

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

Regular Meeting Agenda

4:00 P.M., July 12, 2016
710 Encinitas Boulevard, Encinitas CA 92024
District Office Board Room #101

REGULAR MEETING/OPEN SESSION

1. Call to Order Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the July 12, 2016, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the July 12, 2016 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the June 14, 2016 Personnel Commission Regular meeting.
Motion by _____, second by _____, to approve the minutes for the June 14, 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 CAMPUS SUPERVISOR, SR32, Open/Promotional, six months eligibility.
6. ELIGIBILITY LISTS TO BE APPROVED
 - A. Motion by _____, second by _____, to approve an Eligibility List for DIRECTOR OF PURCHASING AND RISK MANAGEMENT, Management Salary-Group 5, Range 4, Open/Promotional –Dual Certification, eligibility from 6/20/16.
 - B. Motion by _____, second by _____, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Severe) SR-36, Open/Promotional, six months eligibility from 6/28/16.
 - C. Motion by _____, second by _____, to approve an Eligibility List for SECRETARY, SR-36, Open/Promotional, six months eligibility from 6/30/16.
7. CLASSIFICATION REVIEW REPORT
 - A. Motion by _____, second by _____, to retitle the classification of Nutrition Specialist Supervisor to Nutrition Program Supervisor/Registered Dietician.
 - B. Motion by _____, second by _____, to approve class description revisions for the Nutrition Program Supervisor/Registered Dietician classification as shown in the attached supplements.

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES
 - A. Vacancy Report
 - B. Personnel List Report

9. CORRESPONDENCE

10. 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

11. CLOSED SESSION

Closed session to consider personnel issues pursuant to Government Code Sections 11126 and 54957 (for consideration of litigation, the appointment, employment, evaluation for performance, discipline/release, dismissal of a public employee or to hear complaints or charges brought against such employee by another person or employee unless the employee requests a public session).

- A. Evaluation of Director of Classified Personnel

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, August 9, 2016, at 4:00 P.M. in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

13. ADJOURNMENT

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

Regular Meeting Minutes

4:00 P.M., June 14, 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

Guests

Carmen Blum
Scott Hendries
Debbie Johnson

3. APPROVAL OF AGENDA FOR THE JUNE 14, 2016, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve the agenda for the June 14, 2016, Personnel Commission Regular Meeting.

Passed unanimously.

4. APPROVAL OF THE MINUTES FOR THE MAY 10, 2016, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve the minutes for the May 10, 2016, Personnel Commission Regular Meeting.

Passed unanimously.

ACTION ITEMS

5. ELIGIBILITY LIST TO BE ESTABLISHED

A. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to establish an Eligibility List for DIRECTOR OF PURCHASING AND RISK MANAGEMENT, Management Salary-Group 5, Range 4, Open/Promotional-Dual Certification, six months eligibility.

Passed unanimously.

B. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT Sp Ed (Severe) SR-36, Open/Promotional, six months eligibility.

Passed unanimously.

- C. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to establish an Eligibility List for SECRETARY, SR-36, Open/Promotional, six months eligibility.
Passed unanimously.

6. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve an Eligibility List for LEARNING COMMONS TECHNICIAN, SR-40, Promotional Only, eligibility from 5/20/16.
Passed unanimously.
- B. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Severe) SR-36, Promotional Only.
Passed unanimously.
- C. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Behavior Intervention) SR-36, Open/Promotional-Dual Certification, six months eligibility from 5/26/16.
Passed unanimously.

7. CLASSIFICATION REVISIONS

- A. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve class description revisions for the Director of Purchasing and Risk Management classification as shown in the attached supplements.
Passed unanimously.

John Baird requested that under the "Overall Job Purpose Statement" section of the job description the word "quotations" be changed to "quotes". Susan Dixon will make the revision.

- B. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve class description revisions for the Loss Control Analyst classification as shown in the attached supplements.
Passed unanimously.

8. CLASSIFICATION REVIEW, Campus Supervisor-Middle School and Campus Supervisor-High School

- A. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve establishment of a new classification of Campus Supervisor, allocated to Range 32 of the Classified Salary Schedule.
Passed unanimously.

Scott Hendries asked for clarification regarding the job requirements that include a pre-employment proficiency test, valid First Aid and Adult CPR, and Campus Supervisor training such as Crisis Prevention Training (CPI), school lock-down procedures, and other ongoing job-related trainings. Susan Dixon explained that First Aid and CPR certificates have been an ongoing requirement of incumbents in the Campus Supervisor classifications and that the District monitors these certificates and offers classes to employees to maintain this certification. Additional trainings in other areas are provided by the District as part of continuing education/training as needed.

In response to an inquiry from Carmen Blum regarding the need for more training, Ms. Dixon explained that several incumbents elected to work additional days to attend a CPI training offered by the District and she is looking into a Campus Supervisor training offered through Poway Adult School.

- B. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve abolishment of the existing classifications of Campus Supervisor-Middle School and Campus Supervisor-High School.
Passed unanimously.

Mr. Hendries requested confirmation that the existing seniority of the incumbents from both classifications would be merged into one seniority list and that subsequent hires would be placed on the list according to their entry date in the new job classification. Ms. Dixon confirmed that this is a provision specified in the District's *Rules & Regulations for the Classified Service*.

- C. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to reclassify employees currently classified as Campus Supervisor-Middle School and Campus Supervisor-High School to the classification of Campus Supervisor.

Passed unanimously.

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

The Personnel Commissioners' packets included for review and discussion:

- A. Vacancy Report
- B. Employment Listing Report

10. CORRESPONDENCE – None

11. 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 - None
- B. San Dieguito Union High School District – None
- C. Public – None

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, July 12, 2016, at 4 p.m. in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

13. ADJOURNMENT

Personnel Commission meeting adjourned at 4:23 p.m.

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

**Effective: 6/20/16
Expiration: 12/20/16**

Director of Purchasing and Risk Management

Rank	Applicant ID	Notes
1	3199576	
2	3207377	
3	3170894	
4	664190	

S. Dixon

**San Dieguito Union High School District
Personnel Commission
Eligibility List
Open/Promotional**

Instructional Assistant Special Education Severe

**Effective: 06-28-16
Expiration: 12-28-16**

Open or Promo	Rank	Applicant ID
Open	1	3214988
Open	2	3208160
Open	3	2960439
Open	4	2395375
Open	5	3198675
Open	6	2660397

S. Dixon

**San Dieguito Union High School District
Personnel Commission
Eligibility List
Open/Promotional**

Secretary

**Effective: 06/30/16
Expiration: 12/30/16**

Promotional

Rank	Applicant ID
1	2604520
2	1219702
3	1378240
4	2253262

Open

Rank	Applicant ID
1	1391012
2	2373017
3	1115922
4	2242677
5	1815333
6	2876240
7	3215656

S. Dixon



Board of Trustees
 Joyce Dalessandro
 Beth Hergesheimer
 Amy Herman
 Maureen "Mo" Muir
 John Salazar

Union High School District

Interim Superintendent
 Eric R. Dill

710 Encinitas Boulevard, Encinitas, CA 92024
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Classified Personnel Commission
 John Baird, Commissioner
 Terry King, Commissioner
 Patricia "Pat" Spirit, Commissioner
 Susan Dixon, Director

Classification Review Report	
Classification	Nutrition Specialist Supervisor
Classification Type	Supervisory
Salary Range	6
Prepared By	Susan Dixon, Director, Classified Personnel
Submission to Classification Advisory Committee	June 28, 2016
Submission to Personnel Commission	July 12, 2016
Agenda Item	Classification Revisions #7 A.

Background Information

The Nutrition Specialist Supervisor position has been vacant since November of 2015. During this time, the Director, Nutrition Services has evaluated the roles of the supervisors within the Nutrition Services Program. Based on the needs of the program, the District will move forward with staffing this position. As such, Personnel Commission staff met with the Director of Nutrition Services to update the job description prior to posting the vacancy. The description has not been updated since the position was established as a classification in 2001. Revisions have been made to the Overall Job Purpose Statement, Essential Job Functions, Minimum Qualifications and Working Environment sections. The person hired in this classification will serve as second-in-command for Nutrition Services and will be the person responsible for compliance with the nutritional mandates imposed by state and federal regulations. Updates to the Overall Job Purpose Statement and Essential Job Functions emphasize tasks related to these roles. The Minimum Qualifications have been updated to reflect the knowledge, skills, abilities, experience, training, and education necessary for successful job performance. The Working Environment Section has been expanded to include the specifications listed on the SDCOE's JPA website for similar classifications.

Sources of Information

Director of Nutrition 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 Community College

Salary Compensation Review

The salaries of comparable job classifications within our comparison districts are below. The salary data does not support reallocation of the classification.

Nutrition Specialist				
District	Salary Range	Job Title	Minimum	Maximum
Oceanside Unified	Leadership 5	Nutrition Services Manager	\$60,851	\$70,544
Poway Unified	Supervisory 27	Food and Nutrition Dietetic Supervisor	\$68,016	\$80,016
Sweetwater Union HS	Supervisory 5	Registered Dietitian	\$57,336	\$68,460
Vista Unified	Supervisory 60	Nutrition Education & Training Supervisor	\$51,341	\$69,048
Average			\$59,386	\$72,017
SDUHSD	Supervisory 6	Nutrition Specialist Supervisor	\$74,472 -\$ 8,978 <u>benefits allowance</u> \$65,494 comparison salary	\$88,582 -\$ 8,978 <u>benefits allowance</u> \$79,604 comparison salary

Recommendation

Retitle the classification of Nutrition Specialist Supervisor to Nutrition Program Supervisor/Registered Dietician. Revise the job description as proposed.

Vote by Committee Members:

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

NUTRITION SPECIALIST PROGRAM SUPERVISOR/REGISTERED DIETICIAN

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Director of Nutrition and Risk Management Services, the job of "Nutrition Specialist Supervisor" is done for the purposes of ensures complying inance with state and federal nutrition program mandates to ensure the preparation and delivery of nutritious and healthy meals to students; coordinates the development and implementation of menus, special needs diets, and catering services; participates in the supervising on and training of nutrition food services personnel at a satellite kitchen to perform their functions in a safe and efficient manner; participates in the development, implementation, and monitoring of ensuring that departmental work goals are met and that services are provided in an identifies methods to improve services and processes efficient and effective manner; ensuringes that staff utilizes appropriate procedures and safe practices; and ensuringes optimal utilization of personnel and other resources.

CLASS DISTINGUISHING CHARACTERISTICS

This classification is both a supervisor for the satellite kitchens and the program's serves as the technical expert in the nutritional analysis and planning of menus, developing inges recipes, providing inges nutrition advisory services, and serves as the designated Serve Safe instructor. The position conducts new employee orientation and ongoing staff development, performs site reviews, provides supervision and support to other Food Nutrition Services Supervisors, and ensures that required food handler cards and related training remain current for all staff members. This position may serve as the Director of Food Nutrition Services during the latter's Director's absence, but, in contrast to the Director, normally does not have overall program operational and budgetary responsibility.

ESSENTIAL JOB FUNCTIONS

Develops long and short range plans/programs, (e.g. menu plans, child nutrition and health education, dietary programs etc.) for the purpose of ensuring that the district's resources are effectively utilized.

- Serves as Director of Food Nutrition Services, when assigned necessary, for the purposes of to providing ing program direction during in the absence of the Director.
- Participates in the development and implementation of Develops long and short range plans, programs, policies, and procedures (e.g. menu plans, child nutrition and health education, dietary programs etc.) for the purpose of to ensuring ing that the district's resources are effectively utilized and required mandates are met.

NUTRITION SPECIALIST SUPERVISOR

- Plans and manages student menus for the purpose of ensuring to ensure adequate and appropriate nutritional content requirements are met and compliance with applicable regulations food served is consistent with student preferences. Utilizes knowledge of government commodities to develop cost effective menus.
- Plans and manages safety programs and practices including Hazard Analysis and Critical Control Point (HACCP) Food Safety System.

CLASSIFIED

NUTRITION SPECIALIST PROGRAM SUPERVISOR/REGISTERED DIETICIAN

- ~~Participates in the selection, training, supervision, and evaluation.~~ Evaluates personnel for the purpose of ensuring that standards are achieved and performance is maximized of assigned staff.
- Monitors budgets and staffing levels of site kitchens, makes recommendations to improve efficiencies and maintain appropriate costs.
- ~~Prepares various documents, (e.g. such as reports, inventories, tally sheets, etc.) for the purpose of~~ to track and providing necessary information to state/federal agencies and appropriate district personnel. Maintains up-to-date files including state and United States Department of Agriculture (USDA) audit requirements.
- ~~Develops trainings and in-service presentations; Presents various programs information for the purpose of~~ to informing staff of appropriate procedures and safe practices; monitors and tracks required training hours and certificates of nutrition services staff, instructing students in nutrition instructs students in the principles and importance of healthy eating practices; and ~~increasing~~ promotes community awareness of ~~food~~ nutrition services' contribution to student well-being.
- Promotes and markets the nutrition services program to increase student participation and sales; develops and implements methods to survey student interest to assist in determining menu options.
- Oversees the Nutrition Services catering program; manages catering requests; promotes catering services to District staff.
- ~~Recommends new hires, promotions, termination and transfers for the purpose of maintaining staffing needs and productivity of the work force.~~
- Oversees the meal application process in accordance with federal and state regulations.
- ~~Attends various meetings (e.g. training, health and nutrition classes, safety, etc.) for the purpose of~~ to addressing liability concerns, ~~providing and receiving~~ providing and receiving information, and resolve issues.
- Substitutes as a Nutrition Services Supervisor (school site-level supervisor) as needed.
- ~~Supervises personnel for the purpose of ensuring that departmental work goals are achieved.~~
- ~~Plans student menus for the purpose of ensuring adequate and appropriate nutrient content and compliance with applicable regulations.~~

OTHER JOB FUNCTIONS

- ~~Serves as Director of Food Services, when assigned, for the purposes of providing program direction during absence of the Director.~~
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

CLASSIFIED

NUTRITION SPECIALIST PROGRAM SUPERVISOR/REGISTERED DIETICIAN

JOB REQUIREMENTS: - MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE is required to perform higher levels of math such as advanced algebra, calculus and/or including fractions, percentages, and statistics; read scientific and/or technical journals, write manuals, and/or speak persuasively in relations to concepts and theories; analyze situations to define issues and draw conclusions. Specific knowledge of food safety and sanitation regulations; applicable laws, codes, rules and regulations pertaining to school food and nutrition programs; government commodity program provisions; principles of training and providing work direction to others; principles of menu planning, marketing and research techniques; dietary guidelines and child nutrition; operation of a computer and assigned software; operation of standard office equipment and group presentation equipment; oral and written communication skills; interpersonal skills including tact, patience and courtesy; record-keeping techniques.

SKILLS are required to perform multiple specialized technical tasks. Specific skills to administer personnel policies and practices; apply pertinent codes, policies, regulations and/or laws including County Health Department; communicate with persons of varied cultural and educational background; market the services of Nutrition Services; operate equipment used in food services; operate standard office equipment including utilizing pertinent software applications; perform standard bookkeeping/accounting procedures; plan and manage projects; prepare and maintain accurate records; prepare budget and financial plans; make dietary recommendations.

ABILITY is required to deal with a level of complexity of tasks that require significant controlling sequences of equipment operations; coordination of other persons schedules and/or activities; interaction with persons and/or agendas that frequently change; discretion, independent action and/or judgment with regards to using data and working with people.

Specific abilities to adhere to safety practices; be attentive to details; implement health and nutrition curriculum; meet deadlines and schedules; ~~work under time constraints~~ accomplish duties and complete assignments by designated deadlines utilizing effective time management practices; train and provide work direction to assigned staff; develop menus and make changes as needed; explain and assure compliance with local, State and federal laws, rules and regulations related to nutrition; communicate effectively both orally and in writing; maintain cooperative working relationships with others.

RESPONSIBILITY

Persons in this classification have responsibility in multiple areas including managing staff, ensuring compliance with mandates, and fiscal monitoring. ~~In relationship to people includes developing, directing and/or managing; financial matters is managing the use of funds.~~ The Overall scope of responsibility is significant and generally work is released without review.

CLASSIFIED

NUTRITION SPECIALIST PROGRAM SUPERVISOR/REGISTERED DIETICIAN **WORKING ENVIRONMENT**

The job functions are generally performed in an indoor environment with the requirement to have the following significant physical abilities: ~~reaching/handling/fingering/feeling; sensory/speaking/hearing/visual.~~

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)

Seldom	climbing/balancing, reach above shoulder, hand controls (mixers and other kitchen equipment)
Seldom/Occasionally	power/firm grasping
Occasionally	reach at shoulder, kneeling, lifting up to 40 lbs. at waist height (cases of canned food and milk), carrying up to 40 lbs. up to 20 feet (bags of food, large pans of hot and cold food, cases of paper products, kitchen equipment), stooping/bending
Occasionally/Frequently	sitting, handling/simple grasping, twisting back
Frequently	lifting up to 10 pounds overhead/shoulder (bags of food, large pans of hot and cold food), neck flexion/rotation, standing, walking, fingering/fine manipulation, reach below shoulder
Frequently/Continuously	pushing and pulling

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to respond to students, communicate with coworkers, hear alarms for safety reasons, hear buzzer/timer for cooking. Vision ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Work near hazardous equipment/machinery, walk on uneven ground, tolerate exposure to dust, gas, or fumes, and extremes in temperature and humidity.

EXPERIENCE

Substantial professional-level experience in a similar capacity is required. Typical qualifying experience would include tTwo years as a registered dietitian at a supervisory or management level or one year as a registered dietitian and two years of supervisory or management-level experience involving planning and preparation of food in large quantity. Experience in a school program is preferred.

EDUCATIONAL REQUIREMENTS

NUTRITION SPECIALIST PROGRAM SUPERVISOR/REGISTERED DIETITIAN

~~Bachelors' degree from a recognized college with a major in nutrition, dietetics, or related field.~~

~~The District educational requirement follows the National School Lunch Program (NSLP) hiring standards as of July 1, 2015.~~

~~The NSLP requirements can be met in any of the following ways:~~

- ~~• Bachelor's degree with academic major in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field~~
- ~~OR~~
- ~~• Bachelor's degree in any academic major and a State-recognized certificate for school nutrition directors~~
- ~~OR~~
- ~~• Bachelor's degree in any academic major and a minimum of 5 years experience in management of school nutrition programs~~

~~EXPERIENCE REQUIREMENTS~~

~~Two years as a registered dietitian at a supervisory or management level or one year as a registered dietitian and two years of supervisory or management level experience involving planning and preparation of food in large quantity.~~

~~LICENSING, CERTIFICATIONS, TESTING REQUIREMENTS~~

~~Finger print /criminal justice clearance; Tuberculosis clearance; valid driver's license and evidence of insurability; valid Serve Safe Instructor certification (may be obtained prior to completion of the six month probationary period); valid and current certification as a Registered Dietitian.~~

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

CERTIFICATES

Current certification as a Registered Dietitian.

Valid California Class C driver's license; San Diego County Food Handler's Certificate. Serve/Safe Certification (or other state certification deemed equivalent by the district) must be submitted at time of application. Serve/Safe certification is to be maintained with a minimum test score of 90%. This five year certification requires knowledge of general cleaning and sanitation practices as well as extensive knowledge of the process of hazard analysis at critical control points (HACCP).

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

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.

CLASSIFIED

NUTRITION SPECIALIST PROGRAM SUPERVISOR/REGISTERED DIETICIAN

FLSA STATUS

Exempt

SALARY GRADE

Supervisory, Range 6

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
VACANCY REPORT 7/06/16**

Classified Personnel

15 current/pending vacancies in 5 different job classifications

SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
PT	AK170	Secretary	40	1.00	Selection interviews 7/25/16
CV	AC928	Nutrition Services Assistant I	15	0.38	Continuous Recruitment
CV	AH037	Nutrition Services Assistant I	12.5	0.31	Continuous Recruitment
OC	AH761	Instructructional Assistant SpEd (Severe)	30	0.75	Selection interview July 2016
OC	AJ890	Instructructional Assistant SpEd (Severe)	30	0.75	Selection interview July 2016
ATP	AD636	Instructructional Assistant SpEd (Severe)	27.5	0.69	Selection interview July 2016
ATP	AI365	Instructructional Assistant SpEd (BI)	27.5	0.69	Selection interview July 2016
ATP	AI616	Instructructional Assistant SpEd (BI)	27.5	0.69	Selection interview July 2016
EW	AF457	Campus Supervisor	40	1.00	Selection interview late July 2016
TP	AK188	Campus Supervisor	40	1.00	Selection interview late July 2016
LCC	AK187	Campus Supervisor	19.5	0.49	Selection interview late July 2016
LCC	AK186	Campus Supervisor	19.5	0.49	Selection interview late July 2016
SDA	AK190	Campus Supervisor	19.5	0.49	Selection interview late July 2016
PT	AK174	Campus Supervisor	19.5	0.49	Selection interview late July 2016
SDA	AA225	Nutrition Services Assistant I	11.25	0.28	Continuous Recruitment

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Tipton, Richard**, Nutrition Services Assistant I, SR25, 31.25% FTE, Diegueno Middle School, effective 05/23/16.
2. **Adams, Dietrick**, Nutrition Services Assistant I, SR25, 09.38% FTE, La Costa Canyon High School, effective 06/01/16.

Change in Assignment

1. **Becker, Deana**, from 100.00% Unpaid Leave of Absence to Instructional Assistant-SpEd(BI), SR36, 75.00% FTE, Diegueno Middle School, effective 05/10/16.
2. **Caldes, Ljiljana**, from Nutrition Services Assistant II, SR27, 48.75% FTE, Torrey Pines High School to Pacific Trails Middle School, effective 06/01/16.
3. **Chavez, Diane**, from Lead School Bus Driver, SR41, 100.00% FTE, Transportation (Layoff) to School Bus Driver, SR38, 100.00% FTE, effective 07/01/16.
4. **Franco, Andrea**, from 20.00% Unpaid Leave of Absence to Instructional Assistant-SpEd(NS), SR34, 37.50% FTE, Torrey Pines High School, effective 05/13/16.
5. **McMurray Fee, Melody**, from Nutrition Services Assistant I, SR25, 43.75% FTE, Torrey Pines High School to Carmel Valley Middle School, effective 05/23/16.
6. **Villa, Mireya**, from Nutrition Services Assistant I, SR25, 31.25% FTE, Carmel Valley Middle School to 43.75% FTE, Torrey Pines High School, effective 05/31/16.
7. **Villasenor, Andrea**, from Nutrition Services Assistant I, SR25, 31.25% FTE, Diegueno Middle School to 37.50% FTE, Carmel Valley Middle School, effective 05/09/16.

Resignation

1. **Ching, Carol**, Nutrition Services Assistant I, SR25, 31.25% FTE, Carmel Valley Middle School, resignation effective 05/06/16.
2. **Larsen, Cory**, Nutrition Services Assistant I, SR25, 25.00% FTE, Pacific Trails Middle School, resignation effective 06/10/16.
3. **Politoske, Kelli**, Nutrition Services Assistant I, SR25, 37.50% FTE, Carmel Valley Middle School, resignation effective 05/11/16.
4. **Shull, Maureen**, Instructional Assistant-SpEd(SH), SR36, 75.00% FTE, Earl Warren ATP, resignation for the purpose of retirement, effective 06/10/16.

PERSONNEL LIST

CLASSIFIED PERSONNEL

Change in Assignment

1. **Meanley, Delores**, from Secretary, SR36, 100.00% FTE, District Office-Adult Education, SR36, to Torrey Pines High School (in lieu of layoff), effective 07/13/16.
2. **Price, Nicole**, from Secretary, SR36, 100.00% FTE, Torrey Pines High School to La Costa Canyon High (in lieu of layoff), effective 07/27/16.

Dismissal of Probationary Employee

1. **Employee Number 603-901**, Custodian Floater, SR33, 100.00% FTE, Facilities Department, effective 06/20/16.

Resignation

1. **Mitroff, Joanne**, Lead School Bus Driver, SR41, 100.00% FTE, Transportation, resignation for the purpose of retirement (in lieu of layoff), effective 06/30/16.