

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

Regular Meeting Agenda

3:30 P.M., July 20, 2017
710 Encinitas Boulevard, Encinitas CA 92024
San Dieguito Union High School District-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 20, 2017, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the July 20, 2017 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the June 13, 2017 Personnel Commission Regular meeting.
Motion by _____, second by _____, to approve the minutes for the June 13, 2017 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 II, SR-42, Promotional Only, six months eligibility.
 - B. Motion by _____, second by _____, to establish an Eligibility List for THEATER TECHNICIAN, SR-41, Open/Promotional-Dual Certification, six months eligibility.
 - C. Motion by _____, second by _____, to establish an Eligibility List for CUSTODIAN, SR-32, Open/Promotional-Dual Certification, six months eligibility.
 - D. Motion by _____, second by _____, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Severe) SR-36, Open/Promotional, six months eligibility.
6. ELIGIBILITY LISTS TO BE APPROVED
 - A. Motion by _____, second by _____, to approve an Eligibility List for GROUNDS/MAINTENANCE WORKER II, SR-39, Open/Promotional, eligibility from 6/7/17.
 - B. Motion by _____, second by _____, to approve an Eligibility List for REGISTRAR, SR-40, Open/Promotional, eligibility from 6/9/17.
 - C. Motion by _____, second by _____, to approve an Eligibility List for SKILLED MAINTENANCE WORKER, SR-49, Open/Promotional-Dual Certification, eligibility from 6/19/17.
 - D. Motion by _____, second by _____, to approve an Eligibility List for ACCOUNTING TECHNICIAN, SR-42, Open/Promotional-Dual Certification, eligibility from 6/20/17.
 - E. Motion by _____, second by _____, to approve an Eligibility List for CUSTODIAN FLOATER, SR-33, Open/Promotional-Dual Certification, eligibility from 6/22/17.
7. APPROVAL OF THE 2016-17 ANNUAL REPORT
Motion by _____, second by _____, to approve the 2016-17 Annual Report of the Personnel Commission for submission to the Board of Trustees.

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. “TABLING” OF AN AGENDA ITEM

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report
- B. Personnel List Report

10. CORRESPONDENCE

- A. 2017-18 Budget Approval from the San Diego County Office of Education

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, August 8, 2017, at 3:30 P.M. in the San Dieguito UHSD Board Room, 710 Encinitas Blvd., Encinitas, CA 92024.

13. ADJOURNMENT

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

Regular Meeting Minutes

3:30 P.M., June 13, 2017
710 Encinitas Blvd., Encinitas, CA 92024
District Office Board Room

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:34 p.m. by TERRY KING, Commission Chair.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner King.

Members in Attendance

John Baird

Terry King

Patricia Spirit

Staff in Attendance

Susan Dixon, Director

Kathy Potter, Human Resources Technician

Guests

Carmen Blum

Matthew Colwell

Francisco Flores

Sheila Graciano

Alex Guerrero

Octavio Hernandez

Debbie Johnson

Margy Lara

April Llamas

Agustin Lopez

Dan Love

Carlos Magana

Jose Sanchez

Adrienne St. George

Julian Telesnikov

3. APPROVAL OF AGENDA FOR THE JUNE 13, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve the agenda for the June 13, 2017, Personnel Commission Regular Meeting.

Passed unanimously

4. APPROVAL OF THE MINUTES FOR THE MAY 9, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve the minutes for the May 9, 2017, Personnel Commission Regular Meeting.

Passed unanimously

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to establish an Eligibility List for ACCOUNTING TECHNICIAN, SR-42, Open/Promotional-Dual Certification, six months eligibility.

Passed unanimously

B. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to establish an Eligibility List for SKILLED MAINTENANCE WORKER, SR-49, Open/Promotional-Dual Certification, six months eligibility.

Passed unanimously

C. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to establish an Eligibility List for CUSTODIAN FLOATER, SR-33, Open/Promotional-Dual Certification, six months eligibility.

Passed unanimously

6. ELIGIBILITY LISTS TO BE APPROVED

A. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve an Eligibility List for NUTRITION SERVICES ASSISTANT I, SR-25, Open/Promotional-Dual Certification, eligibility from 5/23/17 (continuous filing).

Passed unanimously

B. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Non Severe), SR-34, Open/Promotional-Dual Certification, eligibility from 5/16/17.

Passed unanimously

C. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve an Eligibility List for ADMINISTRATIVE SECRETARY-MS, SR-38, Open/Promotional, eligibility from 5/11/17.

Passed unanimously

D. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve an Eligibility List for HR WORKERS' COMPENSATION, BENEFITS & HRIS SPECIALIST, SR-52, Open/Promotional-Dual Certification, eligibility from 5/16/17

Passed unanimously

E. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve an Eligibility List for CAMPUS SUPERVISOR, SR-32, Open/Promotional, eligibility from 5/24/17.

Passed unanimously

A discussion occurred during the approval of this eligibility list where it was clarified that the District will use the following practice when certifying from an eligibility list in which fewer than three ranks exist:

- *The hiring manager may decide to interview the eligibles certified in the hopes that a selection can be made*
- *After conducting interviews, if the hiring manager did not identify an eligible in which to select, a subsequent recruitment will occur, new applicants will be screened, tested and placed on a subsequent eligibility list*
- *The hiring manager will be certified ranks from the subsequent list of eligibles such that a total of three ranks will have been certified overall (e.g. if two ranks had been certified from the initial recruitment, only rank one will be certified from the subsequent recruitment). The hiring manager will interview candidates newly certified and may elect to reinterview previously interviewed candidates (e.g. if too much time has passed such that the hiring manager cannot recall enough details of those interviews).*
- *After a selection is made from the original and new eligibles, the two eligibility lists will be merged and candidates will be ranked by total overall score.*
- *Candidates who were part of the original test group will be notified if their rank has been adjusted given the merging of the lists.*

F. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve an Eligibility List for CHIEF FACILITIES OFFICER, MR-8, Open/Promotional-Dual Certification, eligibility from 5/11/17.

Passed unanimously

7. CLASSIFICATION REVIEWS

A. Learning Commons Technician II

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to establish a new classification of Learning Commons Technician II as proposed.

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to recommend to the governing board allocation of the classification of Learning Commons Technician II to Range 42 of the Classified Salary Schedule.

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to retitle the existing classification of Learning Commons Technician to Learning Commons Technician I.

All passed unanimously

A revision was made to the job description in the Essential Function area. The word “furniture” was added to the type of warranties in which an incumbent may perform follow up tasks.

B. Grounds and Custodial Supervisor

Revise the job description for Grounds and Custodial Supervisor as proposed.

JOHN BAIRD made a motion, seconded by PATRICIA SPIRIT, to amend this motion in favor of tabling the item.

Passed unanimously

Recommend to the governing board reallocation of the classification of Grounds and Custodial Supervisor to Range 9 of the Supervisory Employees Salary Schedule.

No motion made

Summary of discussion: Director Dixon gave an overview of the Grounds and Custodial assignment including the history of how the assignment originated and the rationale for its current allocation. Concerns were expressed by the commission as to how the District allowed an individual to accrue this level of additional duties over the three year period of 2006 to 2009 and that care should be given to ensure this does not happen in the future. Director Dixon explained that for the current study, no comparison assignments were identified so alternative information was considered in making the recommendation including: comparison to Maintenance Supervisor, additional tasks assigned, and breadth of assignment. Several speakers expressed concerns regarding the assignment/recommendation. Carmen Blum stated that she hopes the District will look into reorganization of the department to allow for stand-alone grounds and custodial supervisors and that the District is not staffing appropriately for members. Carlos Magana stated that the current position is not effective and the District should go back to having two positions. Jose Sanchez spoke on behalf of members' concerns regarding the dual role and that the District should go back to the previous model, which is what other districts use, and employ both a grounds and a custodial supervisor. Director Dixon spoke to these concerns as well as concerns expressed by the commission and explained that the District is entitled to assign work in the manner it sees most appropriate given all the factors it must consider but that she would share the concerns that were expressed. Commissioner King stated that in light of Director Dan Love's comments, the District believes the dual role is doable and, therefore, consideration needs to be given to the salary allocation since Mr. Lopez is performing the work. Commissioner Baird did not see sufficient rationale for reallocation given the data presented and suggested Director Dixon expand the search for comparable positions and bring the item back for reconsideration at a later meeting.

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. REINSTATEMENT OF EMPLOYEES TO FORMER CLASSIFICATION

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Susan Dixon announced that Pat Spirit completed the Merit Academy classes this month.

The Personnel Commissioners' packets included for review and discussion:

A. Vacancy Report

B. Personnel List Report

10. CORRESPONDENCE

Susan Dixon received the ACSA Membership invitation.

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 – Matt Colwell commented that he and Director Dixon visited sites to provide fresh-squeezed orange juice and donuts to employees during Classified School Employee Week May 21-25. Matt commended Director Dixon on the support provided to District and Statewide EOY, Bridget Sabin, allowing her to attend the Awards Ceremony in Sacramento.

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 Thursday, July 20, 2017, at 3:30 p.m. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

13. ADJOURNMENT

The Personnel Commission meeting adjourned at 5:24 p.m.

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

**Effective: 6/7/2017
Expiration: 12/7/2017**

Grounds Maintenance Worker II

	Rank	Applicant ID
Promotional	1	2946104
	2	3022593

Open	1	2236759
	2	1056833
	2	2351504
	3	3520615
	4	2501217

S. Dixon

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

**Effective: 06/09/17
Expiration: 12/09/17**

Registrar

Promotional

Rank	Applicant ID	Notes
1	2228409	
2	2794364	
3	2432743	
4	2680700	

Open

Rank	Applicant ID	Notes
1	3524183	
2	3504099	

S. Dixon

**San Dieguito Union High School District
Personnel Commission
Eligibility List
Dual Certification**

**Effective: 6/19/17
Expiration: 12/19/17**

Skilled Maintenance Worker

Dual Certification

Rank	Applicant ID
1	3532406
2	3527957
3	1491975
3	3292685
4	3407620

S. Dixon

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

Accounting Technician

**Effective: 6/20/17
Expiration: 12/20/17**

Rank	Applicant ID
1	3304331
2	3001139

S. Dixon

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

Effective: 6/22/17
Expiration: 12/22/17

Custodian - Floater

Rank	Applicant ID#
1	2691942
2	2606967
3	2351504
4	2456204
4	3292685
5	3221489
6	3484622
7	3170651
8	3279774

S. Dixon

San Dieguito Union High School District Personnel Commission

710 ENCINITAS BOULEVARD, ENCINITAS, CA 92024
WWW.SDUHSD.NET

ANNUAL REPORT 2016-2017

The Annual Report for the 2016-17 year has been prepared by Personnel Commission staff in compliance with Education Code Section 45266, and Personnel Commission Rule 2.17. The Annual Report describes Commission activities for the preceding fiscal year.

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

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



**Recruitment, Selection,
Classification, Training,
and Retention**

Personnel Commissioners

Established:

December 1, 1972

John Baird

CSEA Appointee

Commissioner

Serving Since 2013

Patricia "Pat" Spirit

Commission Joint Appointee

Commissioner Vice-Chair

Serving Since 2016

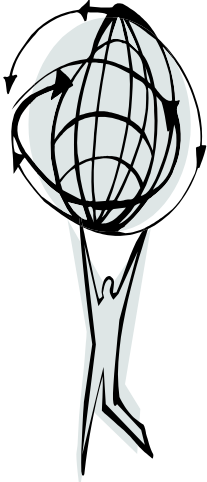
Terry King

Board of Trustees Appointee

Commissioner Chair

Serving Since 2014

Personnel Commission Staff



Susan Dixon, Director of Classified Personnel

Responsible for the management of the District's personnel services within the Merit System for classified employees. Critical goals of the director include: enhancing and maintaining a sound recruitment process to identify highly qualified new employees as well as promote existing employees; review job descriptions and assignments and make appropriate recommendations for revisions; and recognize the outstanding contributions of classified staff.

Barbara Bass, Human Resources Analyst

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

Kathy Potter, Human Resources Technician

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

San Dieguito Union High School District Administration

Board of Trustees:

Amy Herman, President

Joyce Dalessandro, Vice-President

Beth Hergesheimer, Clerk

Maureen "Mo" Muir, Trustee

John Salazar, Trustee

District Administration:

Superintendent

Eric Dill

Associate Superintendent, Human Resources

Cindy Frazee

Associate Superintendent, Business Services

Tina Douglas

Associate Superintendent, Educational Services

Mike Grove

Associate Superintendent, Administrative Services

Mark Miller

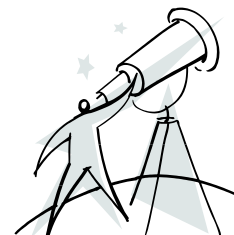
Classified Service

Classified Employees — 396

Confidential Employees — 4

Classified Supervisors — 11

Classified Management — 12



**Excellence is
our Standard**

The Merit System

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

The Commission has a threefold responsibility:

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

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

Goals of the Commission

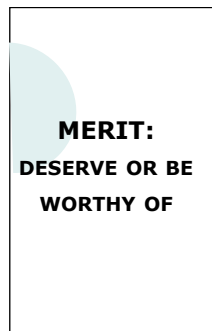
Commissioners have the responsibility to oversee that classified employment is built on, and remains consistent with, core merit principles. The most important of these merit employment principles are best summarized as follows:

- Hiring and promoting employees on the basis of ability, with open competition for initial employment.
- Retaining employees on the basis of performance and separating from the service those whose

inadequate performance cannot be corrected.

- Ensuring that employees doing like work are classified the same and receive like pay.
- Providing for fair and impartial rules and consistency of administration of the rules.
- Assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to race, color, religion, sex or sexual preference/orientation, age, political affiliation, national origin, or a disability

which may be reasonably accommodated, and with proper regard for their privacy and constitutional rights.



Personnel Commission Meetings



RULE 2.6 REGULAR MEETINGS

Regularly scheduled meetings of the Personnel Commission are held on the second Tuesday of the month at 3:30 p.m., in the District Office Board Room, 101.

The Personnel Commission held 12 meetings over the 2016-2017 fiscal year. Commissioners received a stipend of \$50.00 per meeting attended. Commissioners do not receive District-paid health and/or dental benefits.

SUMMARY OF PERSONNEL COMMISSION ACTIVITIES

Recruitment

	2015-16	2016-17
Promotional Only Exams	5	2
Open/Promotional Exams	12	15
Open/Promotional Dual Certification	24	32
Applications Received	631	920
Candidates Tested	311	380
Candidates Eligible	206	279

Employment

	2015-16	2016-17
Transfers	51	30
Promotions	18	19
New Hires	52	57
Re-employments	1	4
Limited Term Appointments	7	5
Leave of Absence	7	4
Voluntary Demotions	3	3
Placed in Unpaid Status	3	2

Terminations

	2015-16	2016-17
Resignations	20	36
Retirements	14	24
Layoffs/Reductions	2	0
Employees Affected	2	0
Appeals from Discipline	0	0

Classification Activities

	2015-16	2016-17
New Classifications Established	2	2
Classification Descriptions Revised	15	16
Positions/Incumbents Reclassified	9	0
Classifications Reallocated Upward	0	0
Classifications Reallocated Downward	1	0
Reclassification Requests Denied	4	1



A year in review

Presented to the Personnel Commission: 7/20/17; Presented to the Board of Trustees: 8/17/17

Can a motion be tabled for a subsequent meeting?

Technically, a motion cannot be made to “table” an item. Table is the term used to take a break from the item when another matter has come up that needs immediate attention. If an item is “tabled”, it is reconsidered as soon the interruption has concluded.

If the commissioners are not ready to vote on an item (e.g. they want more information to inform their decision), the proper course of action would be for one commissioner to make a motion the way the item is written on the agenda. Then, since the primary motion is open, another commissioner has the option to make a subsidiary motion. The subsidiary motion to be made would be to “postpone the item to a certain time.” Although the “certain time” is usually defined by a specific date of a future meeting, general consensus is that it would be permissible to say something such as, “postpone until a subsequent meeting when more information becomes available”. The commissioners can then give direction as to what additional information they would like to have presented.



SAN DIEGO COUNTY OFFICE OF EDUCATION

6401 Linda Vista Road, San Diego, CA 92111 • 858-292-3500 • www.sdcoe.net
San Diego County Superintendent of Schools Dr. Paul Gothold

June 29, 2017

Ms. Susan Dixon
Director, Classified Personnel
San Dieguito Union High School District
710 Encinitas Boulevard
Encinitas, CA 92024-3357

Dear Ms. Dixon:

In accordance with the provisions of Education Code 45253, the County Superintendent of Schools has approved the 2017-18 Personnel Commission budget for the San Dieguito Union High School District in the amount of \$375,310.

The budget submitted reflects an increase over the Personnel Commission's 2016-17 final budget. If during the year, the school board approves any budget amendments for the Personnel Commission, please forward a copy of the changes to our office.

Also be reminded that San Dieguito Union High School District Governing Board should include the above amount of \$375,310 in the 2017-18 regular general fund adopted budget.

Sincerely,

Paul Gothold, Ed.D.
County Superintendent of Schools

PG:BW:VS

cc: Delores Perley, Chief Financial Officer, SDUHSD