

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

Regular Meeting

3:30 P.M., March 10, 2020
710 Encinitas Boulevard, Encinitas, CA 92024
District Office Board Room 101

PUBLIC COMMENTS

If you wish to speak regarding an item on the agenda, please complete a "Request to Address the Personnel Commission" slip located at the sign-in table and present it to Personnel Commission staff prior to the start of the meeting. When the Personnel Commission Chair invites you to speak, please state your name, address, and the name of your organization before making your presentation. In the interest of time and order, presentations from the public should be focused and on topic. The Commission Chair will curtail public comments that become repetitive, unfocused or off topic.

Persons wishing to address the Personnel Commission on any Commission-related issue not elsewhere on the agenda are invited to do so when the Commission calls for "Public Comments" under that item of the agenda. Please follow the same directions (above) for speaking to agenda items.

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

AGENDA POSTING REQUIREMENTS

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

PUBLIC INSPECTION OF DOCUMENTS

A copy of this agenda with all the supporting documents is available for review in the Classified Personnel Office between 8:00 AM and 4:30 PM, and is available on the district website, www.sduhsd.net. In addition, a copy of the Personnel Commission Rules and Regulations may also be found on the district website.

CELL PHONES/ELECTRONIC DEVICES

As a courtesy to all attendees, please silence all electronic devices to silent mode and engage in conversations outside the meeting room.

REQUESTS FOR DISABILITY-RELATED MODIFICATIONS OR ACCOMODATIONS

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

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

Regular Meeting Agenda

3:30 P.M., March 10, 2020

710 Encinitas Blvd., Encinitas CA 92024

San Dieguito Union High School District Office – Large Board Room

REGULAR MEETING/OPEN SESSION

1. Call to Order Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the March 10, 2020, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the March 10, 2020 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the February 11, 2020, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the minutes for the February 11, 2020, 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 Nutrition Services Operations Supervisor, Supervisory Salary Range 11, Open/Promotional-Dual Certification, six months eligibility.
 - B. Motion by _____, second by _____, to establish an Eligibility List for Director of Maintenance and Operations, Management Salary Range 5, Group 4, Open/Promotional-Dual Certification, six months eligibility (pending approval of Item 7).
 - C. Motion by _____, second by _____, to establish an Eligibility List for Facilities Construction Planner, SR 52, Open/Promotional-Dual Certification, six months eligibility.
6. ELIGIBILITY LISTS TO BE APPROVED
 - A. Motion by _____, second by _____, to approve an Eligibility List for Communications Coordinator, Management Salary Range 5, Range 11, Open/Promotional-Dual Certification, effective from 2/25/20.
 - B. Motion by _____, second by _____, to approve an Eligibility List for Custodian, SR 32, Open/Promotional-Dual Certification, effective from 3/04/20.
 - C. Motion by _____, second by _____, to approve an Eligibility List for Custodian Floater, SR 33, Open/Promotional-Dual Certification, effective from 3/04/20.
 - D. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for School Bus Driver, SR 38, Open/Promotional–Dual Certification, update effective as of 3/04/2020.
7. CLASSIFICATION REVIEW
Director of Maintenance and Operations

- A. Motion by _____, second by _____, to establish a new classification of Director of Maintenance and Operations and approve the job description as presented.
- B. Motion by _____, second by _____, to recommend to the SDUHSD Board of Education allocating the classification of Director of Maintenance and Operations to Management Salary Range 4 of the Management Salary Schedule.

DISCUSSION/INFORMATION ITEMS (See Supplements)

- 8. DUTIES AND ROLES OF THE PERSONNEL COMMISSION VERSUS THE SCHOOL BOARD REGARDING CLASSIFICATION AND SETTING OF SALARY RANGES
- 9. STAFF COMMENTS ON PERSONNEL ACTIVITIES
 - A. Vacancy Report
 - B. Personnel List Report
 - C. Other
- 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, April 14, 2020, 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 PM, .February 11, 2020

710 Encinitas Blvd., Encinitas, CA 92024

San Dieguito Union High School District Office - Board Room

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:30 p.m. by JUSTIN CUNNINGHAM

2. PLEDGE OF ALLEGIANCE

Commissioner Cunningham led the pledge of allegiance.

Members in Attendance

John Baird

Jeff Charles

Justin Cunningham

Staff in Attendance

Susan Dixon, Director

Barbara Bass, Human Resources Analyst

Kathy Potter, Human Resources Technician

Guests

Carmen Blum

Dawn Campbell

April Llamas

Tina Peterson

3. APPROVAL OF THE AGENDA FOR THE FEBUARY 11, 2020, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the agenda for the February 11, 2020, Personnel Commission Regular Meeting.

Passed unanimously

4. APPROVAL OF THE MINUTES FOR THE JANUARY 14, 2020, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the minutes for the January 14, 2020, Personnel Commission Regular Meeting.

Passed 2-0, Commissioner Baird abstained from voting as he did not attend the January meeting.

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish an Eligibility List for Custodian, SR 32, Open/Promotional-Dual Certification, six months eligibility.

B. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish an Eligibility List for Custodian Floater SR 33, Open/Promotional-Dual Certification, six months eligibility.

C. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish an Eligibility List for Administrative Assistant II, SR 40, Open/Promotional-Dual Certification, six months eligibility.

All passed unanimously

6. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR 25, Open/Promotional-Dual Certification, update effective as of 1/16/20.
- B. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd Non-Severe, SR 34, Open/Promotional- Dual Certification, update effective as of 1/27/20. *Director Dixon explained practices used for “continuous” eligibility lists and that candidates are notified of their six months of eligibility when testing. Commissioner Baird requested that eligibles on continuous filing lists be notified when their eligibility expires (which removes them from the list) so they know to reapply if still interested.*
- C. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for Secretary, SR 36, Open/Promotional-Dual Certification, eligibility from 1/27/20.
- D. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve an Eligibility List for Director of Transportation, Management Salary Group 5, Range 4, Open/Promotional-Dual Certification, effective from 1/29/20.
- E. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for School Bus Driver, SR 38, Open/Promotional-Dual Certification, update effective as of 1/30/20.

All passed unanimously

7. CLASSIFICATIONS REVIEWS

Merging of classifications within the Finance Department – *Commissioner Baird asked if this was an action item or discussion item. Director Dixon explained that it was an action item but had inadvertently dropped to the wrong heading. Director Dixon then introduced Dawn Campbell, Director of Fiscal Services and stated she was available to answer any questions if needed.*

- A. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish a new classification of Accountant as presented.
- B. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to recommend to the SDUHSD Board of Education allocating the classification of Accountant to Range 52 of the Classified Employees Salary Schedule.
- C. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to abolish the classifications of Accounting Specialist and Budget Analyst.
- D. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to reclassify incumbents in the Accounting Specialist and Budget Analyst classifications to the new classification of Accountant.

*All passed unanimously with correction of typo in job description (pointed out by Ms. Blum) and additional wording to 7D (new, suggested by Commissioner Baird).
The discussion that occurred during this item prompted a request by Commissioner Baird to place a discussion item on the March agenda related to, “the duties and roles of the Personnel Commission versus the Board regarding classification and setting of ranges”.*

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report - Correction, Locksmith FTE is 100%, not 75%.
- B. Personnel List Report
- C. Other – The presentation by Director Dixon to the Board on the functions and processes under the Merit System has been tentatively scheduled for March 19, 2020. She provided the commissioners with a draft of the Power Point she will use and invited them to review and make suggestions. The 2020 California Classified School Employee Week is May 17 – 23. Director Dixon asked the commission which day that week would work best with their schedules to hold the classified employee celebration event. Tuesday, May 19, was selected.

9 CORRESPONDENCE – None.

10 PUBLIC COMMENTS

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A. California School Employees Association- Ms. Llamas accepted Commissioner Baird's "congratulations" as the new Chapter President.

B. San Dieguito Union High School District – Tina Peterson welcomed April Llamas as the new CSEA President and stated they had already had some productive discussions.

C. Public – Carmen Blum provided an updated list of employees she believes are bilingual.

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, March 10, 2020, at 3:30 P.M. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

12. ADJOURNED – 4:33 PM

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

Effective date: 2/25/2020

<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>
6291490	1	8/25/2020
4474419	2	8/25/2020
3814038	2	8/25/2020
2239772	3	8/25/2020
3741653	4	8/25/2020

S. Dixon

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

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

Effective date: 3/4/2020

<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>
6309442	1	9/4/2020
3626044	2	9/4/2020
3388268	3	9/4/2020
6301639	4	9/4/2020
3394319	5	4/11/2020
2046277	6	9/4/2020
6311875	7	9/4/2020
3000647	7	4/11/2020
3736753	8	9/4/2020

S. Dixon

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

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

Effective date: 3/4/2020

<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>
2046277	1	9/4/2020

S. Dixon

School Bus Driver

San Dieguito Union High School District
Personnel Commission

School Bus Driver

Merged Eligibility List - Continuous Filing
Open/Promo-Dual Certification

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

Updated: 3/4/2020

<i>Applicant Id</i>	<i>Rank</i>	<i>Eligibility Expires</i>
7943561	1	9/4/2020
6279664	1	7/30/2020

S. Dixon

Classification Review Report	
Classification	Director of Maintenance & Operations
Classification Type	Classified Management
Salary Range	4
Prepared By	Barbara Bass, Human Resources Analyst Susan Dixon, Director, Classified Personnel
Submission to Classification Advisory Committee	February 25, 2020
Submission to Personnel Commission	March 10, 2020
Agenda Item	Classification Review: Establishment of New Classification

Background Information

Upon the retirement of the Director of Maintenance, Operations & Transportation, District administration reviewed the managerial responsibilities for both the maintenance and transportation departments.

Prior to 2013, the District employed two different individuals to oversee the facilities and transportation functions. However, in June of 2013, the Personnel Commission established a single classification of Director of Maintenance, Operations and Transportation due to organizational changes.

Current needs are such that a decision was made to once again split the responsibilities related to the oversight of these two distinct programs. At the November 12, 2019 Personnel Commission meeting, the commission reviewed and approved reestablishing a classification specific to directing the transportation function.

At this time, the District is ready to continue moving forward with this organizational change and reestablish a classification specific to overseeing the maintenance and operations functions. The Associate Superintendent of Business Services and Executive Director of Planning Services have worked with Personnel Commission staff to draft a job description for Director of Maintenance & Operations.

Sources of Information

Tina Douglas, Associate Superintendent, Business Services
 John Addleman, Executive Director of Planning Services (currently overseeing this function)
 Comparable districts in San Diego County

Recommendation

It is recommended that the Director of Maintenance & Operations job description be approved as proposed. Based upon comparison data and internal alignment, it is recommended that the Director of Maintenance & Operations be allocated to Range 4 of the Management Salary Schedule.

A salary survey of comparable positions from our comparison agencies was conducted. SDUHSD management salaries include the cost of benefits while our comparison districts do not include the cost of benefits. Although the rate of pay for SDUHSD (after adjusting for benefits) is slightly less than the average rate of pay of our comparison districts, when factoring the size of the maintenance and operations program the director will manage compared to others, allocation at Range 4 seems appropriate.

A review of salary rates of comparable classifications within the designated comparison districts is below:

District	Job Title/Range		Minimum	Maximum	
Carlsbad UHSD	Director, Maintenance & Operations 13		\$109,163	\$122,262	
Escondido UHSD	Director of Maintenance & Operations 29		\$109,855	\$121,420	
Escondido USD	Director of Maintenance and Operations 5-5		\$108,825	\$126,204	
Grossmont UHSD	Director, Maintenance Services 42		\$ 93,971	\$112,206	
San Marcos USD	Executive Director, Maintenance and Operations 02-05		\$114,929	\$146,881	
Sweetwater USD	Director of Maintenance 5		\$116,423	\$135,265	
Average			\$108,861	\$127,373	
San Dieguito UHSD	Director of Maintenance & Operations	Proposed 4	<i>as appears on Schedule</i>	\$115,053	\$131,505
			<i>Net salary formula pre flex dollar change</i>	\$105,101	\$121,554

Vote by Committee Members:

Vote	Member	Vote	Member
NA	Matt Colwell, CSEA	Yes	Debbie Kelly, Admin
NA	Margy Lara, CSEA	Yes	Marley Nelms, Admin
NA	April Llamas, CSEA	Yes	Tina Peterson, Admin

DIRECTOR OF MAINTENANCE & OPERATIONS

JOB SUMMARY

The Director of Maintenance & Operations plans, directs, oversees and evaluates the District's maintenance and operations program including maintenance, grounds and custodial services. The Director ensures that services and practices comply with local, state and federal regulations and that operational and program goals and objectives are met.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Director of Maintenance & Operations may perform any combination of the following:

- Develops long and short range plans and programs including: budget; routine, periodic, preventative and deferred maintenance, repair and alteration of District buildings and grounds; safety; emergency response; and staff development.
- Monitors the department budget and expenses throughout the year.
- Manages the day-to-day activities of the District's maintenance, grounds and custodial programs in conjunction with appropriate supervisors; ensures the work is completed efficiently and within regulatory guidelines and project deadlines and services are provided in an efficient and effective manner.
- Oversees and performs tasks related to the Request for Proposals process; ensures proper processes are followed with contracted services.
- Manages a wide variety of safety-related programs (e.g. asbestos removal, lead abatement, hazardous materials) to ensure compliance with Federal, state, county and city requirements.
- Interviews, selects, supervises, develops/coaches, evaluates, and disciplines assigned staff.
- Reviews operations and inspects facilities; ensures operations and facilities are in compliance with local, state and federal regulations; prepares or oversees the preparation of compliance reports.
- Ensures equipment is maintained properly and repaired or replaced as needed.
- Provides recommendations to District on construction and maintenance projects.
- Gathers data analyzes and solves problems; responds appropriately to inquiries and service issues.
- Promotes exceptional customer service.
- Oversees projects.
- Coordinates with other governmental agencies as needed.
- Researches new products, laws and regulations; stays current on all areas related to maintenance and operations.
- Conducts studies; makes recommendations regarding staffing, purchases, policies, procedures.
- Maintains a variety of files and records to document activities, provide reliable information and maintain compliance.
- Monitors the activities of consultants/vendors who provide services related to maintenance, grounds, and custodial.
- Attends meetings, including serving as a District representative; serves as a presenter in areas related to assigned functions.
- Performs other job-related duties as assigned.

DIRECTOR OF MAINTENANCE & OPERATIONS

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Principles, practices and methods of maintenance, trades, grounds and custodial services.
- Applicable laws, codes, ordinances and other regulations related to functional areas of responsibility
- Materials, supplies and equipment used in maintenance, trades, grounds and custodial services.
- Principles and practices of supervision, coaching and performance evaluation.
- Principles and practices of budget administration.
- Electronic and manual recordkeeping practices.
- Computer-based applications such as word processing, databases, spreadsheets, calendars, and email.
- Workplace math such as arithmetic operations, percents, rounding, and problem solving.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Business writing, proofing and editing.

ABILITY TO:

- Plan, direct, oversee and evaluate maintenance, grounds and custodial services.
- Administer personnel policies and practices.
- Apply pertinent codes, policies, regulations, laws.
- Operate equipment used in the performance of assigned duties.
- Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.
- Plan and manage projects.
- Prepare and monitor budgets.
- Review and interpret highly technical information.
- Write technical materials.
- Analyze situations to define issues, draw conclusions and take appropriate action.
- Exercise appropriate judgment when making decisions.
- Adhere to safety practices.
- Plan, prioritize and organize work, schedules and timelines.
- Meet deadlines and schedules.
- Adapt to changing work priorities.
- Coordinate and schedule activities, meetings and events.
- Communicate effectively with a wide variety of individuals.
- Compose written communications applying correct English usage, grammar, spelling, punctuation and vocabulary.
- Work effectively, independently and as part of a team with minimum supervision.
- Establish and maintain cooperative working relationships with others.
- Maintain confidentiality of sensitive information.
- Operate a vehicle

EDUCATION AND EXPERIENCE

Bachelor's degree in business administration, public administration, engineering, construction or related field. A combination of education, training, and/or experience that demonstrates equivalent knowledge and abilities may be considered in lieu of a bachelor's degree. One year of additional qualifying experience substitutes for each 24 semester/45 quarter units of education leading to one of the degrees.

DIRECTOR OF MAINTENANCE & OPERATIONS

Five years of increasingly responsible work experience in the maintenance field, at least three years of which must be at the supervisory or management level in the maintenance field.

REQUIRED TESTING

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

LICENSING AND CERTIFICATION REQUIREMENTS

Valid California Class C driver's license and a record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position. The record must be submitted at the time of application. Employees hired in this classification will be enrolled in the DMV Employee Pull Notice program. The District will receive a driver record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against the employee's driving privilege during employment.

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.

WORKING ENVIRONMENT

The usual and customary methods of performing the job 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)

Seldom	Squatting/crouching, climbing/balancing, kneeling, reaching above shoulder, stooping/bending, twisting back, pushing/pulling, power/firm grasping, hand and food controls, reaching at shoulder, above shoulder, below shoulder, lifting at waist height and carrying up to 50 pounds up to 100 feet
Occasionally	Walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet
Occasionally/Frequently	handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation

DIRECTOR OF MAINTENANCE & OPERATIONS

AUDITORY OR VISUAL REQUIREMENTS

Ability is required to communicate, operate vehicles safely, and respond to safety bells and emergencies. Ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Work is subject to exposure to dust, dirt, odors, noise, chemicals, fumes, solvents, vibrations, electric shock and poor ventilation. Working around and with machinery and tools having moving parts. Work is occasionally conducted in adverse weather conditions and is performed in both indoor and outdoor environments. Work is subject to driving to District sites.

FLSA STATUS

Exempt

SALARY RANGE

Management Range 4

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

VACANCY REPORT 3/05/20

Classified Personnel

12 current/pending vacancies in 9 different job classifications

SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
OC	AM756	Custodian	40	1.00	Selection interview March 2020
SDA	AL907	Custodian	40	1.00	Selection interview March 2020
FAC	AA165	Floater Custodian	40	1.00	Selection interview March 2020
DO	AL928	Nutrition Services Operations Supervisor	40	1.00	Selection interview early April 2020
FAC	AA204	Locksmith	40	1.00	Selection interview March 2020
TECH	AA036	Administrative Assistant II	40	1.00	Selection interview March 2020
TRANS	AI895	School Bus Driver	20	0.50	Continuous recruitment
FAC	AI851	Facilities Construction Planner	40	1.00	Selection interview March 2020
CV	AJ224	Instructional Assistant SpEd Non-Severe	30	0.75	Selection interview March 2020
EW	AH628	Nutrition Services Assistant I	11.25	0.28	Selection interview March 2020
OC	AJ220	Instructional Assistant SpEd Non-Severe	30	0.75	Selection interview March 2020
TP	NEW	Instructional Assistant SpEd Non-Severe	30	0.75	Selection interview March 2020

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Classified Artist in Residence**, employment for the 2019-20 school year per attached supplement through 06/30/20.
2. **Classified A.V.I.D Tutors**, employment for the 2019-20 school year per attached supplement through 06/30/20.
3. **Classified Substitutes**, per attached supplement.
4. **Coaches**, employment for the 2019-20 school year per attached supplement through 06/30/20.
5. **Foote, Susan**, Learning Commons Technician I, SR40, 100.00% FTE, San Dieguito High School Academy, effective, 02/11/20.
6. **Romero, Cruz**, Grounds Supervisor, Supervisory SR6, 100.00% FTE, Facilities Department, effective 02/03/20.
7. **Zhang, Ruoyu**, Nutrition Services Assistant I, SR25, 31.25% FTE, Carmel Valley Middle School, effective 01/28/20.

Change in Assignment

1. **Dresti, Stephanie**, from Learning Commons Technician I, SR40, 100.00% FTE, Oak Crest Middle School to Learning Commons Technician II, SR42, 100.00% FTE, Oak Crest Middle School, effective 01/07/20.
2. **Leedy, Russell**, from Instructional Assistant-SpEd (NS), SR34, 48.75% FTE, Diegueno Middle School to 75.00% FTE, Carmel Valley Middle School, effective 02/18/20.
3. **Lopez, Javier**, from Grounds and Custodial Supervisor, Supervisory SR7, 100.00% FTE, Facilities Department to Custodial Supervisor, Supervisory SR6, 100.00% FTE, Facilities Department, effective 02/03/20.
4. **Madueno, Eufrazio**, from Custodian Floater, SR33, 100.00% FTE, Facilities Department to School Plant Supervisor-Middle School, SR39, 100.00% FTE, Oak Crest Middle School, effective 01/21/20.
5. **Magana, Norma**, from Custodian, SR32, 100.00% FTE, San Dieguito High School Academy to Nutrition Services Assistant I, SR25, 37.50% FTE, Oak Crest Middle School, effective 02/03/20.
6. **Raymond, Jacqueline**, from Instructional Assistant-SpEd (NS), SR34, 75.00% FTE, Carmel Valley Middle School to unpaid status and 39 month re-employment list, effective 02/01/20.
7. **Uribe, Consuelo**, from Nutrition Services Assistant I, SR25, 37.50% FTE, Oak Crest Middle School to Nutrition Services Assistant I, SR25, 31.25%, Diegueno Middle School, effective 02/10/20.
8. **Van Winkle, Anne**, from Receptionist, SR32, 100.00% FTE, Canyon Crest Academy to Secretary, SR36, 100.00% FTE, Earl Warren Middle School, effective 02/18/20.

Leave of Absence

1. **Howard, Andrea**, Instructional Assistant-SpEd (NS), SR34, 37.50% FTE, Torrey Pines High School, requests a 100.00% Unpaid Leave of Absence effective 02/03/20 through 05/22/20.
2. **Magana, Vanessa**, Instructional Assistant-SpEd (NS), SR34, 75.00% FTE, Carmel Valley Middle School, requests a 100.00% Unpaid Leave of Absence effective 01/09/20 through 02/28/20.

Release from Probation

1. **Employee Number 629-893**, Nutrition Services Assistant I, SR25, 31.25% FTE, Diegueno Middle School, effective 01/22/20.

Resignation

1. **Haught, Christina**, Budget Analyst, SR52, 100.00% FTE, District Office – Finance Department, for the purpose of retirement, effective 03/06/20.

Classified Personnel Supplement, February 27, 2020

Artist in Residence

Dycus, Susan, Choreographer, effective 01/27/2020

AVID Tutors

Chavez, Angel, Earl Warren Middle School, effective 01/07/2020

Zapata, Anthony, Oak Crest Middle School, effective 01/02/2020

Classified Substitutes

Dixon, Marissa, Instructional Assistant Special Education, effective 02/05/2020

Gonzalez, Edwin, Custodian, effective 02/06/2020

Ochoa, Juan, Custodian, effective 01/31/2020

Coaches

Canyon Crest Academy Walk-On

Liu, Oscar, Badminton, Varsity, Spring Season, effective 01/03/2020

Montgomery, Jeffery, Boys Tennis, Junior Varsity, Spring Season, effective 01/21/2020

Park, Hee Lang, Boys Volleyball, Junior Varsity, Spring Season, effective 01/28/2020

Tackabery, Tyler, Boys Volleyball, Junior Varsity Assistant, Spring Season, effective, 01/31/2020

La Costa Canyon High School Walk-On

Haight, Jillyan, Girls Lacrosse (50% Stipend), Varsity Assistant, Spring Season, effective 01/20/2020

Jaynes, Natalie, Gymnastics (50% Stipend), Varsity, Spring Season, effective 01/28/2020

Labar, Reed, Baseball, Freshmen Assistant, Spring Season, effective 01/31/2020

McNaught-Davey Hess, Michaela, Gymnastics (50% Stipend), Varsity, Spring Season, effective 01/28/2020

Morrison, Robert, Boys Lacrosse, Varsity Assistant, Spring Season, effective 01/28/2020

Strange, Colin, Boys Lacrosse, Junior Varsity, Spring Season, effective 02/11/2020

La Costa Canyon High Certificated

DiGiulio, Kari, Field Hockey, Varsity, Fall Season, effective 01/30/2020

Drawbridge, Hannah, Field Hockey, Varsity Assistant, Fall Season, effective 01/30/2020

San Dieguito High School Academy Walk-On

Castellanos, Savannah, Swim, Junior Varsity, Spring Season, effective 01/31/2020

Greene, Timothy, Boys Lacrosse, Varsity Assistant, Spring Season, effective 02/07/2020

Lamar, Quincy, Boys Basketball, Junior Varsity Assistant, Spring Season, effective 01/02/2020

Torrey Pines High School Walk-On

Huey, Sean, Boys Tennis, Junior Varsity, Spring Season, effective 01/16/2020

Mapes, Chelsea, Girls Lacrosse, Junior Varsity, Spring Season, effective 02/15/2020

Myers, Erik, Boys Lacrosse, Junior Varsity, Spring Season, effective 02/06/2020

Previdi, Matthew, Boys Tennis, Varsity, Spring Season, effective 01/02/2020

Simis, Thomas, Baseball, Varsity Assistant, Spring Season, effective 01/10/2020

Torrey Pines High School Certificated

Doster, Austen, Boys Lacrosse, Varsity Assistant, Spring Season, effective 01/06/2020

Neubauer, Julia, Softball, Varsity Assistant, (Stipend 43%), Spring Season, effective 01/06/2020

Rowe, Daniel, Track, Junior Varsity Assistant, Spring Season, effective 02/04/2020