish an Eligibility List for CUSTODIAN FLOATER, SR-33, Open/Promotional-Dual Certification, six months eligibility.
 - F. Motion by _____, second by _____, to establish an Eligibility List for PLUMBER, SR-49, Open/Promotional-Dual Certification, six months eligibility.
 - G. Motion by _____, second by _____, to establish an Eligibility List for GROUNDS/ MAINTENANCE WORKER II, SR-39, Open/Promotional, six months eligibility.
6. ELIGIBILITY LISTS TO BE APPROVED
 - A. Motion by _____, second by _____, to approve an Eligibility List for NUTRITION PROGRAM SUPERVISOR/REGISTERED DIETITIAN, Supervisory Salary Range 6, Open/Promotional-Dual Certification, eligibility from 8/11/16.
7. CLASSIFICATION REVIEW REPORTS
 - A. Motion by _____, second by _____, to retitle the classification from Computer Support Technician to Information Technology (IT) Support Technician as shown in the attached supplements.

B. Motion by _____, second by _____, to approve class description revisions for Computer Support Technician as shown in the attached supplements.

8. SECOND READ: RULE 4.12

Motion by _____, second by _____, to approve as a Second Reading, the rule revision to Rule 4.12 of the Rules and Regulations for Classified Service.

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. LEGISLATIVE UPDATE

The Director of Classified Personnel will provide a brief overview of pending legislation that may be applicable to the work of the Personnel Commission and its staff.

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report
- B. Personnel List Report

11. CORRESPONDENCE

12. PUBLIC COMMENTS

The Public Comments Section of the meeting provides the opportunity for individuals to address items that are not on the agenda. In accordance with the Brown Act, Personnel Commissioners may not engage in a discussion of non-agenda items or issues raised during public comments except to 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

- A. California School Employees Association
- B. San Dieguito Union High School District
- C. Public

13. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, October 25, 2016, at 4:00 P.M. in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

14. ADJOURNMENT

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

Regular Meeting Minutes

4:00 P.M., August 9, 2016
710 Encinitas Boulevard, Encinitas, CA 92024
District Office Board Room # 101

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 4:00 p.m. by JOHN BAIRD, Commission Chair.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Baird.

Members in Attendance

John Baird

Terry King

Patricia Spirit

Staff in Attendance

Susan Dixon, Director

Barbara Bass, Human Resources Analyst

Kathy Potter, Human Resources Technician

Guests

Matt Colwell

Tina Peterson

3. APPROVAL OF AGENDA FOR THE AUGUST 9, 2016, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve the agenda for the August 9, 2016, Personnel Commission Regular Meeting.

Passed unanimously.

4. APPROVAL OF THE MINUTES FOR THE JULY 12, 2016, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve the minutes for the July 12, 2016, Personnel Commission Regular Meeting.

Passed unanimously.

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to establish an Eligibility List for NUTRITION PROGRAM SUPERVISOR/REGISTERED DIETITIAN, Supervisory Salary Range 6, Open/Promotional-Dual Certification, six months eligibility.

Passed unanimously.

B. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to establish an Eligibility List for RECEPTIONIST, SR-32, Open/Promotional, six months eligibility.

Passed unanimously.

C. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to establish an Eligibility List for CUSTODIAN CREW LEADER, SR-38, Open/Promotional, six months eligibility.

Passed unanimously.

6. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve an Eligibility List for CAMPUS SUPERVISOR, SR-32, Open/ Promotional, six months eligibility from 7/26/16.
Passed unanimously.
- B. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve an Eligibility List for SCHOOL BUS DRIVER, SR-38, Open/Promotional-Dual Certification, six months eligibility from 7/26/16.
Passed unanimously.
- C. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve an Eligibility List for NUTRITION SERVICES ASSISTANT I, SR-25, Open/ Promotional-Dual Certification, six months eligibility from 8/01/16.
Passed unanimously.

7. CLASSIFICATION REVIEW REPORTS

- A. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve class description revisions for Contracts Analyst, as shown in attached supplements.
Passed unanimously with some additional changes suggested by all three Commissioners.
- B. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve a new classification of Irrigation Specialist, allocated to Salary Range 41 on the classified salary schedule, and shown in attached supplements.
Passed unanimously with additional noted modification by John Baird and Susan Dixon.
- C. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve class description revisions for the Plumber/Irrigation Specialist classification, as shown in attached supplements.
Passed unanimously.

8. FIRST READ: RULE 4.12

Motion by PATRICIA SPIRIT, seconded by TERRY KING, to approve as a First Reading, the rule revision to Rule 4.12 of the Rules and Regulations for the Classified Service. Susan Dixon explained the language mirrors current Education Code.
Passed unanimously.

9. APPROVAL OF THE 2015-16 ANNUAL REPORT

Motion by TERRY KING, seconded by PATRICIA SPIRIT, to approve the 2015-16 Annual Report of the Personnel Commission for submission to the Board of Trustees.
Passed with one reallocation change by Director Dixon.

DISCUSSION/INFORMATION ITEMS (See Supplements)

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

The Personnel Commissioners' packets included for review and discussion:

- A. Vacancy Report

11. CORRESPONDENCE

None

12. PUBLIC COMMENTS

The Public Comments Section of the meeting provides the opportunity for individuals to address items that are not on the agenda. In accordance with the Brown Act, Personnel Commissioners may not engage in a discussion of non-agenda items or issues raised during public comments except to 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

- A. California School Employees Association – Matt Colwell stated that CAC has resolved many items.
- B. San Dieguito Union High School District – None
- C. Public – None

13. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, September 13, 2016, at 4:00 p.m. in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

14. ADJOURNMENT

Personnel Commission meeting adjourned to Closed Session at 4:50 p.m.

15. CLOSED SESSION

The Commissioners delivered the one year Recommended for Permanent Status evaluation to Director Dixon.

**San Dieguito Union High School District
Personnel Commission
Eligibility List
Open/Promo - Dual Certification**

**Effective: 8/11/16
Expiration: 2/11/17**

Nutrition Program Supervisor/Registered Dietitian

Rank	Applicant ID
1	1547145
2	729188
2	3243514
3	3250505
4	3258474
4	13753967
4	3245314

S. Dixon

Classification Review Report	
Classification	Computer Support Technician
Classification Type	Classified
Salary Range	51
Prepared By	Barbara Bass, Human Resources Analyst Susan Dixon, Director Classified Personnel
Submission to Classification Advisory Committee	August 30, 2016
Submission to Personnel Commission	September 13, 2016
Agenda Item	Classification Review Report #7

Background Information

In preparation for an upcoming recruitment in the classification of Computer Support Technician, Personnel Commission staff has reviewed the existing job description to ensure that it accurately describes the essential functions and minimum qualifications of the assignment. The job description was last updated in July of 2003. Staff met with Joel Van Hooser, Director of Information Technology to discuss the classification and also gathered and reviewed information from comparison districts.

The classification supports computer hardware and software, systems and network-connected multimedia and peripherals. The proposed revisions to the job description include: updates to IT terminology, the broader description of IT devices, and a more comprehensive description of knowledge and abilities required for this assignment. While computing devices continue to evolve, the level of technical support this position provides has remained constant. An additional revision to the description is the Working Environment section has been updated to align with standards recommended by the JPA of San Diego County Office of Education. Furthermore, it is recommended that the title of Computer Support Technician be revised to Information Technology (IT) Support Technician to reflect the current terminology used in the marketplace for this job role.

Sources of Information

Joel Van Hooser, Director of Technology Services

Joint Powers Authority, San Diego County Office of Education

Comparable districts in San Diego County, San Diego County Office of Education, and Mira Costa College

Marketplace job title research through Indeed, the top job search site worldwide

Salary Compensation Review

Based on the information below, there is no recommendation for salary reallocation.

District	Salary Range	Job Title	Minimum	Maximum
Carlsbad USD	28	Computer Technician	\$47,258	\$56,638
Escondido UHSD	41	Network Support Technician	\$46,696	\$62,587
Grossmont UHSD	58	Microcomputer Technician	\$60,614	\$77,204
Sweetwater UHSD	66	Information Technology Support Technician	\$59,628	\$73,368
Vista USD	59	Systems Support Technician	\$49,619	\$66,732
Average			\$52,763	\$67,306

SDUHSD	51	IT Support Technician (previously Computer Support Technician)	\$56,971	\$76,565
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Recommendations

Retitle the classification from Computer Support Technician to Information Technology (IT) Support Technician. Revise the class description as proposed.

Vote by Committee Members:

Vote	Member	Vote	Member
Yes	Carmen Blum, CSEA	Absent	Dan Love, Admin
Yes	Matt Colwell, CSEA	Yes	Rick Mariam, Admin
Yes	Debbie Johnson, CSEA	Absent	Tina Peterson, Admin

COMPUTER INFORMATION TECHNOLOGY (IT) SUPPORT TECHNICIAN**OVERALL JOB PURPOSE STATEMENT**

~~Under the direction of the Director of Technology Services, the job of Computer Support Technician is done for the purposes of ensuring the availability and proper operations of computer services and systems; providing required information for future reference and/or requirements of outside agencies; providing assistance on the proper operation of systems and services; ensuring the completion of projects in a timely manner and according to application requirements; and orienting and training non-technical users of the system; and providing assistance and advise on applying their computer resources efficiently to their work assignments.~~

Under the direction of the Director of Information Technology, the Information Technology (IT) Support Technician performs a variety of technical duties involved in the installation, configuration, maintenance, troubleshooting, diagnosis and repair of computer hardware, software, systems, and network-connected and multimedia peripherals.

DISTINGUISHING CHARACTERISTICS

~~This job is distinguished from similar jobs by the following characteristics: The Computer Information Technology (IT) Support Technician is responsible for the installation, basic configuration, maintenance, troubleshooting, diagnosis and repair of computer hardware, software, systems and network-connected multimedia and peripherals. s for both Intel-based and Macintosh-based installed technology. This includes knowledge of operating tools and advanced electronic hardware and software analysis equipment for diagnosing, repairing and resolving hardware and software problems on individual workstations and peripheral equipment as well as network systems. The Network Technician plans, designs, configures and maintains security of networks and serves as a technical resource for the Computer Information Technology (IT) Support Technician. The Network Analyst plans, designs, installs and maintains the District's wide area network and Internet access; serves as a resource for all technicians; and may provide leadership and oversight of technicians' assignments related to network connectivity.~~

ESSENTIAL FUNCTIONS

- Provides technical support ~~for the purpose of assisting to~~ users with computer hardware and software problems and in the proper operations of services and systems.
- ~~Diagnoses/and repairs the most efficient and cost-effective modes for repair and maintenance of computers~~ hardware and software. _____ for the purpose of ensuring the availability and proper operation of hardware, software and network services and systems.
- ~~Sets up/configures/maintains hard disks, directory structures, Receives, unpacks, inventories, and physically installs and connects various plugs and wires for network-connected and multimedia peripherals. systems, back-up systems for the purpose of ensuring continued systems functioning and maintaining data integrity and retrieval.~~

- ~~Instructs/Trains/ and orients school staff personnel with a wide range of related knowledge and expertise for the purpose of providing information on in the proper operation of systems and services. use of technology resources.~~
- ~~Provides ongoing updates to staff on the progress of their work orders and projects.~~
- ~~Provides support to and works collaboratively with the Network Technicians.~~
- ~~Researches computer and network systems and equipment for the purpose of ensuring the availability and proper operation of services and systems as well as recommending improvements.~~
- ~~Maintains repair and service records for the purpose of documenting Documents hardware, software and network systems installations and changes.~~
- ~~Composes technical and non-technical materials (e.g. reports, memos, procedures, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.~~
- ~~Trains teachers, staff, administrators and/or student aides for the purpose of ensuring proper and efficient usage of district hardware and/or software resources.~~
- ~~Attends educational seminars and meetings and conducts research for the purpose of maintaining to keep current knowledge of on advances and changes in hardware and software technology and makes recommendations to improve District systems and operations.~~
- ~~Performs other directly-related job duties as assigned for the purpose of accomplishing organizational goals.~~
- ~~Provides technical support for the purpose of assisting users with computer hardware and software problems and proper operations of services and systems.~~
- ~~Diagnoses/repairs the most efficient and cost-effective modes for repair and maintenance of computers for the purpose of ensuring the availability and proper operation of hardware, software and network services and systems.~~
- ~~Sets up/configures/maintains hard disks, directory structures, network systems, back up systems for the purpose of ensuring continued systems functioning and maintaining data integrity and retrieval.~~
- ~~Instructs/orients school personnel with a wide range of related knowledge and expertise for the purpose of providing information on the proper operation of systems and services.~~
- ~~Researches computer and network systems and equipment for the purpose of ensuring the availability and proper operation of services and systems as well as recommending improvements.~~
- ~~Maintains repair and service records for the purpose of documenting hardware, software and network systems installations and changes.~~

- Composes technical and non-technical materials (e.g. reports, memos, procedures, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Trains teachers, staff, administrators and/or student aides for the purpose of ensuring proper and efficient usage of district hardware and/or software resources.
- Attends educational seminars and meetings for the purpose of maintaining current knowledge of advances and changes in hardware and software to improve District systems and operations.
- Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE AND ABILITIES

SKILLS are required to perform multiple, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operate tools and advanced hardware and software diagnostic equipment. (see ability)

KNOWLEDGE OF:

- Current practices in the operation and support of computers, local area networks, operating systems and other network-connected or multimedia peripherals.
- Basic math, including calculations using fractions, percents and/or ratios.

is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: DOS/Windows and Macintosh microcomputer applications, operations and peripheral equipment; local area network theory and operations (such as Novell NetWare); basic electronic and electrical theory and power requirements of microcomputer equipment; methods, tools and procedures used in the installation, repair and maintenance of microcomputers, local area networks, peripheral equipment and related applications and systems software and knowledge of changes in computer equipment and software.

ABILITY TO: is required to schedule activities and/or meetings; routinely gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize a wide variety of types of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: providing orientation and training to users of microcomputers and networks; performing diagnostics on microcomputers, networks, peripheral equipment and related applications and systems software; installing, repairing and servicing microcomputers, networks, peripheral equipment and related applications and systems

software; working cooperatively with users and other personnel; establishing effective working relationships with others; communicating effectively both orally and in writing; establishing and maintaining records; estimating time and material costs.

- Install, configure, maintain, diagnose, troubleshoot and repair of computer hardware, software, systems, network-connected and multimedia peripherals.
- Communicate effectively both orally and in writing.
- Convey technical information to others.
- Read and understand technical manuals and procedural documentation.
- Train and orient users in person and remotely.
- Keep current with emerging technologies.
- Work under limited supervision.
- Document procedures and completed assignments.
- Schedule, coordinate, and communicate information regarding meetings and activities with other staff.
- Adapt to changing work priorities.
- Maintain confidentiality of sensitive and privileged information.
- Determine appropriate actions to take within clearly defined guidelines.
- Establish and maintain cooperative working relationships with others.
- Plan, prioritize and organize work orders, meeting schedules and timelines.
- Work with a diversity of individuals.

RESPONSIBILITY

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking and 45% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in a clean atmosphere.

EXPERIENCE

Job related experience within specialized field is required.

EDUCATION

Community College and/or Vocational School degree with study in job related area.

EDUCATION AND EXPERIENCE

Job-related education and experience which demonstrates the knowledge and ability necessary to perform the essential job duties. Typical qualifying education and experience would include graduation from high school or equivalent supplemented by technical courses and a minimum of one year of technical support work experience.

REQUIRED TESTING

Pre-employment Proficiency Test

CERTIFICATES

Possession of a valid Class C or higher California Driver's License and a California DMV H-6 Driving Report dated within 30 days of application.

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.
~~None Specified~~

CLEARANCES

Criminal Justice Fingerprint/Background Clearance; TB Clearance California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

WORKING ENVIRONMENT

This assignment requires the ability to travel to and from District work sites to perform assigned duties on a regular basis. In addition, the usual and customary methods of performing the job functions require the following physical demands:

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

<u>Seldom</u>	<u>climbing/balancing, twisting back, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet</u>
<u>Occasionally</u>	<u>stooping/bending, squatting/crouching, pushing and pulling, reach above shoulder, reach at shoulder, kneeling, walking, standing, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet</u>
<u>Occasionally/Frequently</u>	<u>handling/simple grasping, sitting, neck flexation/rotation, fingering/fine manipulation, reach below shoulder</u>

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to communicate with students, staff, parents, phones; respond to safety bells and emergencies. Vision ability to see near, distant, and peripherally.

ENVIRONMENTAL CONDITIONS

Exposure to dust.

SECOND READING – RULE REVISION

4.12 Veterans' Preferences

- A. Veterans' and disabled veterans' preference points ~~as defined in the Education Code~~ shall be added to passing scores in open examinations in the amount prescribed by the Education Code. Veterans shall receive five (5) points; disabled veterans shall receive ten (10) points. ~~(Veterans = 5 points; Disabled Veterans = 10 points.)~~ A veteran, for the purpose of this rule, includes any person who has served a minimum of 30 days of active service in the United States armed forces in time of war, or national emergency declared by the President of the United States of America, and who has been discharged or released under conditions other than dishonorable. At least 30 days of active service in the Armed forces includes the Army, Navy, Marines, Air Force, Coast Guard, ~~or~~ Merchant Marine or National Guard or service as a nurse on active duty with the Red Cross, ~~between the dates listed below, are required:~~ A disabled veteran is an individual classified by the U.S. Veteran's Administration to be ten percent (10%) or more disabled as a result of service in the armed forces of the United States. (EC 45294, 45295, and 45296)

~~World War II Dec. 7, 1941—Dec. 31, 1946~~

~~Korea Jun. 27, 1950—Jan. 31, 1955~~

~~Vietnam Desert Shield/Storm from Aug. 8, 1990 with not less than 90 days service~~

- B. In order to obtain credit, the applicant shall furnish satisfactory proof of qualifying military service (usually the DD Form 214) at the time of the examination prior to establishment of the eligibility list. No adjustment of rank on the list shall be made when such proof is presented thereafter.

Director's Recommendation:

It is recommended that the proposed changes to Rule 4.12 of the Rules & Regulations for Classified Service listed above be approved as the Second Reading.

The Director of Classified Personnel will provide a brief overview of pending legislation that may be applicable to the work of the Personnel Commission and its staff.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

VACANCY REPORT 9/08/16

Classified Personnel

11 current/pending vacancies in 11 different job classifications

SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
PT	AK170	Secretary	40	1.00	Selection interviews 9/12/16
CV	AA141	Custodian	40	1.00	Selection interview 10/26/16
Facilities	AA164	Custodian Floater	40	1.00	Selection interview 10/26/16
Facilities	AA211	Plumber	40	1.00	Selection interviews 10/12/16
LCC	AA083	Receptionist	40	1.00	Selection interviews 9/13/16
SDA	AA162	Custodian Crew Leader	40	1.00	Selection interviews late September 2016
ATP	AI365	Instructional Assistant SpEd (BI)	27.5	0.69	Selection interview 10/6/16
ATP	AJ180	Instructional Assistant SpEd (Severe)	27.5	0.69	Selection interview 10/6/16
Facilities	AA185	Grounds Maintenance Worker II	40	1.00	Selection interviews 10/18/16
FAC CON	AA287	Contracts Analyst	40	1.00	Selection interviews late September 2016
CV	AH121	Nutrition Services Assistant I	15	0.38	Selection interviews 10/20/16

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Classified A.V.I.D. Tutors**, employment for the 2016-17 school year, effective July 1, 2016 through June 30, 2017, per attached supplement.
2. **Classified Substitutes**, employment for the 2016-17 school year, effective July 1, 2016 through June 30, 2017, per attached supplement.
3. **Coaches**, employment for the 2016-17 school year, effective July 1, 2016 through June 30, 2017, per attached supplement.
4. **Dalager, Daniel**, Campus Supervisor, SR32, 48.75% FTE, La Costa Canyon High School, effective 8/29/16.
5. **Gilligan, Cristiane**, Nutrition Services Assistant I, SR25, 28.13% FTE, San Dieguito High School Academy, effective 08/25/16.
6. **Gonzalez, John**, School Bus Driver, SR38, 50.00% FTE, Transportation Department, effective 08/22/16.
7. **Marta, Marcos**, Campus Supervisor, SR32, 100.00% FTE, Earl Warren Middle School, effective 08/29/16.
8. **Martin, Brittany**, Nutrition Services Assistant I SR25, 37.50% FTE, Carmel Valley Middle School, effective 08/25/16.
9. **Martinez, Ruben**, Campus Supervisor, SR32, 48.75% FTE, San Dieguito High School Academy, effective 08/29/16.
10. **McKeon, Robert**, Campus Supervisor, SR32, 100.00% FTE, Torrey Pines High School, effective 08/29/16.
11. **Rios, Jessica**, School Bus Driver, SR38, 50.00% FTE, Transportation Department, effective 08/22/16
12. **Thomas, Jeremy**, School Bus Driver, SR38, 50.00% FTE, Transportation Department, effective 08/22/16.
13. **Young, Suzanne**, Nutrition Services Assistant I, SR25, 31.25% FTE, Carmel Valley Middle School, effective 08/25/16.

Change in Assignment

1. **Mendez, Judy**, from Receptionist, SR32, 100.00% FTE, La Costa Canyon High School to Secretary, SR36, 100.00% FTE, effective 08/22/16.
2. **Scheyer, Neal**, from Instructional Assistant-SpEd(NS), SR34, 75.00% FTE, Oak Crest Middle School to Campus Supervisor, SR32, 100.00% FTE, Carmel Valley Middle School, effective 08/29/16.
3. **Tico, Becky**, from Instructional Assistant-SpEd(NS), SR34, 48.75% FTE, La Costa Canyon High School to Instructional Assistant-SpEd (BI), SR36, 68.75% FTE, Earl Warren-ATP, effective 08/29/16.

Resignation

1. **Bernard, Karen**, Instructional Assistant-SpEd (SH), SR36, 75.00% FTE, Oak Crest Middle School, resignation effective 08/17/16.
2. **Curtis, Katelyn**, Instructional Assistant-SpEd (NS), SR34, 48.75% FTE, Oak Crest Middle School, resignation effective 08/16/16.

3. **Glica, Steven**, Instructional Assistant-SpEd (NS), SR34, 48.75% FTE, La Costa Canyon High School, resignation effective 08/13/16.
4. **Villa, Mireya**, Nutrition Services Assistant I, SR25, 43.75% FTE, Torrey Pines High School, resignation effective 08/16/16.

sj
09/01/16
classbdagenda