

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

Regular Meeting Agenda

3:30 P.M., January 10, 2017
710 Encinitas Boulevard, Encinitas CA 92024
San Dieguito Union High School District Office

REGULAR MEETING/OPEN SESSION

1. Call to Order Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the January 10, 2017, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the January 10, 2017 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the December 13, 2016 Personnel Commission Regular meeting.
Motion by _____, second by _____, to approve the minutes for the December 13, 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 LEARNING COMMONS TECHNICIAN, SR-40, Open/Promotional-Dual Certification, six months eligibility.
6. ELIGIBILITY LISTS TO BE APPROVED
 - A. Motion by _____, second by _____, to approve an Eligibility List for NUTRITION SERVICES ASSISTANT-TRANSPORTER I, SR-27, Open/Promotional, eligibility from 12/8/16.
 - B. Motion by _____, second by _____, to approve an Eligibility List for HEALTH TECHNICIAN, SR-35, Open/Promotional, eligibility from 12/13/16.
7. SECOND READ: RULE 8.1
Motion by _____, second by _____, to approve as a Second Reading, the rule revision to Rule 8.1 of the Rules and Regulations for Classified Service.
8. CLASSIFICATION REVISIONS
Motion by _____, second by _____, to approve class description revisions for Construction Projects Manager - II.

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES
 - A. Vacancy Report
 - B. Personnel List Report
10. CORRESPONDENCE

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
- B. San Dieguito Union High School District
- C. Public

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, February 14, 2017, at 3:30 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

3:30 P.M., December 13, 2016
710 Encinitas Boulevard, Encinitas, CA 92024
San Dieguito Union High School District Office

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:33 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

Roberta Blank

Sheila Graciano

Debbie Johnson

Tina Peterson

3. APPROVAL OF AGENDA FOR THE DECEMBER 13, 2016, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve the agenda for the December 13, 2016, Personnel Commission Regular Meeting.

Passed unanimously

4. APPROVAL OF THE MINUTES FOR THE NOVEMBER 16, 2016, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve the minutes for the November 16, 2016, Personnel Commission Regular Meeting.

Passed unanimously

ACTION ITEMS

5. Approval of the Organization of the Personnel Commission:

A. Election of Chair for the Personnel Commission

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, that TERRY KING be nominated as Chair of the Personnel Commission for 2017.

Passed unanimously

It was moved by PATRICIA SPIRIT, seconded by TERRY KING, that nominations be closed. TERRY KING is elected as Chair of the Personnel Commission for 2017.

Passed unanimously

B. Election of Vice-Chair for the Personnel Commission

It was moved by TERRY KING, seconded by JOHN BAIRD, that PATRICIA SPIRIT be nominated as Vice-Chair of the Personnel Commission for 2017.

Passed unanimously

It was moved by PATRICIA SPIRIT, seconded by TERRY KING, that nominations be closed.

PATRICIA SPIRIT is elected as Vice-Chair of the Personnel Commission for 2017.

Passed unanimously

C. Personnel Commission Meeting Dates and Times

It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve the schedule for the regular meetings of the Personnel Commission for 2017 as listed on the attached supplement, "Personnel Commission Meeting Schedule 2017," to be held at 3:30 P.M. in the District Office Board Room #101.

Passed with modifications to date and site

6. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to establish an Eligibility List for MAINTENANCE WORKER II, SR-40, Open/Promotional Dual Certification, six months eligibility.

Passed unanimously

7. ELIGIBILITY LISTS TO BE APPROVED

A. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve an Eligibility List for ADMINISTRATIVE ASSISTANT, SR-42, Promotional Only, eligibility from 11/17/16.

Passed unanimously

B. It was moved by TERRY KING, seconded by PATRICIA SPIRIT, to approve an Eligibility List for DIRECTOR OF PLANNING SERVICES, Management Salary Group 5, Range 2, Open/Promotional-Dual Certification, eligibility from 12/05/16.

Passed unanimously

C. It was moved by PATRICIA SPIRIT, seconded by TERRY KING, to approve an Eligibility List for CUSTODIAL SUPERVISOR I, Supervisory Range 5, Open/Promotional-Dual Certification, from 11/10/16.

Passed unanimously

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. FIRST READ: RULE 8.1

Director Dixon presented a first reading of a proposed revision to Rule 8.1 of the Rules and Regulations for Classified Service. Discussion followed and suggestions for modification were made. The commission requested that an attorney review the revised rule to ensure it is legally sound before presenting it for a second reading at next month's meeting.

9. PRESENTATION OF OUT OF CLASS ASSIGNMENTS

Director Dixon provided an overview of factors related to out of class assignments including: bargaining unit agreement language, compensation practices, number of requests processed, and steps for improving awareness of out of class rules and options.

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

The Personnel Commissioners' packets included for review and discussion:

A. Vacancy Report

B. Personnel List Report-Explanation of Page 2 report now listing classified substitute employees.

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 – None
- 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, January 10, 2017, at 3:30 p.m. in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

14. ADJOURNMENT

The Personnel Commission meeting adjourned at 4:42 p.m.

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

Effective: 12/8/2016
Expiration: 6/8/2017

Nutrition Services Transporter I

Open

Rank	Applicant ID
1	2306245

S. Dixon

San Dieguito Union High School District

Personnel Commission

Eligibility List

Open/Promotional

Effective: 12/13/2016

Expiration: 06/13/2017

Health Technician

Open

Rank	Applicant ID
1	3377754
2	3351891
2	3372836
2	2679047
3	3381915
4	2537686
4	3377273
4	2730522
4	2380957
5	2710055
6	3381291
7	2303402

S. Dixon

SECOND READING – RULE REVISION: RULES & REGULATIONS FOR THE CLASSIFIED SERVICE

Background Information:

As discussed at the December Personnel Commission meeting, the CSEA and the District met to review and revise the existing language contained in Rule 8.1 of the Rules & Regulations for the Classified Service. The rule, as it is currently written, has the potential to limit the District's ability to sufficiently assess the work performance of employees serving a probationary period in the event an employee is out on extended sick leave. At the December Personnel Commission meeting, the proposed rule revision was discussed and suggestions for modification to the revision were made. In addition to the modifications, the Commission requested that the Director of Classified Personnel forward the revision to an attorney for review to ensure the revised rule does not present any legal concerns. Tony De Marco, an attorney with AALR&R, has reviewed the proposed revision and has confirmed that Section 45301 of the Education Code authorizes personnel commissions to extend the probationary period as a result of leaves and that the court has clarified that these leaves include those due to illness, industrial accident, or pregnancy.

The first reading is contained below as a point of reference. The second reading, the action item, appears on the top of the next page.

Proposed Revised Rule 8.1 of the Rules & Regulations for Classified Service as presented at the First Reading on December 13, 2016

8.1 Duration of Probationary Period

- A. A new employee appointed from an eligibility list shall serve a probationary period in a class for six months or 130 days of paid service, whichever is longer, before attaining permanency in the classified service. An employee who has been promoted shall serve a probationary period of six months in the higher class before attaining permanency in that class. Credit toward completion of probation shall be granted only for service in regular positions in the class after appointment from the eligibility list. In the event that an employee is granted a leave of absence or is absent on extended sick leave for more than fifteen (15) consecutive days, the period of leave shall not be counted toward completion of the required probationary period.
- B. For those classes designated as management or administrative, the probationary period shall be one year. **(EC 45269, 45270, 45301)**

Proposed Revised Rule 8.1 of the Rules & Regulations for Classified Service as presented at the Second Reading on January 10, 2017

8.2 Duration of Probationary Period

- B. A new employee appointed from an eligibility list shall serve a probationary period in a class for six months or 130 days of paid service, whichever is longer, before attaining permanency in the classified service. An employee who has been promoted shall serve a probationary period of six months in the higher class before attaining permanency in that class. Credit toward completion of probation shall be granted only for service in regular positions in the class after appointment from the eligibility list. In the event that an employee is on extended paid sick leave for more than fifteen (15) consecutive days (e.g. half-pay sick leave or industrial accident or illness leave), the period of leave shall not be counted toward completion of the required probationary period.
- C. For those classes designated as management or administrative, the probationary period shall be one year. **(EC 45269, 45270, 45301)**

Recommendation: Adopt the proposed revision to Rule 8.1 of the Rules & Regulations for Classified Service as presented above.

Classification Review Report	
Classification	Construction Projects Manager II
Classification Type	Classified Management
Salary Range	Management, Range 3
Prepared By	Susan Dixon, Director Classified Personnel
Submission to Classification Advisory Committee	December 15, 2016
Submission to Personnel Commission	January 10, 2017
Agenda Item	#8. Classification Revisions

Background Information

The District is currently recruiting for a Construction Projects Manager II. The classification was established in 2014 but was never staffed. At this time, as a result of significant current and anticipated construction, the District has approved filling one position in this classification. As such, the personnel commission staff worked with the hiring manager, the Executive Director of Planning Services, to review and update the class description as part of the recruitment process. The changes are largely related to District standard formatting conventions. Additionally, the Working Environment section of the description was updated to reflect the physical and environmental conditions associated with this classification. The standards provided by the JPA were used to specify the physical demands, auditory and visual requirements and environmental conditions typical of this classification.

Sources of Information

Interim Superintendent/Associate Superintendent, Business Services, Eric Dill
 Executive Director of Planning Services, John Addleman
 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

Several comparable job classifications within our standard external market comparison base were identified. Based on the information obtained, there is no recommendation for salary reallocation.

District	Salary Range	Job Title	Minimum	Maximum
Carlsbad Unified		No comparison		
Escondido Union HS		No comparison		
Escondido Union		No comparison		
Grossmont Union HS	M47	Project Manager, Planning & Construction	\$79,010	\$94,343
MiraCosta CC		No comparison		
Oceanside Unified		No comparison		
Poway USD	S35	Construction Supervisor	\$82,860	\$97,488
Ramona Unified		No comparison		
SDCOE		No comparison		
San Marcos Unified		Facilities Coordinator	\$70,714	\$91,603
Sweetwater USD	M7	Planning Project Manager	\$88,292	\$106,784
Vista USD		No comparison		

Average	\$80,219	\$97,555
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SDUHSD		Construction Projects Manager – II (From current salary schedule; salary includes dollars previously paid towards the cost of benefits)	\$99,504	\$113,587
SDUHSD		Construction Projects Manager – II (Adjusted rate to account for benefits on salary schedule; rate as of 12/31/15 + 5.5% COLA 7/1/16)	\$90,032	\$104,116

Recommendation

It is recommended the Construction Projects Manager - II job description be revised as proposed.

Vote by Committee Members:

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

*Management reviews are presented to CSEA; however, CSEA members do not vote on the recommendation

CONSTRUCTION PROJECTS MANAGER – II

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Chief Facilities Officer and the Executive Director of Planning and in coordination with the Director of Planning Services, the ~~classification of "Construction Projects Manager-II" is established for the purposes of performing~~s project coordination and liaison duties for various architectural construction and remodeling projects; ~~plannings~~ organizinges and supervisinges the functions of construction projects and construction contracts for various program services; ~~coordinating~~es construction management and inspection of construction sites and projects; ~~directing~~s vendors, contractors, and architectss to make changes as required based on inspection findings; and ~~servings~~es as liaison with school site administrators, and other District staff including the District's Maintenance Department.

DISTINGUISHING CHARACTERISTICS

The Construction Projects Manager series is responsible for performing project coordination and liaison duties required for the successful construction and/or remodeling of school site facilities with a range of complexity and time duration, including managing multiple projects simultaneously. The primary work goals and objectives are to ensure that the District's interests in the quality, consistency, and reliability of work performed by contractors is within the scope and standards of planned project specifications. By contrast, small, single focus projects, such as replacement of several HVAC units on a roof, erection of interior temporary walls, or upgrades to existing security/access systems, would be carried out by the District's Maintenance Department.

The Construction Projects Manager-II is the more experienced and knowledgeable level in the series and is responsible for more complex projects, usually of longer duration and spanning several different functions at a site. An example would be the simultaneous construction at a site of a media center and a gymnasium, or a multi-purpose facility and an administration complex. Such projects consistently carry cost projections in excess of \$5 million and may require from 12 to 24 months to complete. Minimum requirements for this classification, including knowledge and experience required, are higher than the lower-level Construction Projects Manager-I classification and ~~The greater knowledge of construction theory and practices and the more extensive experience on commercial and public projects allows the seasoned incumbents~~ in this classification exercise a greater scope of independent and on-the-spot decision making within established cost and time frame parameters than incumbents in the Construction Projects Manager-I classification in order to expedite necessary changes to minimize delay and cost increases.

By contrast, the Construction Projects Manager-I is responsible for smaller to moderately-sized projects that typically encompass replacement or major renovation of an existing structure (e.g. science labs, a math wing with one or more classrooms), acquisition and placement of portable classrooms, or an infrastructure upgrade such as the renovation of a site's sidewalk and/or drainage and grading system. Such projects typically range between \$1 million to \$4 million in projected costs with the expectation that as variances and changes are required during the project, the incumbent will propose solutions to higher level department directors for review and approval to initiate a modification/change to the project, especially when such changes will impact project costs or timelines. Knowledge of construction theory and practices and experience with construction projects coupled with problem-centered research

CLASSIFIED

provide the foundation for the recommended solutions.

ESSENTIAL JOB FUNCTIONS

- Provides project coordination and liaison duties for various projects, including the planning, design, construction and warranty of construction/moving of portable classrooms, turfed fields, site walkway/drainage removal, redesign, and reinstallation.
- Assists in the preparation of plans, specification, calculations and cost estimates, including contacting designated site administrators and teaching staff to obtain data for inclusion in drawings and specifications as required.
- Monitors, as assigned, the preparation of construction related documents by architects, project consultants, manufacturing firms, and/or district personnel working on various projects.
- Coordinates and attends meetings involving District staff, outside consultants, material and equipment manufacturers, and various agencies involved with District facilities projects.
- Establishes and maintains contact with site administrators, staff, parents, and community groups involved with construction projects for the purpose of to ensuring clear understanding of project status, parameters, and priorities.
- Visits construction sites to observe work in progress, conduct site analysis and surveying, and monitor work progress in terms of completion deadlines.
- Monitors costs and progress of ongoing construction activities for the purpose of to initiating corrective action as required and within authorized levels to manage and maintain schedules and budgets for the project.
- Negotiate Facilitates discussions and negotiates solutions with architects, contractors and vendors to correct identified discrepancies or to adopt and implement necessary changes to approved construction projects within established parameters.
- Provides continuous and ongoing coordination among all project stakeholders.
- Assists with the development and implementation of district standards and practices for construction and maintenance.
- Reviews engineering analyses for the purpose of to making recommendations affecting project costs and timelines.
- Coordinates construction site inspections and related engineering programs with city, county and state departments as required.
- Participates in the procurement of construction management and testing laboratory services.
- Prepares a variety of administrative reports on assigned projects for the purpose of to providing analysis and making recommendations.

OTHER JOB FUNCTIONS

- Performs other job-related duties as assigned to ensure the efficiency and effectiveness of the

CLASSIFIED

work unit.

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED

Knowledge of:

- School facility design and construction.
- State codes and regulations and district policies related to school construction design and contracting.
- Uniform building codes.
- Interpretation of working drawings.
- Methods and terminology used in school site design and contracting.
- Various forms of electronic technology suitable for educational applications.
- Operational characteristics and requirements of personal computer systems and networks.
- The use of a A wide variety of computer systems and software, including project management software, and their application to District needs.
- Reporting on construction progress, costs, and change orders.
- Math principles including addition, subtraction, multiplication, division, ratios, geometry and forms of measurement.
- Establishing procedures and guidelines for gathering data to complete complex reports.
- Office organization systems.
- District organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Modern office practices, procedures and equipment, including proficiency with standard computer software and project planning and management software.

Ability to:

- Monitor the work of consultants, professional experts, contractors and vendors for adherence to contracts and agreements.
- Analyze and solve problems relating to facility construction.
- Monitor schedule of construction activities and take corrective action to ensure adherence to schedule.
- Confer with architect(s), engineers, planners, school and district administrators, contractors, government agencies and others.
- Understand and use complex software programs, including project management software.
- Read, interpret, apply and explain plans, specifications, construction drawings and related documents.
- Analyze situations accurately and adopt an effective course of action.
- Plan, initiate and complete assignments independently with minimum direction.
- Collaborate planning activities with Business Services staff, site staff and others.
- Communicate and coordinate activities and projects with other agencies and District staff.

CLASSIFIED

- Plan and organize work; assign, supervise and evaluate the work of subordinates, contractors, architects, vendors, and others on project teams.
- Establish and maintain cooperative and effective working relationships with a wide variety of staff, consultants, contractors and vendors.
- Maintain records and prepare reports.

RESPONSIBILITIES

Perform project coordination and liaison duties required for the successful construction and/or remodeling of school site facilities with a range of complexity and time duration, including managing multiple projects simultaneously. The primary work goals and objectives are to ensure that the District's interests in the quality, consistency, and reliability of work performed by contractors is within the scope and standards of planned project specifications and requirements.

GENERAL WORKING CONDITIONS

~~Positions in this class most commonly work at a facility construction site and the on-site job trailer and/or work out of an automobile at job sites. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling (often up to 50 pounds and occasionally up to 75 pounds); some stooping, kneeling, crouching, and/or crawling; climbing ladders and walking on pitched roofs; significant fine finger dexterity. Generally the job requires 30% sitting, 50% walking, and 20% standing. The job is performed under some temperature extremes with occasional exposure to dust, fumes, frequent loud noise, bright lights and other distractions and other moderate exposure to risks typical of a building construction site.~~

EXPERIENCE AND EDUCATION

A combination of experience and education which demonstrates possession of the required knowledge and abilities of the classification. This requirement can be met in one of the following ways:

- At least fFour years of progressively responsible, professional-level experience in working on new or renovation construction of commercial/public structures and programs including schools, hospitals, city or county public works, large office buildings, etc. or similar structures, and coordinating and monitoring multiple trades and vendors. AND a Bachelor's degree in construction management, business, public or educational administration, or related field.
- Up to four years of additional full-time qualifying experience may substitute for all or a portion of the education requirement on the basis of one year of experience for each 24 semester or 45 quarter units of education leading to a Bachelor's degree in the required field.

EDUCATION

~~A Bachelor's degree in construction management, business, public or educational administration, or~~

CLASSIFIED

related field. (Note: Up to four years of additional full-time qualifying experience may substitute for the education requirement on the basis of one year of experience for each 24 semester/45 quarter units of education leading to one of the preferred degrees.)

WORKING ENVIRONMENT

This assignment requires the ability to travel to and from school sites to perform assigned duties on a regular basis. Work may be performed at a facility construction site or in the on-site job trailer. In addition, the usual and customary methods of performing the job's functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

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>lifting up to 25 lbs. at waist height, carrying up to 25 lbs. up to 10 feet, reach above shoulder, pushing and/or pulling up to 50 pounds</u>
<u>Occasionally</u>	<u>handling/simple grasping; climbing, balancing, stooping, kneeling, crouching and crawling</u>
<u>Frequently</u>	<u>fingering/fine manipulation</u>

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to communicate with coworkers, staff, contractors and others contacted within the course of performing the essential functions of the job. Vision ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

This job is performed in a generally clean and healthy environment. However, in the course of performing assigned duties, the incumbent will be required to: walk on uneven ground, tolerate exposure to dust, gas, fumes, noise, vibration, extremes in temperature and humidity, biohazard materials such as sewage and some hazardous conditions while at school sites during construction activities.

REQUIRED TESTING

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

CERTIFICATES

California Class C Driver's License; record of driving history issued by the California DMV on its Form

CLASSIFIED

~~H-6 less than 30 days prior to applying for the position.~~

CONTINUING EDUCATION/TRAINING

None Specified

CLEARANCES

Fingerprint Clearances issued by the California Department of Justice and the Federal Bureau of Investigation (FBI); TB Clearance. Pre-employment physical examination including negative drug screen.

FLSA Status

Exempt

Salary Range

Management Range 3

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT VACANCY REPORT 1/05/17

Classified Personnel

8 current/pending vacancies in 6 different job classifications

SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
Facilities	AH909	Maintenance Worker II	40	1.00	Selection interview 1/13/17
FAC CON	AK978	Construction Projects Manager II	40	1.00	Selection interview 1/25/17
SDA	AA096	Secretary	40	1.00	Selection interview 2/13/17
TP Café	AA226	Nutrition Services Assistant I	17.5	0.44	Selection interviews 1/20/17
OC	AJ218	Instructional Assisstant SpEd Severe	30	0.75	Selection interview 1/5/17
EW	AK185	Learning Commons Technician	40	1.00	Selection interview 2/3/17
LCC	AJ674	Instructional Assisstant SpEd Severe	30	0.75	Selection interviews 1/26/17
CV	AI370	Instructional Assisstant SpEd Severe	19.5	0.49	Selection interviews 1/26/17

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Classified Artists in Residence**, 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. **Belford, Michelle**, Nutrition Services Assistant I, SR25, 25.00% FTE, Pacific Trails Middle School, effective 12/01/16.
4. **Cortez, Barbara**, Nutrition Services Assistant I, SR25, 25.00% FTE, San Dieguito High School Academy, effective 12/02/16.
5. **Daymude, David**, Nutrition Services Transporter I, SR27, 25.00% FTE, San Dieguito High School Academy, effective 11/14/16.
6. **Mendoza, Omar**, Custodian Floater, SR33, 100.00% FTE, Facilities, effective 11/01/16.
7. **Militante-Leonard, Michael**, Instructional Assistant-SpEd (BI), SR36, 68.75% FTE, Earl Warren-ATP, effective 11/07/16.
8. **Scull, Sarah**, Instructional Assistant-SpEd (BI), SR36, 68.75% FTE, Earl Warren-ATP, effective 10/31/16.
9. **Tapia, Jeffery**, Plumber/Irrigation Specialist, SR49, 100.00% FTE, Facilities, effective 11/08/16.

Change in Assignment

1. **Balderas, Rolando**, from Nutrition Services Assistant I, SR25, 43.75% FTE, La Costa Canyon High School to 31.25% FTE, effective 11/01/16.
2. **Kinnare, Carolyn**, from Health Technician, SR35, 75.00% FTE, Earl Warren Middle School to Secretary, SR36, 100.00% FTE, Canyon Crest Academy, effective 11/07/16.
3. **Llamas, April**, from Secretary, SR36, 100.00% FTE, San Dieguito High School Academy to Administrative Assistant, SR42, 100.00% FTE, Sunset High School, effective 12/05/16.
4. **Magana De Sanchez, Norma**, from Nutrition Services Assistant I, SR25, 43.75% FTE, Torrey Pines High School to 37.50% FTE, Oak Crest Middle School, effective 12/01/16.
5. **Marden, Jason**, from Maintenance Worker II, SR40, 100.00% FTE, Facilities to Custodial Supervisor I, Supervisory SR5, 100.00% FTE, Facilities, effective 11/21/16.
6. **Perley, Delores**, \$1,000 monthly stipend to perform duties outside of her current classification of Chief Financial Officer, effective 10/17/16. Assignment of additional duties and corresponding compensation is anticipated to continue throughout the time in which the Associate Superintendent, Business Services is serving as Interim Superintendent.

Resignation

1. **Balderas, Marlene**, Nutrition Services Assistant I, SR25, 25.00% FTE, San Dieguito High School Academy, resignation due to conflict with School Bus Attendant Schedule, effective 11/07/16.
2. **Cortez, Barbara**, Nutrition Services Assistant I, SR25, 37.50% FTE, Oak Crest Middle School, resignation due to conflict with School Bus Driver Schedule, effective 11/02/16.
3. **Crespo, Venustiano**, School Bus Driver, SR38, 83.38% FTE, Transportation, resignation for the purpose of retirement, effective 12/30/16.
4. **Rangel-Paz, Juvencio**, Nutrition Services Transporter I, SR27, 34.38% FTE, Torrey Pines High School, resignation due to conflict with School Bus Driver Schedule, effective 11/01/16.

5. **Rincon, Sandra**, Instructional Assistant-SpEd (SH), SR36, 75.00% FTE, La Costa Canyon High School, resignation effective 11/17/16.
6. **Rodriguez, Cristina**, Health Technician, SR35, 75.00% FTE, Carmel Valley Middle School, resignation for the purpose of retirement, effective 12/30/16.

sj
12/08/16
classbdagenda

Classified Personnel Supplement

Classified Artists in Residence

Difante, Alexander, effective 11/1/2016

Gerber, Michelle, effective 10/31/2016

Pauley, Heather, effective 10/24/2016

Classified Substitutes

Alibabaey, Farzaneh, effective 11/14/2016

Berry, Raeveen, effective 11/17/2016

Cervantes, Adan, effective 11/21/2016