

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

Special Meeting Agenda

3:30 P.M., May 24, 2022

Virtual Meeting

PUBLIC COMMENTS

Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the commission on any item of interest to the public, before or during the commission's consideration of the item.

If you wish to speak regarding an item on the agenda, we request that you email the Director of Classified Personnel at susan.dixon@sduhsd.net by 3:00pm the day of the meeting or, if the meeting is being conducted in-person, you may complete a speaker slip located at the entrance to the meeting room prior to the start of the meeting. We request that you include your name, organization you represent (if applicable) and the nature of your comment including whether it is related to a specific item number on the agenda or a non-agenda item. If your comment is related to an item on the agenda, it will be heard at the time of the item. All non-agenda items will be heard during the public comments portion of the meeting. In accordance with Government Code §54954.2(3), no action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of the commission, or the commission itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.

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 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. If you are unable to access the agenda packet on the website, please email susan.dixon@sduhsd.net to receive a copy.

RECORDING OF PERSONNEL COMMISSION MEETINGS

All meetings of the Personnel Commission are audio and/or video recorded for record keeping purposes. Individuals may request the audio recording by emailing the director at susan.dixon@sduhsd.net after the conclusion of the meeting. Recordings will be kept on file for 90 days following the date of the meeting.

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. When meetings are conducted virtually, please mute your computer audio until you have been called to speak.

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**

Special Meeting Agenda

3:30 P.M., May 24, 2022

Virtual Meeting

SPECIAL MEETING/OPEN SESSION

1. Call to Order Commission Chair

2. Pledge of Allegiance

3. Approval of the Agenda for the May 24, 2022, Personnel Commission Special Meeting.

Public Comments, if any

Motion by _____, second by _____, to approve the agenda for the May 24, 2022, Personnel Commission Special Meeting.

4. Approval of the Minutes for the May 10, 2022, Personnel Commission Regular Meeting.

Public Comments, if any

Motion by _____, second by _____, to approve the minutes of the May 10, 2022, Personnel Commission Regular Meeting.

ACTION ITEMS (See Supplements)

5. CLASSIFICATION REVIEW

Public comments, if any

A. Administrative Assistant II – Special Education

This item was presented at the May 10, 2022, Personnel Commission meeting. The commission requested that the item be brought to the Classification Advisory Committee for their consideration prior to the commission taking action and that the item be brought back to the commission at today’s meeting.

Motion by _____, second by _____, to classify a vacant position in the Special Education Department as Information Systems Support Technician (R44).

6. ASSEMBLY BILL 361/SPECIAL MEETING DATE SCHEDULED

Public comments, if any

AB 361 provides an option to potentially extend the ability to conduct virtual public meetings. The bill specifies that if a legislative body would like to meet remotely, it must determine, by majority vote, whether as a result of the state of emergency, meeting in person would present imminent risks to the health or safety of attendees. The extension is in effect until January 1, 2024. If a legislative body votes to continue virtual meetings, it can only do so as long as the state of emergency remains active or state or local officials continue to impose or recommend measures to promote social distancing. Furthermore, the

legislative body is required to place an item on their agenda each month to vote to continue holding meetings virtually.

- A. Motion by _____, second by _____, to hold the June 14, 2022, Regular Personnel Commission meeting and any other meetings scheduled in the next 30 days, virtually.

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, June 14, 2022, at 3:30 P.M. Please note, this meeting may be held virtually.

8. ADJOURNMENT

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

Regular Meeting Minutes

3:30 PM, May 10, 2022
Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:32 p.m. by Commission Chair JOHN BAIRD

2. PLEDGE OF ALLEGIANCE

Commissioner Baird led the pledge of allegiance.

Personnel Commissioners in Attendance

John Baird
Jeff Charles
Justin Cunningham

Personnel Commission Staff in Attendance

Susan Dixon, Director
Jennifer Laity, Human Resources Technician

3. APPROVAL OF THE AGENDA FOR THE May 10, 2022, PERSONNEL COMMISSION
REGULAR MEETING.

Public Comments-None

It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve the agenda for the May 10, 2022, Personnel Commission Regular Meeting.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

4. APPROVAL OF THE MINUTES OF THE April 12, 2022, PERSONNEL COMMISSION
SPECIAL MEETING.

Public Comments-None

It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve the minutes of the April 12, 2022, Personnel Commission Special Meeting.

John Baird-Aye
Jeff Charles-Abstain (did not attend the 4/12/22 meeting)
Justin Cunningham-Aye
Passed with two Ayes

5. PUBLIC COMMENTS ON NON-AGENDA ITEMS

No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission or its staff may ask a question for clarification, make a brief

announcement, or make a brief report on his or her own activities. Furthermore, a member of the commission, or the body itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the commission at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.

- A. California School Employees Association-None
- B. San Dieguito Union High School District-Associate Superintendent, Olga West, shared that the district and CSEA had settled negotiations and the updated contract would be presented at the 5/19/22 board meeting.
- C. Public –None.

ACTION ITEMS-(See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments-None

- A. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Accounting Assistant-ASB, SR 40, Open/Promotional-Dual certification, effective 4/12/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

- B. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve an Eligibility List for Administrative Assistant II, SR 40, Open/Promotional, effective 4/12/22, eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

- C. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Theater Technician, SR 41, Open/Promotional-Dual Certification, effective 4/12/22, eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

- D. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education –Behavior Intervention, SR 36, Open/Promotional, updated 4/25/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye

Passed with three Ayes

- E. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, SR 34, Open/Promotional-Dual Certification, updated 4/25/22, individual eligibility valid for six months.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

- F. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant, SR 37, Open/Promotional, updated 4/25/22, individual eligibility valid for six months.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

- G. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Executive Assistant (Confidential), SR 1, Open/Promotional-Dual Certification, effective 4/26/22, eligibility valid for six months.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

Commissioner Baird shared Education Code 45272 stating that confidential employees do not accrue seniority and was concerned if people were aware of that. Baird then read the code which explains that the board may elect to exempt certain executive secretarial positions which includes a provision that they would not achieve permanency in the classification. Director Dixon explained that the only position that has been exempted from the merit system since she has been in the district is the current Assistant to the Board and Superintendent (formerly Executive Assistant to the Superintendent). This Executive Assistant assignment follows the merit system provisions including permanency.

- H. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Custodian, SR 32, Open/Promotional-Dual Certification, updated 4/27/22, individual eligibility valid for six months.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

- I. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR 25, Open/Promotional-Dual Certification, updated 5/02/22, individual eligibility valid for six months.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

7. ELIGIBITLY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments-None

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish a six month Eligibility List for Administrative Assistant IV, SR44, Open/Promotional-Dual Certification.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

- B. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a six-month eligibility list for Secretary, SR 36, Open/Promotional-Dual Certification.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

8. ASSEMBLY BILL 361

Public Comments- None

AB 361 provides an option to potentially extend the ability to conduct virtual public meetings. The bill specifies that if a legislative body would like to meet remotely, it must determine, by majority vote, whether as a result of the state of emergency, meeting in person would present imminent risks to the health or safety of attendees. The extension is in effect until January 1, 2024. If a legislative body votes to continue virtual meetings, it can only do so as long as the state of emergency remains active or state or local officials continue to impose or recommend measures to promote social distancing. Furthermore, the legislative body is required to place an item on their agenda each month to vote to continue holding meetings virtually.

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to hold Personnel Commission meetings scheduled in the next 30 days, virtually.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

- B. It was moved by _____, seconded by _____, to hold a special meeting of the Personnel Commission on a mutually agreed upon date. An agenda item at this meeting would be to possibly announce the June 14, 2022 Regular Meeting as virtual since that meeting date exceeds 30 days from today.

This motion was modified as follows: It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to hold a special meeting of the Personnel Commission on May 24, 2022, at 3:30 P.M.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye

Passed with three Ayes

9. 2022-2023 PROPOSED PERSONNEL COMMISSION BUDGET APPROVAL

- A. Open Public Hearing-Commissioner Baird opened the public hearing at 4:04 P.M.
- B. Call for Public Comment-No Public Comments. Commissioner Baird asked whether they could amend the budget. Given the overwhelming workload of PC commission staff, he would like to add short-term employment positions to help with tasks such as substitute calling. Director Dixon stated she did not believe that would be necessary. She is optimistic that the assignment of substitutes will transition back to the operation's staff. All employees in the district are busy now. Now that the AP Test Proctor recruiting/processing is complete and summer is approaching, she is hoping there will be a break in the volume of substitute work overall.
- C. Close Public Comment-Commissioner Baird closed at 4:22 P.M.
- D. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the 2022-2023 Personnel Commission Budget as proposed.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

10. CLASSIFICATION REVIEW

Administrative Assistant II-Special Education

Public Comments: See below

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to reclassify a vacant position in the Special Education Department from Administrative Assistant II (R40) to Information Systems Support Technician (R44).

This motion was amended as follows: It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to direct Susan to bring this item back to the 5/24/22 special meeting after contacting the Classification Advisory Committee for their views.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

Commissioner Baird asked Director Dixon if she had received any requests for public comments. She stated she had not. Commissioner Baird stated he received requests from Wayne and Carmen.

Wayne Baldwin: This is one they have had concern over and discussed with their executive board. It appears they have been trying to reclass for a couple years. We have one girl who has been working for years and has recently gone out on IA from this position and once she goes out they're going to all of a sudden change it from a 40 to a 44. It seems very timely. We're not sure why now. We're hoping we can get a solid explanation for the reason since they've been asking for a reclass which has been denied. It sounds like it's going to be the same job they were doing as an Admin Assistant II.

Dixon replied that this change is not replacing the assignment of someone who is currently out right now. This is to replace someone who has resigned. The special education department has had two Administrative Assistant IIs and those individuals performed a combination of admin assistant support duties up to and including working in a database and producing some reports. At this time, with a vacant position, the director is looking at organizing the duties in

such a way that one of those two be the person who oversees and is in charge of the data, the accuracy of the data and the data reporting. The other office individual will do duties that are consistent with Administrative Assistant II, supporting the administrators, working with files, calendaring, things of that nature. The director and other administrators currently work a lot with the SEIS system and the reporting and the goal is to employ someone with that specific skill set who will be able to serve as the expert in the department on the student data and ensuring the data is accurate and the reports are produced. Dixon explained in terms of the timing, an administrative assistant resigned eight or nine weeks ago, a requisition came in to replace, it went through the approval process and the district determined that only one administrative assistant was needed and the other vacancy could be used to staff an Information Systems Support Technician.

Carmen Blum stated she works in the department and could see for quite a while that the two positions needed to be looked at and it's been the case where these two positions have been working with the platforms of SEIS, CalPADS and Aeries. The two who work as Information Systems Support Technicians work with the two systems of AERIES and CalPADS. These positions, on top of that, have to do SEIS specific to special education. She feels that if we have an increase of requirements and state reports and everything and we have been operating with two people doing this why do we want to go to one only? The other question she had is how it came about going to the commission without going to the CAC and also without having the job description attached here. She pointed out there was no voting from the CAC and there's a statement that says changes to classification of vacant positions have historically not been discussed with the CAC. Why? She's been in the meetings for the Personnel Commission for almost 10 years and asked Dixon what was meant by that. She read in the CSPCA the reclassification is removal of positions from one class into placement of another as a result of the gradual accretion of duties, stating this is what we have here. Dixon responded, Tiffany is limited to two office support individuals. She can't give up both Admin Assistants. The program needs someone to perform those duties and in discussing the division of work, right now you have 80 hours a week of work assignments and she feels she can assign 40 hours of admin assistant duties to the existing employee and the information systems, the SEIS and the data reporting, and managing and manipulating the data to produce a really wide variety of complex reports, that that's the other 40 hours. Tiffany feels like having one of each at this time is a model that would work for special ed. Dixon further explained that in terms of gradual accretion, the individuals who have been working as admin assistants, from the last conversations she had, were not performing the full scope of this Information Systems Support Technician. This particular role will be responsible for all of the data. It will allow Tiffany to focus more on her administrator role and the coordinator to focus on their role and not have to do a number of the reports. This person will also provide direct training to individuals who use the SEIS system so it's going to be a dedicated role, it's not going to be someone who does a combination of duties across admin assistant and supporting SEIS. It's going to be a stand-alone data systems information systems position. The individual who is hired in this role will be doing higher-level tasks and tasks that haven't currently been being performed by people who are currently in the department. Dixon then referenced the history part of Ms. Blum's question by stating that when she started working here seven years ago, the commission advised her that the commission in this district didn't weigh in whether a vacant position remains staffed as is or upward or downward. The approval of the change is inherent in when we do the job posting and we go to establish the eligibility list. The reason it's coming to the Personnel Commission now is largely to correct processes and systems. It was late last week that she was advised the change should be routed through the Personnel

Commission and typically everything that goes to the commission goes through the CAC but everyone said this needed to be done ASAP so she surveyed the CAC and spoke with Wayne over the phone about the need for the change. Dixon summarized that the extent to which the student data, the integration, the reporting, the mandates, the complexity, having a single person solely responsible for that rather than having it distributed across multiple desks, with a vacant position sometimes that's when a reorganization of duties is looked at. It seemed like a good time to make a transition and have a stand-alone expert on the data reporting, somebody who will be tested to make sure they are proficient in a database, have the knowledge and ability to pull reports, manipulate data, show it in the way it needs to be displayed. Commissioner Baird reiterated his concerns about this whole process. He has had conversations with people about this and it's his understanding that the two individuals in those positions had been asking for reclassifications for a long time and he becomes very suspicious when he sees something like this happen where the people who have been asking for a reclass forever they keep getting denied or there's no action on it. The Education Code (and Personnel Commission Rules & Regulations) is very clear on this, if there has been a gradual accretion of duties that you should be the one that's reclassified in that position. Baird also expressed concern about not taking it to the CAC; Education Code 45260 and 61 say that the commission should notify the union of items that are negotiable and this is clearly a negotiable item. A reclassification of a position under Alum Rock and the Sonoma Appellate Court made a decision saying that reclassifications are negotiable so CSEA has the right to negotiate that and one thing that we have kind of relied upon as a commission is if something goes to the committee and they all agree you figure there are three CSEA people on it so they don't necessarily need to negotiate it, they still could but in this case it did not go to the CAC committee and I simply could not support a reclassification of a position that has not gone through that or the negotiation process. Baird said he would make a motion to table this item. There was more discussion on the apportionment of the work (Tiffany, the coordinator, the student information system data techs, dependence on the SELPA, subs) and a need for someone who can guide, support, and train users of SEIS and other systems. The two individuals who work in a different department in the classification have been relied on quite a bit. Ms. Hazlewood reiterated the need for training and also added there could be more compliance monitoring done throughout the school year we just don't have time. That would be another item for this person to do. Commissioner Baird said he would like to have the item go to the CAC and he would like to hear from the incumbent and see what duties she was performing to see if there was a gradual accretion of duties that would qualify her for the Information Systems Support Technician. Dixon stated that the job description for Information Systems Support Technician is old and we will be updating that job description but for immediate purposes in order to get the department staffed we were trying to move forward the action so we can start a recruitment to fill it. She said the current job description has outdated language (e.g. name of system, reporting relationship) but the essential functions aren't going to be too different. The main responsibility of the assignment isn't changing. The duties Ms. Hazlewood envisions for this assignment are more consistent with the Information Systems Support Technician than Administrative Assistant II and to her knowledge, there isn't an employee in the department who has gradually accrued the duties of an Information Systems Support Technician. Commissioner Baird said it's premature to approve this until we find out all these factors until it goes back to CAC. Ms. Hazlewood stated that it's important to note that the duties she sees the Information Systems Support Technician doing have been split among two people as well as herself, the coordinator and lots of communication required from the current employees upstairs and some duties that are not getting done. She would not say that

anyone of her staff in her office has been doing what this role is expected to do. Mr. Baldwin expressed appreciation for the three commissioners and their ability to talk through this. He further said he believes the other employee left because of the workload and we've been with just one employee doing the job for quite a while. He stated he could see this coming through the CAC, he is on the committee. It would be nice to discuss this prior to having to come to the personnel commission and have it open up into this discussion. Mr. Baldwin asked if there was some reason they're making it a reclass instead of just a new position. Dixon stated the wording is her wording. It's not a new position, Tiffany is still going to have the same number of people, not a new position in the budget. It's eliminating one and replacing it with something different. If reclassification is not the proper term, then that's her error. Ms. Blum stated she really heard everything that Susan said and when reading in the personnel commission rules and the CSPCA it doesn't fit for a reclassification with the right procedure for the CAC. She asked if it could be considered bringing it in to the next meeting on the 24th and bring it in an appropriate way so it's not a reclassification so it's get rid of a position and add the technician that you want. That would make more sense than it is right now. Dixon said she was looking at a calendar and stated her understanding is that since it would be an expense (higher range) the goal is to have it go to the board meeting on the 19th, that's why it's here today so it could make that deadline. Ms. West said we could bring it to the board and bring it to the commission afterward. It's not a reclassification, it's a substitution of one position for another. We could do that as long as it's approved by both entities, we wouldn't move forward without both of those. She responded to a question posed by Commissioner Baird, outlining the need for the work of an Information System Support Technician and the two disagreed on how the position would be changed had there not been a current vacancy. There were further disagreements between the commissioners and Commissioner Charles asked about what could be advanced by the meeting on the 24th. Dixon stated that depending upon the direction she was given she redo the report such that it doesn't have the word reclassify. Whether or not there was a move to have the CAC look at it, she could try to arrange. She can check their calendars and get a date early next week or later this week. The commissioners agreed to have Dixon meet with the CAC.

DISCUSSION/INFORMATION ITEMS (See Supplements)

11. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments-None

A. Vacancy Report

B. Personnel List Report

C. Other – Director Dixon responded to a public comment from last meeting regarding what constitutes a classified position. She referenced Education Code 45104.

12. CORRESPONDENCE

Public Comments- None

13. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, June 14, 2022, at 3:30 P.M. Please note, this meeting will be held virtually. A virtual special meeting was scheduled for May 24, 2022, at 3:30 P.M.

14. ADJOURNMENT – 5:59 P.M.



Board of Trustees
 Michael Allman
 Julie Bronstein
 Maureen "Mo" Muir
 Katrina Young

Interim Superintendent
 Ms. Tina Douglas

710 Encinitas Boulevard, Encinitas, CA 92024
 Telephone (760) 753-6491
 www.sduhsd.net

Classified Personnel Commission
 John Baird, Commissioner
 Jeff Charles, Commissioner
 Justin Cunningham, Commissioner
 Susan Dixon, Director

Classification Review Report	
Classification	Information Systems Support Technician
Classification Type	Classified
Salary Range	Range 44
Prepared By	Barbara Bass, Human Resources Analyst Susan Dixon, Director, Classified Personnel
Submission to Classification Advisory Committee	May 4, 2022 (emailed) May 13, 2022 meeting
Submission to Personnel Commission	May 10, 2022 May 24, 2022
Agenda Item	Classification of Vacant Position

Background Information

There is a current vacant position in the Special Education Department. The position has previously been staffed as an Administrative Assistant II, one of two Administrative Assistants in the department. The Director of School and Student Services, Tiffany Hazlewood, oversees the department and is the direct supervisor of the vacant position. During the requisition routing process to staff the vacancy, Ms. Hazlewood informed administration that the current needs of the department would best be met by staffing the position with an individual who would have the primary responsibility for the Special Education Information System (SEIS) including: collecting, organizing and reporting data; designing various reports and report formats (e.g. graphs, pivot tables); providing technical support and training to staff on the use of SEIS and other systems; and participating in the development of procedures and protocols to ensure a reliable data environment. Personnel Commission staff met with the director and other administrators to determine the appropriate classification for the new role and determined that the existing classification of Information Systems Support Technician is sufficiently similar to warrant this classification for the vacant position. The job description for the classification was last updated in 2015. The current job description is attached; however, Personnel Commission staff will be updating the job description for the classification to replace outdated terminology, reporting relationships and formatting and will bring the revision to a future meeting.

Sources of Information

Tiffany Hazlewood, Director of School and Student Services
 Maritza Diaz, Information Systems Support Supervisor
 Comparison districts in San Diego County

Salary Compensation Review

NA at this time

Recommendation

Classify a vacant position in the Special Education Department as Information Systems Support Technician (R44).

Vote by Committee Members:

Vote	Member	Vote	Member
Yes	Wayne Baldwin, CSEA	Absent	Debbie Kelly, Admin
Yes	Matt Colwell, CSEA	Yes	Marley Nelms, Admin
Yes	Margy Lara, CSEA	Yes	Tina Peterson, Admin

INFORMATION SYSTEMS SUPPORT TECHNICIAN

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Director of Executive Director of Educational Services, the job of Information Systems Support Technician includes supporting ongoing activities and maintenance of the student information system (SIS) and other district resource application systems as assigned; providing technical training to site personnel who use SIS; resolving reports and data issues of SIS; maintaining SIS software and reporting capability.

DISTINGUISHING CHARACTERISTICS

Positions in the technology program are responsible for the installation, maintenance, repair and reliable functioning of hardware, software, and data systems acquired and installed to support District instructional and administrative programs.

The Information Systems Support Technician supports procedures and activities that maintain the reliability and integrity of the student information system (SIS) including attendance, registration, class scheduling, grades. This position also supports other application systems as assigned and may provide user support. In contrast, the Information Systems Support Specialist is responsible for the integrity of the data maintained in the District's SIS, for the reliability of the software that supports the system, for ensuring necessary training for all SIS users.

ESSENTIAL FUNCTIONS

- Supports the program to develop and maintain a district-level database for the purpose of collecting, organizing, analyzing and reporting student test results required by the District and by county, state and federal agencies.
- Manages and maintains daily tasks for SIS data and reports for the purpose of ensuring reliability and accuracy of the database.
- Designs various reports and report formats, such as graphics and pivot tables, for the purpose of providing information to meet specific reporting needs.
- As assigned, facilitates the administration of testing, including the acquisition of testing materials and coordination with school sites regarding the preparation of testing procedures.
- Provides training to site personnel on use of student information system for ensuring the accurate, timely and integral use of the program at all school sites.
- Analyzes student information using application software for the purpose of providing District programs with information needed to make various program decisions.
- Provides technical support and training to site users and District system users to ensure that SIS functions normally and reliably and staff are able to make full use of SIS capabilities.
- As assigned may prepare files for electronic transmission of data to various State and education agencies for the purpose of meeting various reporting requirements and requests for information.
- Assists in the development of District procedures and SIS protocols for the purpose of ensuring a uniform and reliable data environment and maintaining documentation of installed systems.
- Assists in the support of systems and projects as directed for the purpose of maintaining integrity of SIS and meeting the information needs of system users.
- As assigned, supports importation of student data such as scores, grading, registration, attendance, etc., from various sources (for example, elementary districts, site records, etc.) to ensure accurate and timely posting of essential new data.

INFORMATION SYSTEMS SUPPORT TECHNICIAN

- Designs/produces materials (e.g., brochures, forms, training aids, etc.) for the purpose of communicating information.
- Organizes records and files for the purpose of establishing and maintaining a system of access to information.
- Compiles data of a statistical nature (e.g., projections, data fields and records, student demographics, etc.) for the purpose of assisting others in the preparation of recommendations and/or reports for administrative review and action.
- Informs public and outside agencies regarding a variety of procedures and program requirements for the purpose of providing the necessary information for completing transactions, taking appropriate actions and/or complying with established guidelines.
- Prepares/composes/disseminates a variety of documents (e.g., correspondence, agendas, minutes of meetings, lists, reports, calendars, schedules, flyers, charts, etc.) for the purpose of documenting and communicating activities and information.

OTHER FUNCTIONS

Performs other related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE of Windows operating system environment; procedures to maintain complex database and reporting systems; industry standards and procedures of SIS database application and maintenance, student attendance, grading, registration, and class scheduling standards, practices, and procedures; modern office practices, procedures and equipment; design and format of reports extracted from database systems; troubleshooting and diagnostic techniques for identifying and resolving database and reporting errors; basic principles of training; software applications used by the District; oral and written communication skills; telephone techniques and etiquette; correct English usage, grammar, spelling, punctuation and vocabulary; interpersonal skills using tact, patience and courtesy; principles of providing work direction and guidance.

ABILITY to communicate and work effectively with others, including students, a variety of staff, managers and administrators; understand written and oral instructions; organize and plan an effective work schedule with users; install and maintain complex database systems and applications; troubleshoot and debug database applications and software problems; train and assist others in the use and functions of assigned software; provide and maintain documentation of installed systems; work under general supervision on software problems; communicate with vendors and other technical experts to diagnose and eliminate software problems; work with accuracy and precise attention to details and provide similar guidance to system end-users; provide technical support and guidance and training on system procedures, techniques, methods, and requirements to others; read, interpret and apply technical manuals and documentation; detect errors in data output; analyze situations accurately and adopt an effective course of action; meet schedules and timelines; observe legal and defensive driving practices; travel between district sites and to other work-related locations such as the San Diego County Office of Education.

INFORMATION SYSTEMS SUPPORT TECHNICIAN

WORKING ENVIRONMENT

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:

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 or Occasionally	Pushing and pulling, reach above shoulder, reach at shoulder, stooping/bending, climbing/balancing, pushing/pulling, crawling
Occasionally	Walking, standing, squatting/crouching, lifting and carrying up to 25 pounds at waist or overhead/shoulder height up to 25 feet
Occasionally or Frequently	Handling, simple grasping
Frequently or Continuously	Sitting up to one hour in intervals, neck flexion/rotation, reach below shoulder, fingering/fine manipulation to operate a keyboard and special equipment

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to hear others in order to communicate and make presentations, vision ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Position is required to travel to all school sites in the District and occasionally to other school districts and the County Office of Education; such travel is typically in employee's own vehicle with mileage reimbursement.

EXPERIENCE

Job-related experience within specialized field is required, typically represented by a minimum of one year in the application of information systems applications software. Experience in the application of key SIS components of attendance, master scheduling and registration preferred. Intermediate experience using Excel (such as using formulas, graphs and pivot tables to present, compare, import, format, calculate and validate data).

EDUCATION

High School diploma or equivalent.

REQUIRED TESTING

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

INFORMATION SYSTEMS SUPPORT TECHNICIAN

CERTIFICATES

Possession of a valid State of California Class C or higher Driver's License, and proof of insurance.

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.

ADMINISTRATIVE ASSISTANT II

JOB SUMMARY

The Administrative Assistant II provides clerical and secretarial support to a high school Assistant Principal, District-wide program or department Director or Supervisor. The Administrative Assistant II assists the assigned administrator in carrying out his or her functional responsibilities and relieves the assigned administrator of administrative detail. Assigned duties require a working knowledge of the program or functions for which the Administrative Assistant II supports.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Administrative Assistant II may perform any combination of the of the following:

- Assists the assigned administrator in carrying out his or her functional responsibilities.
- Relieves the administrator or other assigned staff of routine administrative detail.
- Receives, screens and processes visitors, telephone calls, and mail.
- Provides information and directs inquiries to appropriate staff.
- Evaluates situations and determines appropriate action to take.
- Compose written communications.
- Maintains current, organized, and secure records, complying with established practices and policies.
- Compiles, enters and verifies data and produces reports.
- Coordinates activities such as events, meetings, and schedules.
- Applies and clearly explains District and worksite policies and procedures.
- Monitors budget, processes orders and payments, and inventories supplies.
- Coordinates processes for hiring contractors and vendors and renting facilities.
- Coordinates personnel processes such as timesheets, evaluations, attendance tracking, and assignments.
- Takes meeting minutes and prepare agendas.
- Assists other office staff in completing work assignments.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Current, up-to-date office practices and procedures.
- Telephone techniques and etiquette.
- Electronic and manual record-keeping 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.

ADMINISTRATIVE ASSISTANT II

ABILITY TO:

- Monitor budget expenses, process payments and order supplies.
- Coordinate and schedule activities, meetings and events.
- Compose written communications applying correct English usage, grammar, spelling, punctuation and vocabulary.
- Adapt to changing work priorities.
- Operate a variety of office equipment.
- Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.
- Keyboard information accurately and at a rate of speed sufficient to complete required tasks.
- Provide information to staff, students, parents, and the public.
- Communicate with courtesy, diplomacy and tact.
- Learn, apply and clearly explain District and worksite policies and procedures.
- Understand and resolve issues, complaints and problems.
- Work effectively, independently and as part of a team with minimum supervision.
- Maintain confidentiality of sensitive information.
- Establish and maintain cooperative working relationships with others.
- Organize, safeguard, and comply with record-keeping practices and policies.
- Compile, enter and verify data and produce reports.
- Perform accurate math calculations.
- Plan, prioritize and organize work, schedules and timelines.
- Work with constant interruptions.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. Two years of increasingly responsible clerical and secretarial experience involving record keeping and frequent contact with the public is required.

DISTINGUISHING CHARACTERISTICS

Administrative Secretary is a classification within the Administrative Support series. Positions in this series provide clerical and progressively more responsible secretarial and administrative support as the series progresses.

The **Administrative Assistant II** assists a high school Assistant Principal, or a District-wide program or department Director or Supervisor. Assigned duties reflect the scope of responsibilities assigned to a high school Assistant Principal or program or department Director or Supervisor.

Differentiation between Administrative Assistant II and positions above and below are distinguished as follows:

The **Administrative Assistant III** provides assistance to a Principal of a middle school or continuation high school, or a department Director with a broad scope of responsibilities. Positions in the

ADMINISTRATIVE ASSISTANT II

Administrative Assistant III class exercise a higher level of independence, confidentiality and discretion, and have knowledge of middle or continuation high school or department operations, policies and procedures.

The **Administrative Assistant I** provides clerical and secretarial assistance to a middle school Assistant Principal and also maintains ASB financial records.

REQUIRED TESTING

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

CERTIFICATES

None

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as needed.

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	stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back
Seldom/Occasionally	pushing and pulling, reach above shoulder, reach at shoulder
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, reach below shoulder

ADMINISTRATIVE ASSISTANT II

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

None