

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

Regular Meeting Agenda

*3:30 P.M., October 11, 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 Diegueno Union High School District
PERSONNEL COMMISSION**

Regular Meeting Agenda

3:30 P.M., October 11, 2022
Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. Call to Order Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the October 11, 2022, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the agenda for the October 11, 2022, Personnel Commission Regular Meeting.
4. Approval of the Minutes for the September 13, 2022, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the minutes of the September 13, 2022, Personnel Commission Regular Meeting.
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
 - B. San Dieguito Union High School District
 - C. Public

ACTION ITEMS (See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED
Public comments, if any
 - A. Motion by_____, second by_____, to approve an Eligibility List for Health Technician, SR35, Open/Promotional-Dual Certification, effective 09/09/22, eligibility valid for six months.

-
- B. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 09/09/22, individual eligibility valid for six months.
 - C. Motion by_____, second by_____, to approve a Merged Eligibility List for Receptionist, SR32, Open/ Promotional-Dual Certification, updated 09/09/22, individual eligibility valid for six months.
 - D. Motion by_____, second by_____, to approve an Eligibility List for Information Systems Support Technician, SR44, Open/ Promotional-Dual Certification, effective 09/20/22, eligibility valid for six months.
 - E. Motion by_____, second by_____, to approve a Merged Eligibility List for Nutrition Services Supervisor, Supervisory SR1, Open/ Promotional-Dual Certification, updated 09/21/22, eligibility valid for six months.
 - F. Motion by_____, second by_____, to approve an Eligibility List for Student Support Facilitator, SR39, Open/ Promotional-Dual Certification, effective 09/22/22, eligibility valid for six months.
 - G. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Student Health Care Specialist, SR40, Open/ Promotional-Dual Certification, updated 09/26/22, individual eligibility valid for six months.
 - H. Motion by_____, second by_____, to approve an Eligibility List for Nutrition Services Operations Supervisor, Supervisory, SR11, Open/ Promotional-Dual Certification, effective 09/28/22, eligibility valid for six months.
 - I. Motion by_____, second by_____, to approve an Eligibility List for Maintenance Worker II, R40, Open/ Promotional-Dual Certification, effective 10/04/22, eligibility valid for six months.
 - J. Motion by_____, second by_____, to approve an Eligibility List for Nutrition Services Transporter II, SR29, Open/Promotional-Dual Certification, effective 10/05/22, eligibility valid for six months.

7. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public comments, if any

- A. Motion by_____, second by_____, to establish a six-month Eligibility List for HVAC Technician, SR49, Open/Promotional-Dual Certification.
- B. Motion by_____, second by_____, to establish a six-month Eligibility List for Transportation Dispatcher, SR41, Promotional Only.
- C. Motion by_____, second by_____, to establish a six-month Eligibility List for Custodian-Floater, SR33, Open/Promotional-Dual Certification.
- D. Motion by_____, second by_____, to establish a six-month Eligibility List for Nutrition Services Assistant II, SR27, Open/Promotional-Dual Certification.
- E. Motion by_____, second by_____, to establish a six-month Eligibility List for Human Resources Technician, SR42, Open/Promotional-Dual Certification.

8. CLASSIFICATION REVIEWS

Public comments, if any

- A. Motion by_____, second by_____, to establish a classification of Bilingual Parent/Community Liaison and approve the job description as presented.
- B. Motion by_____, second by_____, to recommend to the SDUHSD Board of Trustees allocating the classification of Bilingual Parent/Community Liaison to Range 36 of the Classified Salary Schedule.

9. ASSEMBLY BILL 361

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 November 8, Regular Personnel Commission meeting and any other meetings scheduled in the next 30 days, virtually.

DISCUSSION/INFORMATION ITEMS (See Supplements)

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments, if any

- A. Vacancy Report
B. Personnel List Report
C. Other

11. CORRESPONDENCE

Public Comments, if any

- A. CSPCA Conference Save the Date

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, November 8, 2022, at 3:30 P.M. Please note, this meeting may be held virtually.

13. ADJOURNMENT

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

Regular Meeting Minutes

3:30 PM, September 13, 2022

Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:31 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

Barbara Bass, Human Resources Analyst

Jennifer Laity, Human Resources Technician

3. APPROVAL OF THE AGENDA FOR THE September 13, 2022, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve the agenda for the September 13, 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 August 30, 2022, PERSONNEL COMMISSION SPECIAL MEETING.

Public Comments-None

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the minutes of the August 30, 2022, Personnel Commission Special Meeting.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three 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- *Wayne Baldwin shared, "all good"*.
- B. San Dieguito Union High School District- *Not in attendance*.
- C. Public – *None*

ACTION ITEMS-(See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments-None

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, SR34, Open/Promotional-Dual Certification, updated 08/29/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- B. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 09/01/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- C. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, SR34, Open/Promotional-Dual Certification, updated 09/06/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- D. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education Behavior Intervention, SR36, Open/Promotional, updated 09/06/22, individual eligibility valid for six months.
John Baird-Aye

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

- E. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Transportation Router-Scheduler, SR43, Promotional Only, effective 09/07/22, eligibility valid for six months. *Please note "Continuous" should not have been part of the recommendation.*

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 JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Administrative Assistant III, SR42, Open/Promotional-Dual Certification.

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 establish a six-month Eligibility List for Accounting Technician, SR42, Open/Promotional-Dual Certification.

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

- C. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Human Resources Specialist, SR46, Open/Promotional-Dual Certification.

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

8. CLASSIFICATIONS REVIEWS

Public Comments-None

- A. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to revise the job description for Information Systems Support Technician as proposed.

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

9. APPROVAL OF THE 2021-22 ANNUAL REPORT

Public Comments-Carmen Blum, Carlos Magana, Octavio Hernandez and Laura Hernandez

each spoke regarding specific problems/concerns/grievances between the district and some classified employees. Mr. Magana requested that an item be placed on next month's PC agenda to discuss these items in more detail. There was a discussion as to how this would be in the purview of the commission with Commissioner Baird stating that it would be if any PC rules are being violated. Commissioner Charles requested that the district be provided with a list of the concerns well in advance so that it could be a productive discussion.

A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve the 2021-22 Annual Report of the Personnel Commission for submission to the Board of Trustees.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

10. 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, second by JEFF CHARLES, to hold the October 11, 2022, Regular Personnel Commission meeting and any other meetings scheduled in the next 30 days, virtually.

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 briefly discussed the timeline for the director recruitment.*

12. CORRESPONDENCE

Public Comments, if any

Commissioner Baird discussed an email he initiated in his CSPCA role announcing that the "Banding/Rule of 3" bill was withdrawn by the author.

13. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, October 11, 2022, at 3:30 P.M. Please note, this meeting may be held virtually.

14. ADJOURNMENT – 5:00 P.M.

San Dieguito Union High School District
Personnel Commission

Health Technician
Eligibility List
Open/Promo-Dual Certification

Effective Date: 9/9/2022

Applicant ID	Rank	Expiration Date	Source
1240762	1	3/9/2023	Promo
3709744	2	3/9/2023	Open
6435218	3	3/9/2023	Open
3165159	4	3/9/2023	Promo
2011976	5	3/9/2023	Open
2704369	6	3/9/2023	Open

S. Dixon

San Dieguito Union High School District
Personnel Commission

Nutrition Services Assistant I

Eligibility List - Continuous Filing

Open/Promo- Dual Certification

Updated Date: 9/9/2022 *Please note: Individual eligibility is valid for 6 months.
Scores are merged each time the exam is administered.*

Applicant ID	Rank	Expiration Date	Source
6759181	1	3/17/2023	Open
6634437	2	3/6/2023	Open
6777462	3	2/4/2023	Open
6916115	4	3/1/2023	Open
6928313	5	3/9/2023	Open

S. Dixon

San Dieguito Union High School District
Personnel Commission

Receptionist

Eligibility List - Merged
Open/Promo-Dual Certification

Updated Date: 9/9/2022 *Please note: Individual eligibility is valid for 6 months.
Scores are merged each time the exam is administered.*

Applicant ID	Rank	Expiration Date	Source
6919058	1	3/9/2023	Open
6464373	2	1/11/2023	Promo
3571736	3	3/9/2023	Open
6714044	4	3/9/2023	Open
6747327	4	3/9/2023	Open
6224418	5	1/11/2023	Open
1518611	6	3/9/2023	Open
6913399	7	3/9/2023	Open

S. Dixon

San Dieguito Union High School District
Personnel Commission

Information Systems Support Technician

Eligibility List

Open/Promo-Dual Certification

Effective Date: 9/20/2022

Applicant ID	Rank	Expiration Date	Source
5731132	1	3/20/2023	Promo
6778621	2	3/20/2023	Open
6898593	3	3/20/2023	Open

S. Dixon

San Dieguito Union High School District
Personnel Commission

Nutrition Services Supervisor
Eligibility List - Merged
Open/Promo-Dual Certification

Updated Date: 9/21/2022

Applicant ID	Rank	Expiration Date	Source
1027623	1	3/21/2023	Promo
3238456	2	3/21/2023	Open
2841076	2	3/21/2023	Open
2820604	3	3/21/2023	Open
6849651	4	3/21/2023	Open
6339074	5	3/21/2023	Open
6392118	6	3/21/2023	Promo
6216787	7	3/21/2023	Promo

S. Dixon

San Dieguito Union High School District
Personnel Commission

Student Support Facilitator
Eligibility List
Open/Promo-Dual Certification

Effective Date: 9/22/2022

Applicant ID	Rank	Expiration Date	Source
6925622	1	3/22/2023	Open

S. Dixon

San Dieguito Union High School District
Personnel Commission
Student Health Care Specialist
Eligibility List - Continuous Filing
Open/Promotional-Dual Certification

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

Updated: 9/26/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Expires</i>	<i>Source</i>
2153014	1	2/24/2023	Open
6710788	2	3/26/2023	Open

S. Dixon

San Dieguito Union High School District
Personnel Commission

Nutrition Services Operations Supervisor

Eligibility List

Open/Promo-Dual Certification

Effective Date: 9/28/2022

Applicant ID	Rank	Expiration Date	Source
2802291	1	3/28/2023	Open
6578185	2	3/28/2023	Promo
2716622	2	3/28/2023	Open
1027623	3	3/28/2023	Promo
1818581	4	3/28/2023	Open
3228173	4	3/28/2023	Open
6646284	5	3/28/2023	Open
6786870	6	3/28/2023	Open
3238456	7	3/28/2023	Open

S. Dixon

San Dieguito Union High School District
Personnel Commission

Maintenance Worker II
Eligibility List
Open/Promo-Dual Certification

Effective Date: 10/4/2022

Applicant ID	Rank	Expiration Date	Source
6929394	1	4/4/2023	Open

S. Dixon

San Dieguito Union High School District
Personnel Commission

Nutrition Services Transporter II
Eligibility List
Open/Promo-Dual Certification

Effective Date: 10/5/2022

Applicant ID	Rank	Expiration Date	Source
6946819	1	4/5/2023	Open

S. Dixon



Classification Review Report	
Classification	Bilingual Parent/Community Liaison
Classification Type	Classified
Salary Range	Proposed – 36
Submission to Classification Advisory Committee	September 27, 2022
Submission to Personnel Commission	October 11, 2022
Agenda Item	Classification Reviews

Background Information

District administration informed Personnel Commission staff of a grant that will fund several new positions designed to work closely with targeted parents, families and communities to increase participation in student, school and district educational and extra-curricular programs; serve as a resource to parents and families and as a liaison between teachers, parents, students, staff and the community; and provide written and oral translations.

Personnel Commission staff met with district administration to learn about the vision for a proposed classification and has prepared a job description based on administration input as well as a review of job descriptions from comparable assignments in San Diego school districts.

The proposed job description is attached for your review.

Sources of Information

Director of Teaching, Learning & Innovation, Dr. Brieahna Weatherford
 Joint Powers Authority, San Diego County Office of Education
 Comparable districts in San Diego County

Salary Compensation Review

District	Job Title	Range	Minimum	Maximum	Internal
Carlsbad USD	Community Liaison-Bilingual	13	\$18.33	\$22.26	IA Special Ed
Escondido Elementary	Family Liaison-Bilingual	31	\$18.25	\$23.29	Custodian II Paraeducator Special Ed SCSB
Escondido HS	Bilingual Parent Liaison	31	\$21.21	\$28.42	
Grossmont HS	Community Liaison I	41	\$22.92	\$29.14	Bus Driver
Oceanside USD	School/Community Advisor II	16	\$17.24	\$21.77	Custodian
Poway USD	Parent & Community Liaison Bilingual	25	\$18.25	\$22.24	Health Services Technician (26)
Ramona USD	Bilingual Parent Liaison	20	\$17.67	\$21.51	Spec Ed Paraeducator III Behavior/severe
SDCOE	NA				
San Marcos USD	Parent Liaison	70	\$26.00	\$33.20	Bus Driver Trainer (66)
Sweetwater HS	Not Comparable				
Vista USD	Community Liaison	41	\$17.60	\$23.67	Special Ed Assistant IV Severe (42)
Average			\$19.72	\$25.06	
SDUHSD	Bilingual Parent/Community Liaison	36	\$20.02	\$26.82	

Our standard practice when making salary recommendations is to identify comparable classifications among comparison school districts to determine the market rate of pay. When reviewing salary allocation, the minimum and maximum of the comparison ranges have been presented. Typically, when doing job description updates and checking to make sure SDUHSD is competitive, the maximum monthly rate has been the focus to ensure that our current employees have a competitive maximum earning potential.

Allocation to Range 36 of the SDUHSD Classified Salary Schedule is an appropriate recommendation considering that it places the district above average at both the minimum and maximum salaries of school districts with similar positions while considering how it relates to existing classifications in the district. In the comparison districts, classifications such as Instructional Assistant for Special Education (including behavior and personal care) as well as Health Technician were compensated similarly to this role.

Recommendation

It is recommended the classification of Bilingual Parent/Community Liaison be established as a new classification and the job description be approved as proposed.

It is recommended that the Personnel Commission recommend to the SDUHSD Board of Trustees allocating the classification of Bilingual Parent/Community Liaison to Range 36 of the Classified Salary Schedule.

Vote by Committee Members:

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

JOB SUMMARY

The Bilingual Parent/Community Liaison facilitates communication with families on the behalf of the school and district to create and maintain a partnership between home and school and create a greater understanding of educational procedures, issues, and concerns; develops and presents informational materials and activities designed to increase parent and family participation in student, school and district educational and extra-curricular programs; serves as a resource to parents and families and as a liaison between teachers, parents, students, staff and the community; and provides written and oral translations in designated language.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Bilingual Parent/Community Liaison may perform any combination of the following:

- Explain district and school site policies and procedures.
- Identify, develop and implement strategies to increase parent and family participation and involvement in school and district activities and programs.
- Plan, organize, and promote parent education and training opportunities; encourage families to attend and participate in school and district events; emphasizes the importance of education and student involvement.
- Coordinate meetings.
- Contact parents and families to provide information or respond to inquiries.
- Obtain contact information of target group populations; establish and maintain contact lists.
- Foster relationships with community groups as appropriate to obtain information, learn about available resources and establish partnerships.
- Refer parents and families to outside agencies as appropriate.
- Maintain records and files, enter information into a computer, produce basic reports.
- Provide written translations and oral interpretations to assist communication.
- Perform 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 recordkeeping practices.
- Computer-based applications such as word processing, databases, spreadsheets, calendars, and email.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Writing conventions

ABILITY TO:

- Speak, read, write English and designated second language
- Coordinate and schedule activities, meetings and events.

- Compose written communications applying correct English/second-language usage, grammar, spelling, punctuation and vocabulary.
- Collaborate with others.
- 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 recordkeeping practices and policies.
- Compile, enter and verify data and produce basic reports.
- 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. One year of clerical experience involving recordkeeping and frequent contact with the public is required.

DISTINGUISHING CHARACTERISTICS

Bilingual Community Liaison 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. Positions designated as bilingual require oral competency and literacy in English and designated second language and the ability to translate spoken and written English to designated second language and designated second language to English.

The **Bilingual Parent/Community Liaison** facilitates communication with families on the behalf of the school and district to create and maintain a partnership between home and school and create a greater understanding of educational procedures, issues, and concerns

Differentiation between Bilingual Parent/Community Liaison and positions above and below are distinguished as follows:

The **Secretary** provides clerical and secretarial assistance to department or program administrators and staff.

The **Receptionist** is the central point of contact for phone calls and visitors and provides general clerical

support to an office. Assigned duties require general knowledge of office functions, policies and procedures. Tasks and assignments have clear instructions, guidelines and parameters.

REQUIRED TESTING

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

CERTIFICATES

None

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	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

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

54 Approved active requisitions (not including HOLDS and Pending Approval)						
61 Total Current/pending vacancies in 19 different job classifications						
SITE	SLOT	Position	Hrs/Wk	Hrs/Day	FTE	STATUS
OCMS	AA014	Administrative Assistant III	40	8	1.00	Recruitment in progress
DO	AA137	Custodian	40	8	1.00	Recruitment in progress
CCA	AD542	Custodian	40	8	1.00	Recruitment in progress
PTMS	AJ705	Custodian	40	8	1.00	Recruitment in progress
M&O	AA165	Custodian Floater	40	8	1.00	Recruitment in progress
EWMS	AE422	Health Technician	40	8	1.00	Selection Clearing
M&O	AA198	HVAC Technician	40	8	1.00	Recruitment in progress
OCMS	AN937	Student Health Care Specialist	30	6	0.75	Recruitment in progress
DO	AA081	Human Resource Technician	40	8	1.00	Pending approval
DO	New Slot	Human Resource Specialist	40	8	1.00	Recruitment in progress
CCA	AN488	Instructional Assistant - Behavior Intervention	30	6	0.75	Pending approval
OCMS	AN571	Instructional Assistant - Behavior Intervention	30	6	0.75	Recruitment in progress
COAST	AI616	Instructional Assistant - Behavior Intervention	27.5	5.5	0.69	Recruitment in progress
TPHS	AN952	Instructional Assistant - Behavior Intervention	30	6	0.75	Recruitment in progress
PTMS	AN548	Instructional Assistant Special Education	30	6	0.75	Recruitment in progress
CCA	AA437	Instructional Assistant Special Education	19.5	3.9	0.49	Recruitment in progress
TPHS	AJ266	Instructional Assistant Special Education	30	6	0.75	Recruitment in progress
SDA	AN963	Instructional Assistant Special Education	30	6	0.75	HOLD
SDA	AN961	Instructional Assistant Special Education	30	6	0.75	HOLD
COAST	AJ156	Instructional/Personal Care Assistant	27.5	5.5	0.69	Pending approval
COAST	AJ674	Instructional/Personal Care Assistant	27.5	5.5	0.69	Recruitment in progress
COAST	AN656	Instructional/Personal Care Assistant	27.5	5.5	0.69	Recruitment in progress
COAST	AN149	Instructional/Personal Care Assistant	27.5	5.5	0.69	Recruitment in progress
OCMS	AJ217	Instructional/Personal Care Assistant	30	6	0.75	Recruitment in progress
COAST	AH436	Instructional/Personal Care Assistant	27.5	5.5	0.69	Recruitment in progress
COAST	AH447	Instructional/Personal Care Assistant	27.5	5.5	0.69	Recruitment in progress
COAST	AD636	Instructional/Personal Care Assistant	27.5	5.5	0.69	Recruitment in progress
M&O	AH698	Maintenance Worker II	40	8	1.00	Interviews scheduled
FAC	Pending	Maintenance Supervisor	40	8	1.00	Pending approval
OCMS	AF015	Nutrition Services Assistant I	15	3	0.38	Recruitment in progress
CVMS	AI916	Nutrition Services Assistant I	12.5	2.5	0.31	Recruitment in progress
DNO	AJ075	Nutrition Services Assistant I	16.25	3.25	0.41	Recruitment in progress
LCC	AA241	Nutrition Services Assistant I	12.5	2.5	0.31	Recruitment in progress
OCMS	AN328	Nutrition Services Assistant I	10	2	0.25	Recruitment in progress
SDA	AN339	Nutrition Services Assistant I	15	3	0.38	Recruitment in progress
OCMS	AF015	Nutrition Services Assistant I	15	3	0.38	Recruitment in progress
EWMS	AH628	Nutrition Services Assistant I	11.25	2.25	0.28	Recruitment in progress
CVMS	AD298	NSA II	19.5	3.9	0.49	Recruitment in progress
CCA	AI747	Nutrition Services Transporter II	40	8	1.00	Interviews scheduled
DO	AI276	Receptionist	40	8	1.00	Pending approval
SDA	AA081	Receptionist	40	8	1.00	Recruitment in progress

54 Approved active requisitions (not including HOLDS and Pending Approval)						
61 Total Current/pending vacancies in 19 different job classifications						
SITE	SLOT	Position	Hrs/Wk	Hrs/Day	FTE	STATUS
TRANS	AA531	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA507	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA510	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA515	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AF521	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AJ470	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA514	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AE711	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA516	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA525	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AJ471	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AE717	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA527	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA491	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA495	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA498	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA506	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA512	School Bus Driver	20	4	0.50	Recruitment in progress
EWMS	AN578	Student Support Facilitator	19.5	3.9	0.49	Recruitment in progress
TRANS	AA546	Transportation Dispatcher	40	8	1.00	Recruitment in progress

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Bostwick, Linda**, Instructional Assistant – Special Education, SR34, 75% FTE, San Dieguito High School Academy, effective 08/24/2022.
2. **Dewitt, Donovan**, Nutrition Services Assistant I, SR25, 28% FTE, Earl Warren Middle School Café, effective 08/24/2022.
3. **Elias, Megan**, Instructional Assistant-Bilingual, SR31, 49% FTE, Oak Crest Middle School, effective 08/25/2022.
4. **Espinoza, Angela**, Instructional Assistant – Special Education, SR34, 75% FTE, Pacific Trails Middle School, effective 08/24/2022.
5. **Tate, Will**, Custodian, SR32, 100% FTE, Diegueno Middle School, effective 09/01/2022.

Change in Assignment

1. **Fleming, Marina**, layoff and 39-month re-employment list to Student Support Facilitator, SR39, 49% FTE, La Costa Canyon High School, effective 08/16/2022.
2. **Ivanova, Gergana**, Instructional/Personal Care Assistant-Special Education, SR37, 69% FTE, COAST Academy, to Instructional Assistant-Special Education, SR34, 75% FTE, Torrey Pines High School, effective 08/16/2022.
3. **Larson, Amy**, Accounting Technician, SR42, 100% FTE, District Office, to Accountant, SR52, 100% FTE, District Office, effective 09/01/2022.
4. **Lopez, Rick**, Custodian, SR32, 100% FTE, Facilities, to Campus Supervisor, SR32, 100% FTE, San Dieguito High School Academy, effective 09/01/2022.
5. **Miller, Carie**, Receptionist, SR32, 100% FTE, Torrey Pines High School, to Administrative Assistant II, SR40, 100% FTE, San Dieguito High School Academy, effective 08/29/2022.
6. **Saltamachio, Trudi**, layoff and 39-month re-employment list to Student Support Facilitator, SR39, 49% FTE, Oak Crest Middle School, effective 08/10/2022.

Resignation

1. **Allmon, Samuel**, Instructional Assistant – Special Education (BI), SR36, 75% FTE, Canyon Crest Academy, effective 08/10/2022.
2. **Crosby, Donna**, Administrative Assistant II, SR40, 100% FTE, District Office, resignation for the purpose of retirement, effective 09/23/2022.
3. **Ferrer, Jesus**, Custodian-Floater, SR33, 100% FTE, Facilities, effective 08/26/2022.
4. **Hidalgo, Matthew**, Instructional Assistant – Special Education (BI), SR36, 75% FTE, Oak Crest Middle School, Effective 08/10/2022.
5. **Hite, Nicole**, Nutrition Services Operations Supervisor, SR11, 100% FTE, Nutrition Services, effective 08/31/2022.
6. **Kang, Kelly**, Instructional Assistant – Special Education, SR34, 75% FTE, Oak Crest Middle School, effective 08/09/2022.
7. **Marek, Ilana**, Instructional Assistant-Special Education, SR34, 75% FTE, Pacific Trails Middle School, effective 08/31/2022.
8. **Mentado, Amy**, Instructional Assistant – Special Education (BI), SR36, 69% FTE, COAST Academy, effective 08/22/2022.
9. **Muckle, Alexander**, Instructional/Personal Care Assistant – Special Education, SR37, 75% FTE, Torrey Pines High School, effective 08/17/2022.

10. **Roberts, Jessica**, Health Technician, SR35, 75% FTE, Pacific Trails Middle School, effective 09/01/2022.
11. **Thompson, Chana**, Instructional Assistant-Special Education, SR34, 75% FTE, Earl Warren Middle School, effective 08/15/2022.
12. **Zhang, Ruoyu**, Nutrition Services Assistant I, SR25, 44% FTE, Carmel Valley Middle School Café, effective 08/09/2022

Classified Personnel Supplement September 14, 2022

Artist in Residence

1. **Ebner, Steven**, SDA, Music, effective 08/26/2022
2. **Freiman, Alina**, SDA, Music, effective 08/29/2022
3. **Gaurano, Gabriel**, CCA, Cinema, effective 08/24/2022
4. **Jones, Joshua**, CVMS, Music, effective 08/29/2022
5. **Li, FangFang**, TPHS, Music, effective 08/14/2022
6. **McCarty, Blake**, CCA, Envision Theater Arts, effective 08/16/2022
7. **Ryan, Alayna**, LCC, Colorguard Coach, effective 08/12/2022
8. **Sayre, Scott**, TPHS, Music, effective 08/22/2022
9. **Wang, Paul**, CCA, Envision/VPA, effective 08/13/2022
10. **Weed, Mark**, TPHS, Music, effective 08/22/2022
11. **Weed, Mark**, CVMS, Music, effective 08/22/2022
12. **Wolfe, Sharon**, CCA, Envision Theater Arts, effective 08/13/2022

AVID Tutor

1. **Donoe Alcaide, Cindy**, Torrey Pines High School, effective 08/23/2022
2. **Kravzov, Sharon**, La Costa Canyon, effective 08/17/2022
3. **Kravzov, Sharon**, Earl Warren Middle School, effective 08/18/2022
4. **Liuag, Daniel**, Oak Crest Middle School, effective 08/12/2022
5. **Lopez, Josue**, San Dieguito Academy, effective 08/17/2022

Academic Coach

1. **Bryant, Tracy**, CCA, Academic Team, effective 08/25/2022
2. **Chachere, Taylor**, OCMS, Drama, effective 08/16/2022
3. **DiGiulio, Kari**, LCC, Athletic Director, effective 08/15/2022
4. **Giuliano, Paul**, LCC, Academic Team Coach, effective 08/16/2022
5. **Gold, Catherine**, OCMS, Band Director, effective 08/16/2022
6. **Gold, Catherine**, DGMS, Band Director, effective 08/16/2022
7. **Golden, Brad**, LCC, Drama, effective 08/15/2022
8. **Gravenkamp, Anna**, LCC, Dance Team, effective 08/16/2022
9. **Green, Connor**, OCMS, Activities Director, effective 08/16/2022
10. **Hogelucht, Olivia**, PTMS, Yearbook w/ Class, effective 08/09/2022
11. **HoltSandsmark, Bailee**, Athletic Director, CCA, effective 08/25/2022
12. **Hovey, Patricia**, SDA, Academic Team, effective 08/24/2022
13. **Johnson, Julian**, PTMS, Band Director, effective 08/09/2022
14. **Jordon, Scott**, SDA, Athletic Director, effective 08/24/2022
15. **Karney, Jacquelyn**, DGMS, Drama, effective 08/16/2022
16. **Kaye, Sarah**, TPHS, Dance, effective 08/24/2022
17. **Keillor, Rodney**, SDA, ASB Director, effective 08/24/2022
18. **Kuzma, Kimberly**, SDA, Yearbook w/ Class, effective 08/24/2022
19. **LeaVesseur, Yoshiye**, SDA, Journalism, effective 08/24/2022
20. **Liang, Huining**, CCA, Science Olympiad, effective 08/29/2022

21. **Main, Ellen**, PTMS, Activities Director, effective 08/12/2022
22. **Marquie, Jeannine**, CCA, Drama, effective 08/25/2022
23. **Mekealian, Charles**, EWMS, Band Director, effective 08/16/2022
24. **Mekealian, Charles**, LCC, Band Director, effective 08/16/2022
25. **McCormick, Laura**, LCC, Academic Team Coach, effective 08/16/2022
26. **Moreau, Grant**, SDA, Robotics, effective 08/29/2022
27. **Pritchett, Hannah**, SDA, Dance, effective 08/18/2022
28. **Shay, Brian**, CCA, Academic Team, effective 08/25/2022
29. **Smith, Kari**, DGMS, Yearbook w/ Class, effective 08/25/2022
30. **Spilkin, Bradley**, CCA, Academic Team, effective 08/25/2022
31. **Solomon, Caitlin**, LCC, ASB Director, effective 08/15/2022
32. **Teague, James**, LCC, Journalism, effective 08/15/2022
33. **Teague, James**, LCC, Yearbook w/ Class, effective 08/15/2022
34. **Travazos, Jennifer**, CCA, Yearbook w/ Class, effective 08/29/2022
35. **Vice, William**, LCC, Academic Team Coach, effective 08/16/2022
36. **Villanova, Amy**, CCA, Band Director, effective 08/25/2022
37. **Whattoff, Anne-Marie**, CCA, Music Director, effective 08/29/2022
38. **Whattoff, Anne-Marie**, CCA, Conservatory Coordinator, effective 08/29/2022
39. **Wuertz, Jeremy**, SDA, Band Director, effective 08/24/2022

Athletic Coach

Canyon Crest Walk-On

1. **De La Vega, Luis**, Girl's Cross Country, Varsity Head Coach, effective 08/19/2022
2. **Kendrick, Morgan**, Girl's Volleyball, Freshmen Head Coach, effective 08/25/2022
3. **Martinez, Frederick**, Girl's Volleyball, Varsity Assistant Coach, 08/15/2022
4. **Sacker, Michael**, Boy's Cross Country, Junior Varsity Head Coach, effective 08/26/2022

La Costa Canyon Walk-On

1. **Barnett, Nicholas**, Football, Junior Varsity Assistant Coach, effective 08/17/2022
2. **Hartman, Paul**, Girl's Tennis, Varsity Head Coach, effective 08/23/2022
3. **Magnuson, Erik**, Football, Junior Varsity Assistant Coach, effective 08/15/2022
4. **Manor, Weston**, Football, Freshmen Assistant Coach, effective 08/10/2022
5. **Solomon, Kinara**, Girl's Tennis, Junior Varsity Assistant Coach, effective 08/23/2022
6. **Vlasic, Madison**, Girl's Volleyball, Freshmen Head Coach, effective 08/25/2022
7. **Young, Erin**, Cross Country, Varsity Assistant Coach, effective 08/16/2022

San Dieguito Academy Walk-On

1. **Stalker, Hannah**, Boy's Water Polo, Junior varsity Assistant Coach, effective 08/17/2022
2. **Tomasi, Joseph**, Girl's Tennis, Varsity Head Coach, effective 08/19/2022

Torrey Pines Walk-On

1. **Dean, Brennan**, Girl's Volleyball, Varsity Head Coach, effective 08/10/2022
2. **Fisher, Christin**, Girl's Volleyball, Freshmen Head Coach, effective 08/22/2022
3. **Husted, Michael**, Football, Varsity Assistant Coach, effective 08/19/2022
4. **MacDonald, Kayla**, Field Hockey, Junior Varsity Assistant Coach, effective 08/16/2022
5. **Rubacky, Nicholas**, Girl's Volleyball, Junior Varsity Head Coach, effective 08/15/2022
6. **Rubacky, Nicholas**, Girl's Volleyball, Varsity Assistant Coach, effective 08/15/2022

Classified Substitutes

1. **Apostol, Lynda**, effective 08/24/2022
2. **Camacho, Jose**, effective 08/17/2022

3. **Campbell, Kasondra**, effective 07/28/2022
4. **Carrino, Kathryn**, effective 08/22/2022
5. **Deans, Carina**, effective 08/19/2022
6. **Herman, Matthew**, effective 08/09/2022
7. **Noqa, Rene**, effective 07/11/2022
8. **Tomlinson, Traci**, effective 08/17/2022
9. **Villa, Vanessa**, effective 07/28/2022