

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

Regular Meeting Agenda

3:30 P.M., July 12, 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**

Regular Meeting Agenda

3:30 P.M., July 12, 2022

Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. Call to Order Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the July 12, 2022, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by _____, second by _____, to approve the agenda for the July 12, 2022, Personnel Commission Regular Meeting.
4. Approval of the Minutes for the June 14, 2022, Personnel Commission Special Meeting.
Public Comments, if any
Motion by _____, second by _____, to approve the minutes of the June 14, 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 a Continuous Filing Eligibility List for Instructional Assistant-Bilingual, SR 31, Open/Promotional-Dual Certification, updated 06/09/22, individual eligibility valid for six months.

- B. Motion by _____, second by _____, to approve an Eligibility List for Vehicle & Equipment Service Worker, SR 41, Open/Promotional-Dual Certification, effective 6/22/22, eligibility valid for six months.
- C. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant II, SR 27, Open/Promotional-Dual Certification, updated 06/24/22, individual eligibility valid for six months.
- D. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, SR 34, Open/Promotional-Dual Certification, updated 06/23/22, individual eligibility valid for six months.
- E. Motion by _____, second by _____, to approve an Eligibility List for School Plant Supervisor Small School/Auxiliary Sites, SR 39, Promotional Only, effective 06/24/22, 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 Accounting Technician, SR 42, Open/Promotional-Dual Certification.

8. 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 August 9, 2022, Regular Personnel Commission meeting and any other meetings scheduled in the next 30 days, virtually.

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments, if any

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

10. CORRESPONDENCE

Public Comments, if any

A. Letter from SDCOE approving PC budget for 2022/23

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, August 9, 2022, at 3:30 P.M. Please note, this meeting may be held virtually.

12. ADJOURNMENT

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

Regular Meeting Minutes

3:30 PM, June 14, 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. Director Dixon informed the commission that Commissioner Cunningham was unable to attend.

2. PLEDGE OF ALLEGIANCE

Commissioner Baird led the pledge of allegiance.

Personnel Commissioners in Attendance

John Baird

Jeff Charles

Personnel Commission Staff in Attendance

Susan Dixon, Director

Jennifer Laity, Human Resources Technician

3. APPROVAL OF THE AGENDA FOR THE June 14, 2022, PERSONNEL COMMISSION
REGULAR MEETING.

Public Comments-None

It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve the agenda for the June 14, 2022, Personnel Commission Regular Meeting.

John Baird-Aye

Jeff Charles-Aye

Passed with two Ayes

4. APPROVAL OF THE MINUTES OF THE May 24, 2022, PERSONNEL COMMISSION
SPECIAL MEETING.

Public Comments-None

It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve the minutes of the May 24, 2022, Personnel Commission Special Meeting.

John Baird-Aye

Jeff Charles-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-*After Commissioner Baird’s public comment below, Wayne Baldwin stated he was asked by Paul Valen if he had spoken to anyone regarding Donna Crosby and he said he had not.*
- B. San Dieguito Union High School District-*Commissioner Charles pointed out that a new Associate Superintendent of HR was appointed. Tina Peterson elaborated that the board selected Mary Anne Nuskin, principal of PTMS, pending approval of the contract at the next board meeting.*
- C. Public –*Commissioner Baird expressed concern that at last meeting there was a long discussion regarding the Administrative Assistant II Special Education position and he didn’t see anything on this month’s agenda. His recollection was that Dixon was going to meet with Donna Crosby, Mr. Baldwin and Carmen Blum. He understood that Ms. Crosby met with Susan but Mr. Baldwin and Ms. Blum were not there. Baird was concerned that Ms. Crosby was told she did not need a union representative and he was concerned that Ms. Blum and Mr. Baldwin were not there and that they were not invited. He expressed further concern that it wasn’t on the agenda for follow up discussion. He noticed on the agenda that there was an item for an Eligibility List for Administrative Assistant II and he hoped those were for other openings and not the ones in special education. Commissioner Charles asked if this would be discussed under Item 9.C. “Staff Comments on Personnel Activities-Other”. Director Dixon stated she had planned on providing an update to the classification study during Item 9.C. She also stated she would use the public comment agenda item to go on record regarding a comment that Commissioner Baird made at the last special meeting, specifically that she had not delivered his last commission packet to him. She wanted to go on record that since she started working here she makes a practice of delivering Commissioner Baird’s packet to his home using her own car, gas, and time so he can be informed and as participatory as possible in the meetings and she didn’t want it to appear to the public as though she is not doing something she is supposed to do. Commissioner Baird did not remember making the comment and said she could mail the packets from now on. Commissioner Charles clarified that all commissioners receive the packet via email.*

ACTION ITEMS-(See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments-None

- A. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, SR 34, Open/Promotional-Dual Certification, updated 5/9/22, individual eligibility valid for six months.

John Baird-Aye

Jeff Charles-Aye

Passed with two Ayes

- B. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, SR 34, Open/Promotional-Dual Certification, updated 5/23/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Passed with two Ayes
- C. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education – Behavior Intervention, SR 36, Open/Promotional, updated 5/23/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Passed with two Ayes
- D. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education –Behavior Intervention, SR 36, Open/Promotional, updated 5/25/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Passed with two Ayes
- E. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Custodian, SR 32, Open/Promotional-Dual Certification, updated 5/26/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Passed with two Ayes
- F. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve an Eligibility List for Secretary, SR 36, Open/Promotional-Dual Certification, effective 6/01/22, eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Passed with two Ayes
- G. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, SR 34, Open/Promotional-Dual Certification, updated 6/01/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Passed with two Ayes
- H. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant-Bilingual, SR 31, Open/Promotional-Dual Certification, updated 6/02/22, individual eligibility valid for six months.

John Baird-Aye
Jeff Charles-Aye
Passed with two Ayes

- I. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Student Health Care Specialist, SR 40, Open/Promotional-Dual Certification, updated 6/06/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Passed with two Ayes

- J. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve an Eligibility List for Administrative Assistant IV, SR 44, Open/Promotional-Dual Certification, effective 06/06/22, eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Passed with two Ayes
Commissioner Charles asked which vacancy this was to fill; Dixon replied it was for TPHS and an existing employee was selected.

- K. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve an updated Merged Eligibility List for Administrative Assistant II, SR 40, Open/Promotional, updated 06/14/22, eligibility valid until 10/12/22.
John Baird-Aye
Jeff Charles-Aye
Passed with two Ayes
Commissioner Baird asked if it was the two positions in special education. Dixon responded that it is the same classification as the positions in special education; however, this is not to fill one of those positions. She is trying to extend the eligibility of four internal candidates whose eligibility will be expiring in a few days. If we don't extend their eligibility, the list will not have a sufficient number of ranks to be valid.

7. ELIGIBITLY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

- Public Comments-None*
- A. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish a six month Eligibility List for Vehicle & Equipment Service Worker, SR41, Open/Promotional-Dual Certification.
John Baird-Aye
Jeff Charles-Aye
Passed with two Ayes

 - B. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish a six-month eligibility list for School Plant Supervisor-Small School/Auxiliary Sites, SR 39, Promotional Only.
John Baird-Aye
Jeff Charles-Aye

Passed with two Ayes

Commissioner Charles stated he was happy to see this item as it fixes a gap;

Commissioner Baird concurred.

- C. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Skilled Maintenance Worker, SR 49, Open/Promotional-Dual Certification.

John Baird-Aye

Jeff Charles-Aye

Passed with two Ayes

- D. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Receptionist, SR 32, Open/Promotional-Dual Certification.

John Baird-Aye

Jeff Charles-Aye

Passed with two 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 JEFF CHARLES, seconded by JOHN BAIRD, to hold the July 12, 2022, Regular Personnel Commission meeting and any other meetings scheduled in the next 30 days, virtually.

John Baird-Aye

Jeff Charles-Aye

Passed with two Ayes

Commissioner Baird stated he preferred the meetings be virtual especially July and August due to traffic on Freeway 5. Commissioner Charles pointed out that with the district office remodel, the board room is unavailable. Commissioner Baird inquired if a special meeting was needed; Dixon explained that when there is more than 30 days between meetings, the agenda item includes scheduling a special meeting.

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments-None

- A. Vacancy Report-the commissioners commented on the large number of vacancies. Dixon shared that District Office staff are in the process of preparing for their move to temporary offices the last week of June. For the PC staff, this means spending a lot of time scanning, digitizing records, shredding and boxing materials for either storage or the PTMS location.

- B. Personnel List Report-Dixon thanked HR staff for all the work involved staffing for summer school and stated her appreciation for Jennifer Laity joining the PC team and gave a shout

out to Barbara Bass for her continued exceptional working testing candidates for qualifications. Ms. Laity commented that all of HR has seen an increase in workload this year due to the higher than normal turnover rate.

- C. Other- Director Dixon provided an update to the Administrative Assistant II special education study. At the last meeting there were comments about negligence on her part so she wanted to point out that when the job description updates were completed for the secretarial series four years ago, it was explained to Ms. Crosby and her coworker that PC staff didn't see that there was work being performed outside of the classification; however, they were provided with a classification review request form and they were told they could complete that form if they wanted a formal review of their specific assignments. Dixon further stated that her understanding after the last meeting was all agreed that she would do a thorough classification review study using the standard process. Standard practice is not to have union representation at the data gathering meetings. Dixon stated she didn't know what value would be added by CSEA being at those data gathering meetings unless there was a concern that she wasn't following the process. Barbara Bass and Dixon have met with Ms. Crosby, and would now meet with the supervisor and employees who are in the classification of Information Systems Support Technician to gather additional information. Due to end of year deadlines, some staff have not yet been available. Mr. Baldwin said he spoke with Ms. Crosby and she stated she wasn't in need of representation. Dixon said once we gather all the data and can make a recommendation we will invite Ms. Crosby to the CAC meeting. Mr. Baldwin stated he would like to be informed about the studies in advance of the CAC meeting.

Commissioner Charles summarized his thoughts regarding a speaker at the last meeting stating that he did not think classified personnel commission staff had been negligent. It casts an air of suspicion and mistrust when these types of comments are made and can impact a good working rapport. He added that in response to an earlier comment from Commissioner Baird, if Ms. Crosby felt she could use help with understanding the process or guidelines, she should feel free to contact CSEA and ask them to sit in. Dixon clarified that when she went to schedule the meeting with Ms. Crosby, she informed Dixon that Mr. Valen was out of town and that's when Dixon said we don't include CSEA in data gathering meetings. Dixon wanted it on record that Ms. Crosby did ask about Mr. Valen attending and that if there was an expectation that CSEA was going to be there she questioned the purpose. Mr. Baldwin stated that what they are finding is there is miscommunication with members, they go to a supervisor to discuss it and it gets denied at that level, that's how the employee feels. This raises concerns with CSEA; employees in special education had been asking for years in regard to this particular situation. They are not sure which way to go and think there is nothing they can do about it and then four years later there was something they could have done. Commissioner Charles read a comment Ms. Crosby put in the chat that employees are very wary of getting assistance from the union due to management's history of believing an employee is being a problem by questioning their job duties. Commissioner Charles said that's not the climate we want to have, it doesn't work for anybody and is worth discussing with administration. CSEA's goal is to work with the district, and be fair and open. Commissioner Baird commented that although it's not a right to union representation, it's the optics of it; there's no harm in it if that makes the employee comfortable. Commissioner Baird said the Brown Act specifically states employees have a right to come to the meeting and criticize the commission. Commissioners Baird and Charles further discussed their points of view with both agreeing that an employee has the right to say what they want; however, Commissioner Charles believes it is permissible for

members of the commission and staff to clarify and respond to criticism and that he was stating that he didn't believe Dixon or staff had been negligent.

Dixon took the opportunity during this portion of the agenda to inform the group that she would be resigning and was working with the district on a timeline for leaving. She is excited about Ms. Nuskin starting; however, she prefers an environment that is more collaborative, and the commission is getting away from that. She concluded with this is not good for her well-being and she would regret staying in an assignment that takes a toll on her that she can't undo at a later date. It's a tough time in HR right now (e.g. lots of vacancies) so it will be a slow exit as she doesn't want to leave the district in a bad position.

10. CORRESPONDENCE

Public Comments- None

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, July 12, 2022, at 3:30 P.M. Please note, this meeting will be held virtually.

12. ADJOURNMENT – 4:59 P.M.

San Dieguito Union High School District
 Personnel Commission
Instructional Assistant - Bilingual
 Continuous Filing Eligibility List
 Open/Promo-Dual Certification

Please note: Individual eligibility is valid for 6 months.

Updated 6/9/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Expiration</i>	<i>Source</i>
3005769	1	12/2/2022	Open
6842671	2	12/9/2022	Open
6520782	3	7/18/2022	Open

S. Dixon

San Dieguito Union High School District
Personnel Commission
Vehicle and Equipment Service Worker
Eligibility List
Open/Promo-Dual Certification

Effective Date: 6/22/2022

Expiration Date: 12/22/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Source</i>
6620358	1	Open
6840333	2	Open
6836364	3	Open
6499132	4	Promo

S. Dixon

San Dieguito Union High School District
Personnel Commission
Nutrition Services Assistant II
Eligibility List (Open Until Filled or 3 ranks)
Open/Promotional-Dual Certification

Updated: 6/24/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Elig Expires</i>	
3086749	1	12/24/2022	open

S. Dixon

San Dieguito Union High School District
 Personnel Commission
Instructional Assistant Special Education
 Eligibility List - Continuous Filing
 Open/Promo-Dual Certification

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

Updated On: 6/23/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>	
6520782	1	7/5/2022	open
325245	2	11/9/2022	open
6802033	3	11/6/2022	open
6615783	4	9/10/2022	open
6522334	5	12/1/2022	open
6781984	6	11/23/2022	open
6691334	7	10/25/2022	open
6745396	8	7/31/2022	open
6571602	9	11/23/2022	open
6592265	10	12/23/2022	open

1 Reinstatement

S. Dixon

San Dieguito Union High School District
Personnel Commission
School Plant Supervisor-Small School/Auxiliary Sites
Eligibility List
Promotional Only

Effective Date: 6/24/2022

Expiration Date: 12/24/2022

<i>Applicant ID</i>	<i>Rank</i>
1155338	1
3559691	2
2046277	3
4516083	4

S. Dixon

56 Current/pending vacancies in 20 different job classifications						
SITE	SLOT	Position	Hrs/Wk	Hrs/Day	FTE	STATUS
SP ED	AI256	Accounting Technician	40	8	1.00	Recruitment in progress
SP ED	AI237	Administrative Assistant II	40	8	1.00	Pending approval
OCMS	AA014	Administrative Assistant III	40	8	1.00	Pending approval
DNO	AA140	Custodian	40	8	1.00	Recruitment in progress
SDA	AA138	Custodian	40	8	1.00	Interviews scheduled
PTMS	AJ705	Custodian	40	8	1.00	Pending approval
OCMS	AA347	Health Technician	30	6	0.75	HOLD
DO	AJ457	Human Resource Certificated Analyst	40	8	1.00	HOLD
OCMS	AM265	Instructional Assistant Bilingual	18.75	Varies	0.47	Selection Clearing
EWMS	AF717	Instructional Assistant Special Education	19.05	3.9	0.49	Interviews scheduled
CVMS	AN498	Instructional Assistant Special Education	30	6	0.75	HOLD
DNO	AN740	Instructional Assistant Special Education	19.05	3.9	0.49	HOLD
LCC	AD187	Instructional Assistant Special Education	30	6	0.75	HOLD
COAST	AN656	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
SDA	AI265	Instructional/Personal Care Assistant	30	6	0.75	HOLD
COAST	AH436	Instructional/Personal Care Assistant	27.5	5.5	0.69	Recruitment in progress
FAC	Pending	Maintenance Supervisor	40	8	1.00	Pending approval
PTMS	AK203	Nutrition Services Assistant II	19.5	3.9	0.49	Recruitment in progress
CVMS	AI916	Nutrition Services Assistant I	12.5	2.5	0.31	Pending approval
OCMS	AL595	Nutrition Services Assistant I	10	3	0.25	Pending approval
TPHS	AA220	Nutrition Services Assistant I	19.5	3.9	0.49	Pending approval
DNO	AJ075	Nutrition Services Assistant I	16.25	3.25	0.41	Pending approval
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	AA280	Nutrition Services Supervisor	35	7	0.88	Recruitment in progress
DO	AI276	Receptionist	40	8	1.00	Recruitment in progress
CCA	AD538	Receptionist	40	8	1.00	Recruitment in progress
TRANS	AA531	School Bus Driver	20	4	0.50	Recruitment in progress
TRANS	AA494	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

56 Current/pending vacancies in 20 different job classifications						
SITE	SLOT	Position	Hrs/Wk	Hrs/Day	FTE	STATUS
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
CCA	AC605	Secretary	40	8	1.00	Recruitment in progress
CCA	AA089	Secretary	40	8	1.00	Pending approval
M&O	AN220	Skilled Maintenance Worker	40	8	1.00	Recruitment in progress
TECH	New slot	Technology Support Technician	40	8	1.00	Pending approval
TRANS	AA553	Vehicle Equipment Service Worker	40	8	1.00	Interviews conducted
LCC	AA479	Theater Tech	40	8	1.00	Recruitment in progress

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Kelly, Paul**, Nutrition Services Supervisor, SR1, 88% FTE, Oak Crest Middle School Café, effective 05/10/2022.
2. **Mehrzad, Sanaz**, Instructional Assistant – Special Education, SR34, 75% FTE, San Dieguito High School Academy, effective 05/05/2022.
3. **Ward, Jennifer**, Instructional/Personal Care Assistant – Special Education, SR37, 75% FTE, La Costa Canyon High School, effective 05/23/2022.

Change in Assignment

1. **Navarro Perez, Arturo**, Instructional Assistant – Special Education (BI), SR36, 75% FTE, San Dieguito Union High School District, to unpaid status and 39-month re-employment list, effective 05/26/2022.
2. **Zhou, Rong**, Nutrition Services Assistant I, SR25, 31% FTE, La Costa Canyon High School Café, to Nutrition Services Assistant I, SR25, 44% FTE, Diegueno Middle School Café, effective 05/04/2022.

Resignation

1. **Blake, Troy**, Skilled Maintenance Worker, SR49, 100% FTE, Facilities, effective 05/21/2022.
2. **Callin, Adrina**, Instructional/Personal Care Assistant, SR37, 69% FTE, COAST Academy, effective 05/01/2022.
3. **Lencioni, Teresita**, Nutrition Services Supervisor, R1, 88% FTE, Carmel Valley Middle School Café, resignation for the purpose of retirement, effective 06/08/2022.
4. **Woodard, Wendy**, Secretary, SR36, 100% FTE, Diegueno Middle School, resignation for the purpose of retirement, effective 06/10/2022.

Classified Personnel Supplement June 9, 2022

Artist in Residence

1. **Michels, Gabriel**, Percussion Coach, La Costa Canyon, effective 05/04/2022
2. **Preite, Kylar**, Guest Choreographer, Torrey Pines High School, effective 05/03/2022

July 5, 2022

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

Dear Ms. Dixon:

In accordance with the provisions of Education Code 45253, the County Superintendent of Schools has approved the 2022-23 Personnel Commission budget for the San Dieguito Union High School District in the amount of \$436,537.

The budget submitted reflects a slight decrease over the Personnel Commission's 2021-22 budget. If during the year, the school board approves any budget amendments for the Personnel Commission, please forward a copy of the changes to our office.

The San Dieguito Union High School District Governing Board should include the above amount of \$436,537 in the 2022-23 regular general fund adopted budget.

Sincerely,



Brent Watson
Executive Director
District Financial Services

BW:VS

cc: Dawn Campbell, Director of Fiscal Services, San Dieguito Union High School District