

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

Regular Meeting Agenda

*3:30 P.M., September 13, 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., September 13, 2022
Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. Call to Order Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the September 13, 2022, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the agenda for the September 13, 2022, Personnel Commission Regular Meeting.
4. Approval of the Minutes for the August 30, 2022, Personnel Commission Special Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the minutes of the August 30, 2022, Personnel Commission Special 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 Special Education, SR34, Open/Promotional-Dual Certification, updated 08/29/22, individual 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 09/01/22, individual eligibility valid for six months.
- C. Motion by _____, second by _____, 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.
- D. Motion by _____, second by _____, 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.
- E. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Transportation Router-Scheduler, SR43, Promotional Only, effective 09/07/22, 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 Administrative Assistant III, SR42, Open/Promotional-Dual Certification.
- B. Motion by _____, second by _____, to establish a six month Eligibility List for Accounting Technician, SR42, Open/Promotional-Dual Certification.
- C. Motion by _____, second by _____, to establish a six month Eligibility List for Human Resources Specialist, SR46, Open/Promotional-Dual Certification.

8. CLASSIFICATION REVIEWS

Public comments, if any

- A. Motion by _____, second by _____, to revise the job description for Information Systems Support Technician as proposed.

9. APPROVAL OF THE 2021-22 ANNUAL REPORT

Public Comments, if any

- A. Motion by _____, second by _____, to approve the 2021-22 Annual Report of the Personnel Commission for submission to the Board of Trustees.

10. 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 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, if any

A. Vacancy Report

B. Personnel List Report

C. Other

12. CORRESPONDENCE

Public Comments, if any

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

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

Special Meeting Minutes

3:30 PM, August 30, 2022

Virtual Meeting

SPECIAL 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

2. (agenda had pledge and this item as #2) APPROVAL OF THE AGENDA FOR THE August 30, 2022, PERSONNEL COMMISSION SPECIAL MEETING.

Public Comments-None

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

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

3. APPROVAL OF THE MINUTES OF THE August 9, 2022, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM to approve the minutes of the August 9, 2022, Personnel Commission Regular Meeting.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

ACTION ITEMS-(See Supplements)

4. 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 08/02/22, 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 08/04/22, 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 an Eligibility List for Accounting Technician, SR 42, Open/Promotional-Dual Certification, effective 08/08/22, 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 an Eligibility List for Administrative Assistant II, SR 40, Open/Promotional, effective 08/08/22, 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 an Eligibility List for Theater Technician, SR 41, Open/Promotional-Dual Certification, effective 08/09/22, eligibility valid for six months
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

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- F. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant - Bilingual, SR31, Open/Promotional-Dual Certification, updated 08/10/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- G. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve an Eligibility List for Campus Supervisor, SR 32, Open/Promotional-Dual Certification, effective 08/12/22, eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- H. It was moved by JEFF CHARLES seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant, SR37, Open/Promotional, updated 08/12/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- I. It was moved by JUSTIN CUNNINGHAM seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, SR34, Open/Promotional-Dual Certification, updated 08/12/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- J. 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 08/15/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- K. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve an Eligibility List for Information Technology (IT) Support Technician, SR 51, Open/Promotional-Dual Certification, effective 08/16/22, eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

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- L. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated 08/17/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- M. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for School Bus Driver, SR38, Open/Promotional-Dual Certification, updated 08/18/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- N. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for School Bus Driver, SR38, Open/Promotional-Dual Certification, updated 08/23/22, individual eligibility valid for six months
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- O. 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 08/23/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- P. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Accountant, SR 52, Promotional Only, effective 08/24/22, eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- Q. 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 08/24/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

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- R. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Student Health Care Specialist, SR40, Open/Promotional-Dual Certification, updated 08/24/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

5. 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 Transportation Router/Scheduler, SR43, Promotional Only. (Amended to correct to R43, posted as R4)
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 Health Technician, SR35, 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 Maintenance Worker II, SR40, Open/Promotional-Dual Certification
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 establish a six-month Eligibility List for Nutrition Services Supervisor, Supervisory SR4, Open/Promotional-Dual Certification.
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 establish a six-month Eligibility List for Nutrition Services Operations Supervisor, Supervisory SR11, Open/Promotional-Dual Certification.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

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- F. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Student Support Facilitator, SR39, Open/Promotional-Dual Certification.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

6. 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. Moved by JUSTIN CUNNINGHAM, second by JEFF CHARLES, to hold the September 13, 2022, Regular Personnel Commission meeting and any other meetings scheduled in the next 30 days, virtually.

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. STAFF COMMENTS ON PERSONNEL ACTIVITIES
Public Comments- None

- a. Vacancy Report
- b. Other – Wayne Baldwin (CSEA President) announced that John Baird would be reinstated as the CSEA appointee to the commission.

8. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, September 13, 2022, at 3:30 P.M. Please note, this meeting may be held virtually.

9. ADJOURNMENT – 4:22 P.M.

San Dieguito Union High School District
Personnel Commission

Instructional Assistant Sp Ed
Eligibility List - Continuous Filing
Open/Promo-Dual Certification

Updated Date: 8/29/2022 *Please note: Individual eligibility is valid for 6 months.
Scores are merged each time the exam is administered.*

Applicant ID	Rank	Expiration Date	Source
3243172	1	2/24/2023	Open
2815811	2	2/2/2023	Promo
3671715	2	2/29/2023	Open
1673786	3	2/22/2023	Open
6562438	4	2/23/2023	Open
6522334	5	12/1/2022	Open
6860705	6	1/7/2023	Open
6615783	6	9/10/2022	Open
1674027	7	2/23/2023	Promo
3796662	8	2/12/2023	Open
6778621	9	2/22/2023	Open
4438712	10	9/17/2022	Open
6777500	11	2/23/2023	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: 9/1/2022 *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	9/17/2022	Open
6634437	2	10/26/2022	Open
6777462	3	2/4/2023	Open
6916115	4	3/1/2023	Open

Reinstatement: 1

S. Dixon

San Dieguito Union High School District
Personnel Commission

Instructional Assistant Sp Ed

Eligibility List - Continuous Filing

Open/Promo-Dual Certification

Updated Date: 9/6/2022

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

Applicant ID	Rank	Expiration Date	Source
2815811	1	2/2/2023	Promo
3671715	1	2/29/2023	Open
6522334	2	12/1/2022	Open
6615783	3	9/10/2022	Open
1674027	4	2/23/2023	Promo
6571602	5	11/23/2022	Open
6778621	6	2/22/2023	Open
6927708	7	3/6/2023	Open
4438712	7	9/17/2022	Open
5482027	8	3/6/2023	Open

S. Dixon

San Dieguito Union High School District
Personnel Commission

Instructional Assistant Sp Ed Behavior Intervention

Eligibility List - Continuous Filing
Open/Promo-Dual Certification

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

Applicant ID	Rank	Expiration Date	Source
2495688	1	1/14/2023	Open
6829712	2	11/25/2022	Open
6745396	3	11/23/2022	Open
4438712	4	3/6/2023	Open

S. Dixon

San Dieguito Union High School District
Personnel Commission

Transportation Router-Scheduler

Eligibility List
Promotional Only

Effective Date: 9/7/2022

Applicant ID	Rank	Expiration Date	Source
6570403	1	3/7/2023	Promo
2679445	2	3/7/2023	Promo

S. Dixon



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

Interim Superintendent
 Ms. Tina Douglas

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 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	August 29, 2022 (emailed) August 30, 2022 meeting
Submission to Personnel Commission	TBD, 2022
Agenda Item	Classification-Job Description Update

Background Information

The job description for the classification was last updated in 2015. Personnel Commission staff met with a variety of staff to draft a job description update. A salary survey was conducted to determine whether or not the classification is properly allocated.

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

District	Salary Range	Job Title	Minimum	Maximum
Escondido UHSD	31	Data Technician	\$3,676	\$4,692
Escondido USD	33	Special Education Data Technician	\$3,324	\$4,040
Escondido USD	33	Medi-Cal Data Technician	\$3,325	\$4,040
San Marcos USD	41	District Data Technician	\$3,746	\$4,787
Vista USD	49	Staff Data Technician	\$3,717	\$4,998
		AVERAGE	\$3,557	\$4,512

SDUHSD	44	Information Systems Support Technician	\$4,227	\$5,665
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Recommendation

Update the job description for the classification of Information Systems Support Technician (R44) as presented. Based on comparison data, there is no recommendation for salary change reallocation.

Vote by Committee Members:

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

CLASSIFIED

INFORMATION SYSTEMS SUPPORT TECHNICIAN

OVERALL JOB SUMMARY/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.

The Information Systems Support Technician supports ongoing activities and maintenance of a student information system (SIS) and/or other district resource application systems as assigned; provides technical training to site personnel who use a SIS; resolves data issues; works with third parties on SIS updates, integrations and associated issues; and generates a variety of reports.

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.

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REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Information Systems Support Technician may perform any combination of the following:

- Supports the program to develop and maintain a district level database for the purpose of eCollecting, organizing, analyzing proofs and reporting student information such as test results or enrollment data required by the District and by county, state and federal agencies.
- Manages and maintains Performs daily tasks for SIS data and reports reporting tasks, for the purpose of ensuring Ensures reliability and accuracy of the information contained in a SIS database.
- Designs various reports and report formats, such as graphics and 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.
- As assigned, facilitates the enrollment of students in the special education program.
- Provides training and technical support to site personnel to train them how to enter accurate and correct information, to locate information, and to generate reports on use of student information system for ensuring the accurate, timely and integral use of the program at all school sites.
- Sets up and maintains SIS users and permissions.

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CLASSIFIED

INFORMATION SYSTEMS SUPPORT TECHNICIAN

- ~~May support District office staff on attendance accounting during P1, P2, and Annual submissions.~~
- ~~Assists with CALPADS (California Longitudinal Public Achievement Data System) data for all reporting periods and submits files to Cal-PASS (California Partnership for Achieving Student Success).~~
- ~~Provides supports in obtaining SSIDs and correcting anomalies in CALPADS data.~~
- ~~Provides technical assistance to various District staff regarding CALPADS and other mandated reporting requirements.~~
- ~~Provides support to ensure District compliance with mandated electronic state and federal reporting systems, including CALPADS and other data reporting such as Civil Rights Data Collection as assigned.~~
- ~~Supports, maintains, coordinates and ensures uniformity of accurate data entry from site to site so that data reports required by the District and government agencies are accurate.~~
- ~~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-government and education agencies, for the purpose of meeting various reporting requirements and requests for information.~~
- ~~Assists in the development of District SIS standards and procedures to ensure data is correctly entered, updated and accurate, 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 data 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, e.g. elementary districts, site records, etc.) to ensure accurate and timely posting of essential new data.~~
- ~~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 to easily access to information.~~
- ~~Compiles data of a statistical nature (e.g., projections, data fields and records, student demographics, etc.), generates reports and queries and designs reporting formats, such as graphics and pivot tables to meet specific reporting needs of the District and government agencies, for the purpose of assisting others in the preparation of recommendations and/or reports for administrative review and action.~~
- ~~May provide training and support in other software applications.~~
- ~~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, and 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.~~
- ~~Attends trainings to keep current with changes in SIS and government reporting requirements.~~

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CLASSIFIED

INFORMATION SYSTEMS SUPPORT TECHNICIAN

OTHER FUNCTIONS

- Performs other job-related duties as assigned.

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JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

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 applications 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, including the use of spreadsheet and database tools used for data validation and error checking;
- Basic principles of training;
- Software applications used by the District;
- Effective 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, training and guidance to others in the use SIS for data entry and reporting purposes.

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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
- Communicate with vendors and other technical experts to diagnose and eliminate correct software problems;
- Work with accuracy and precise attention to details
- and provide similar guidance to system end users; Provide technical support and training in SIS data entry and reporting
- provide technical support and guidance and training on system procedures, techniques, methods,

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INFORMATION SYSTEMS SUPPORT TECHNICIAN

- ~~and requirements to others; read, interpret and apply technical manuals and documentation; d~~
- ~~Detect errors in data output through the effective use of diagnostic and troubleshooting techniques, and the use of spreadsheet and database tools (such as spreadsheet pivot tables and conditional formatting and the use of an Access wizard) used for data validation and error checking.~~
 - ~~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.~~

EDUCATION AND EXPERIENCE

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

DISTINGUISHING CHARACTERISTICS

~~The Information Systems Support Technician supports procedures and activities that maintain the reliability and integrity of student information system (SIS) data.~~

~~Differentiation between the Information Systems Support Technician and the position above it is distinguished as follows:~~

~~The Information Systems Support Supervisor oversees the flow of work within the SIS unit and provides direction to staff in the unit in the support of SIS duties.~~

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

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INFORMATION SYSTEMS SUPPORT TECHNICIAN

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

~~None.~~

~~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.~~

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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.~~

CLASSIFIED

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.

INFORMATION SYSTEMS SUPPORT TECHNICIAN

JOB SUMMARY

The Information Systems Support Technician supports ongoing activities and maintenance of a student information system (SIS) and/or other district resource application systems as assigned; provides technical training to site personnel who use a SIS; resolves data issues; works with third parties on SIS updates, integrations and associated issues; and generates a variety of reports.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Information Systems Support Technician may perform any combination of the following:

- Collects, organizes, proofs and reports student information such as test results or enrollment data required by the District and by county, state and federal agencies.
- Performs daily SIS data and reporting tasks.
- Ensures reliability and accuracy of the information contained in a SIS database.
- As assigned, facilitates the administration of testing, including the acquisition of testing materials and coordination with school sites regarding the preparation of testing procedures.
- As assigned, facilitates the enrollment of students in the special education program.
- Provides training and technical support to site personnel to train them how to enter accurate and correct information, to locate information, and to generate reports.
- Sets up and maintains SIS users and permissions.
- May support District office staff on attendance accounting during P1, P2, and Annual submissions.
- Assists with CALPADS (California Longitudinal Public Achievement Data System) data for all reporting periods and submits files to Cal-PASS (California Partnership for Achieving Student Success).
- Provides support in obtaining SSIDs and correcting anomalies in CALPADS data.
- Provides technical assistance to various District staff regarding CALPADS and other mandated reporting requirements.
- Provides support to ensure District compliance with mandated electronic state and federal reporting systems, including CALPADS and other data reporting such as Civil Rights Data Collection as assigned.
- Supports, maintains, coordinates and ensures uniformity of accurate data entry from site to site so that data reports required by the District and government agencies are accurate.
- As assigned, may prepare files for electronic transmission of data to various government and education agencies.
- Assists in the development of District SIS standards and procedures to ensure data is correctly entered, updated and accurate. Assists in the support of systems and projects as directed for the purpose of maintaining integrity of SIS data 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 (e.g. elementary districts, site records, etc.) to ensure accurate and timely posting of essential new data.
- Organizes records and files to easily access information.
- Compiles data of a statistical nature (e.g., projections, data fields and records, student demographics, etc.), generates reports and queries and designs reporting formats, such as graphics and pivot tables, to meet specific reporting needs of the District and government agencies.

INFORMATION SYSTEMS SUPPORT TECHNICIAN

- May provide training and support in other software systems.
- 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, and disseminates a variety of documents (e.g., correspondence, agendas, minutes of meetings, lists, reports, calendars, schedules, flyers, charts, etc.).
- Attends trainings to keep current with changes in SIS and government reporting requirements.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Windows operating system environment
- Procedures to maintain complex database and reporting systems
- Industry standards and procedures of SIS database applications 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
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- Basic principles of training
- Software applications used by the District
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- Principles of providing training to others in the use SIS for data entry and reporting purposes.

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
- Communicate with vendors and other technical experts to diagnose and correct software problems
- Work with accuracy and precise attention to details
- Provide technical support and training in SIS data entry and reporting
- Read, interpret and apply technical manuals and documentation
- Detect errors in data output through the effective use of diagnostic and troubleshooting techniques, and the use of spreadsheet and database tools (such as spreadsheet pivot tables and conditional formatting and the use of an Access wizard) used for data validation and error checking
- Analyze situations accurately and adopt an effective course of action; meet schedules and timelines

INFORMATION SYSTEMS SUPPORT TECHNICIAN

EDUCATION AND EXPERIENCE

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

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The Information Systems Support Supervisor oversees the flow of work within the SIS unit and provides direction to staff in the unit in the support of SIS duties.

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.

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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
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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

None.

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

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San Dieguito Union High School District Personnel Commission

WWW.SDUHSD.NET

ANNUAL REPORT 2021-2022

The Annual Report for the 2021-2022 year has been prepared by Personnel Commission staff in compliance with Education Code Section 45266, and Personnel Commission Rule 2.17. The Annual Report describes Commission activities for the preceding fiscal year.

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

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



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

Personnel Commissioners

Established:

December 1, 1972

John Baird

CSEA Appointee
Commissioner, Chair
Serving Since 2013
Current Term Expires
12/01/22

Jeffery Charles

Commission Joint Appointee
Commissioner
Serving Since 2018
Current Term Expires
12/01/24

Justin Cunningham

Board of Trustees Appointee
Commissioner, Vice Chair
Serving Since 2018
Current Term Expires
12/01/23

Personnel Commission Staff



Susan Dixon, Director of Classified Personnel

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

Barbara Bass, Human Resources Analyst

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

Jennifer Laity, Human Resources Technician

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

San Dieguito Union High School District Administration

Board of Trustees:

Maureen "Mo" Muir, President

Michael Allman, Vice-President

Julie Bronstein, Clerk

Katrina Young, Trustee

Vacant Trustee

District Administration:

Interim Superintendent

Tina Douglas

Deputy Superintendent, Administrative Services

Mark Miller

Associate Superintendent, Human Resources

Mary Anne Nuskin

Associate Superintendent, Business Services

Tina Douglas

Associate Superintendent, Educational Services

Bryan Marcus

Classified Service

Classified Employees — 395

Confidential Employees — 5

Classified Supervisors — 12

Classified Management — 15

Classified personnel play an important role in supporting our students and our teachers. Most often, it is the friendly face of a classified employee that students and parents first see when they come to our schools.

The Merit System

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

The Commission has a threefold responsibility:

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

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

Goals of the Commission

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

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

inadequate performance cannot be corrected.

- Ensuring that employees doing like work are classified the same.
- Providing for fair and impartial rules and consistency of administration of the rules.

Assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, immigration status, religious beliefs or customs, sexual orien-

tation, parental, pregnancy, family or marital status, military status or association with a person or a group with one or more of these actual or perceived characteristics and with proper regard for their privacy and constitutional rights.

Merit System

The merit system provides for the selection and retention of employees, promotional opportunities and other related matters on the basis of merit.

Personnel Commission Meetings

RULE 2.6 REGULAR MEETINGS

Regularly scheduled virtual meetings of the Personnel Commission are held on the second Tuesday of the month at 3:30 p.m. Special meetings are scheduled as needed.

The Personnel Commission held 14 meetings over the 2021-2022 fiscal year. Commissioners received a stipend of \$50.00 per meeting attended. Commissioners do not receive District-paid health and/or dental benefits.



SUMMARY OF PERSONNEL COMMISSION ACTIVITIES



Recruitment	2020-21	2021-22
Promotional Only Exams	5	1
Open/Promotional Exams	4	5
Open/Promotional Dual Certification	28	42
Applications Received	666	634
Candidates Tested	251	308
Candidates Eligible	215	255

Employment	2020-21	2021-22
Transfers	6	21
Promotions	19	17
New Hires	51	101
Re-employments	4	0
Limited Term Appointments	0	0
Leave of Absence	16	6
Voluntary Demotions	5	9
Placed in Unpaid Status	1	1

Terminations	2020-21	2021-22
Resignations	32	50
Retirements	24	21
Layoffs/Reductions	0	9
Employees Affected	0	9
Appeals from Discipline	0	0

Classification Activities	2020-21	2021-22
New Classifications Established	5	2
Classification Descriptions Revised	5	4
Positions/Incumbents Reclassified	0	0
Classifications Reallocated Upward	0	2
Classifications Reallocated Downward	0	0
Reclassification Requests Denied	1	0

Presented to the Personnel Commission: 9/13/22 Presented to the Board of Trustees:

58 Approved active requisitions (not including HOLDS and Pending Approval)						
66 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	AA031	Administrative Assistant II	40	8	1.00	Recruitment in progress
SDA	AA348	Health Technician	40	8	1.00	Recruitment in progress
PTMS	AI708	Health Technician	40	8	1.00	Recruitment in progress
OCMS	AN937	Student Health Care Specialist	30	6	0.75	Recruitment in progress
DO	New Slot	Human Resource Specialist	40	8	1.00	Recruitment in progress
DO	AN938	Info Syst Support Tech	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				Recruitment in progress
SDA	AN963	Instructional Assistant Special Education	30	6	0.75	HOLD
SDA	AN963	Instructional Assistant Special Education	30	6	0.75	HOLD
PTMS	AN548	Instructional Assistant Special Education	30	6	0.75	Recruitment in progress
EWMS	AI608	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
EWMS	AF717	Instructional Assistant Special Education	19.5	3.9	0.49	Recruitment in progress
CVMS	AN498	Instructional Assistant Special Education	30	6	0.75	HOLD
COAST	AJ156	Instructional Assistant Special Education			5.50	
LCC	AD187	Instructional Assistant Special Education	30	6	0.75	HOLD
COAST	AJ156	Instructional Assistant Special Education	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
SDA	AI265	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	Recruitment in progress
FAC	Pending	Maintenance Supervisor	40	8	1.00	Pending approval
CVMS	AI916	Nutrition Services Assistant I	12.5	2.5	0.31	Recruitment in progress
OCMS	AL595	Nutrition Services Assistant I	10	2	0.25	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

58 Approved active requisitions (not including HOLDS and Pending Approval)						
66 Total Current/pending vacancies in 19 different job classifications						
SITE	SLOT	Position	Hrs/Wk	Hrs/Day	FTE	STATUS
CCA	AA281	Nutrition Services Supervisor	40	8	1.00	Recruitment in progress
OCMS	AL928	Nutrition Services Operations Supervisor	40	8	1.00	Recruitment in progress
CCA	AI747	Nutrition Services Transporter II	40	8	1.00	Recruitment in progress
TPHS	AA080	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	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
TPHS	AN582	Student Support Facilitator	19.5	3.9	0.49	Pending approval
EWMS	AN578	Student Support Facilitator	19.5	3.9	0.49	Recruitment in progress
DNO	AN577	Student Support Facilitator	19.5	3.9	0.49	Recruitment in progress
TRANS	AD667	Transportation Router/Scheduler	40	8	1.00	Recruitment in progress

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Babar, Manisha**, Nutrition Services Assistant I, SR25, 38% FTE, Oak Crest Middle School Café, effective 8/11/2022.
2. **Barba Ruben**, Vehicle & Equipment Service Worker, SR41, 100% FTE, Transportation, effective 08/08/2022.
3. **Byram, Kendra**, Secretary, SR36, 100% FTE, Canyon Crest Academy, effective 08/08/2022.
4. **Hernandez Gijon, Lucila**, SR32, 100% FTE, San Dieguito High School Academy, effective 08/01/2022.
5. **Lake, Karen**, Instructional/Personal Care Assistant – Special Education, SR37, 69% FTE, COAST Academy, effective 08/11/2022.
6. **Leaverton, Darlene**, Secretary, SR36, 100% FTE, Canyon Crest Academy, effective 08/04/2022.
7. **Li, Ling**, Nutrition Services Assistant II, SR27, 49% FTE, Pacific Trails Middle School Café, effective 08/11/2022.
8. **McDonald, Mindi**, Receptionist, SR32, 100% FTE, District Office, effective 08/01/2022.
9. **Morgan, Nicole**, Instructional/Personal Care Assistant – Special Education, SR37, 69% FTE, COAST Academy, effective 08/16/2022.
10. **Palacios, Anahi**, Instructional Assistant-Bilingual, SR31, 47% FTE, Oak Crest Middle School, effective 08/11/2022.
11. **Plasencia, Jennifer**, Nutrition Services Supervisor, SR1, 88% FTE, Carmel Valley Middle School Café, effective 08/09/2022.
12. **Quasebarth, Suzanne**, Student Health Care Specialist, SR40, 100% FTE, Torrey Pines High School, effective 08/01/2022.
13. **Rosen, Ana**, Instructional/Personal Care Assistant – Special Education, SR37, 75% FTE, Torrey Pines High School, effective 08/11/2022.

Change in Assignment

1. **Duehr, Jill**, layoff and 39-month re-employment list to Student Support Facilitator, SR39, 49% FTE, Canyon Crest Academy, effective 08/11/2022.
2. **Eels-Taylor, Samantha**, layoff and 39-month re-employment list to Student Support Facilitator, SR39, 49% FTE, Pacific Trails Middle School, effective 08/11/2022.
3. **Sinkovich, Lisa Marie**, Instructional Assistant – Special Education, SR34, 75% FTE, Earl Warren Middle School to Instructional Assistant – Special Education SR34, 75%, San Dieguito High School Academy, effective 08/11/2022.
4. **Steinberg, Samantha**, layoff and 39-month re-employment list to Student Support Facilitator, SR39, 49% FTE, San Dieguito High School Academy, effective 08/11/2022.
5. **Stepanian, Laura**, layoff and 39-month re-employment list, to Student Support Facilitator, SR39, 49% FTE, Carmel Valley Middle School, effective 08/11/2022.
6. **Tico, Becky**, Instructional Assistant – Special Education (BI), SR36, 75% FTE, Pacific Trails Middle School to Instructional Assistant – Special Education (BI), SR36, 75% FTE, San Dieguito High School Academy, effective 08/11/2022.
7. **Williams, Alin**, Maintenance Worker II, SR40, 100% FTE, Facilities to Skilled Maintenance Worker, SR49, 100% FTE, Facilities, effective 07/26/2022.
8. **Williams, Elizabeth**, Receptionist, SR32, 100% FTE, Canyon Crest Academy to Secretary, SR36, 100% FTE, Pacific Trails Middle School, effective 08/04/2022.

Resignation

1. **Bashford, Maile**, Instructional/Personal Care Assistant – Special Education, SR37, 69%, COAST Academy, effective 7/29/2022.
2. **Blasena, Ryan**, Instructional/Personal Care Assistant – Special Education, SR37, 69%, COAST Academy, effective 07/26/2022.
3. **Brown, Alexandra**, Health Technician, SR35, 100% FTE, San Dieguito High School Academy, effective 08/12/2022.
4. **Huston, Teresa**, Instructional Assistant – Special Education, SR34, 49% FTE, Torrey Pines High School, effective 07/28/2022.
5. **Miller, Rachel**, Administrative Assistant II, SR40, 100% FTE, San Dieguito High School Academy, effective 08/10/2022.
6. **Patousias, Elizabeth**, Nutrition Services Assistant I, SR25, 44% FTE, La Costa Canyon High School Café, effective 08/03/2022.
7. **Peterson, Kimberly**, Transportation Router/Scheduler, SR43, 100% FTE, Transportation, resignation for the purpose of retirement, effective 09/05/2022.
8. **Shen, Yu**, Accountant, SR52, 100% FTE, District Office, effective 07/29/2022.
9. **Toro, Dalisa**, Instructional/Personal Care Assistant – Special Education, SR37, 69% FTE, COAST Academy, effective 08/02/2022.
10. **Welch, Thea**, Accounting Technician, SR 42, 100% FTE, District Office, effective 08/31/2022.

Classified Personnel Supplement August 25, 2022

Artist in Residence

1. **Lipinsky, Steven**, CCA, Envision Theater Arts, effective 08/08/2022

Academic Coach

1. **Batchelor, Danielle**, LCC, Dance, Assistant Dance Coach, effective 07/13/2022
2. **Cornforth, Colin**, Academic Team, Head Coach, effective 08/05/2022
3. **Price, Garrison**, Robotics, Head Coach, effective 08/03/2022
4. **Synn, Chul Ho**, CCA, Speech & Debate, Head Coach, effective 08/03/2022
5. **Williams, Erica**, EWMS, Yearbook w/ Class, effective 07/15/2022
6. **Williams, Erica**, EWMS, Activities Director, effective 07/15/2022
7. **Yoshida, Cheryl**, EWMS, Drama, Head Coach, effective 07/18/2022

Canyon Crest Walk-On

1. **Bennett, Sydney**, Girl's Volleyball, Varsity Assistant Coach, effective 07/29/2022
2. **Brown, Kevin**, Girl's Tennis, Varsity Head Coach, effective 08/01/2022
3. **Cuatok, Luis**, Girl's Volleyball, Varsity Head Coach, effective 07/29/2022
4. **DePetro, Gabrielle**, Field Hockey, Varsity Assistant Coach, effective 08/08/2022
5. **Disney, Philip**, Boy's Water Polo, Freshmen Head Coach, effective 08/08/2022
6. **Duncan, Kiana**, Field Hockey, Varsity Head Coach, effective 08/01/2022
7. **Kalt, Samantha**, Field Hockey, Junior Varsity Head Coach, effective 07/21/2022
8. **Little, Julia**, Field Hockey, Junior Varsity Assistant Coach, effective 07/28/2022
9. **Madakamutil, Yashwin**, Boy's Water Polo, Junior Varsity Head Coach, effective 07/29/2022
10. **Montgomery, Jeffrey**, Girl's Tennis, Junior Varsity Head Coach, effective 07/26/2022
11. **Tiu, Noah**, Boy's Water Polo, Varsity Head Coach, effective 08/01/2022
12. **Yoeun, Charley**, Girl's volleyball, Junior Varsity Head Coach, effective 07/20/2022
13. **Yu, Roland**, Boy's Water Polo, Varsity Assistant Coach, effective 08/05/2022
14. **Ziamba, Lisa**, Girl's Cross Country, Junior Varsity Head Coach, effective 08/05/2022

La Costa Canyon Walk-On

1. **Buffini, Kate**, Girl's Tennis, Junior Varsity Head Coach, effective 08/08/2022
2. **Casinelli, Patrick**, Football, Junior Varsity Assistant Coach, effective 07/18/2022
3. **Connelly, Michael**, Football, Varsity Assistant Coach, effective 08/01/2022
4. **Delgadillo, Lyzette**, Cheer-Sideline, Varsity Assistant Coach, effective 07/20/2022
5. **Driver, Jacob**, Football, Freshmen Head Coach, effective 07/28/2022
6. **Fruменти, Alicia**, Cheer-Sideline, Varsity Head Coach, effective 07/26/2022
7. **Garrett, Anthony**, Football, Freshmen Assistant Coach, effective 07/26/2022
8. **Goddard, Thomas Jr**, Football, Freshmen Assistant Coach, effective 07/29/2022
9. **Harrington, Grant**, Boy's Water Polo, Varsity Head Coach, effective 07/21/2022
10. **Lomeli, Marc**, Girl's Volleyball, Varsity Head Coach, effective 08/01/2022
11. **Mackle, Duke**, Football, Varsity Assistant Coach, effective 08/01/2022
12. **McDonald, Patrick**, Girl's Tennis, Varsity Head Coach, effective 08/08/2022
13. **Mohler, Jose**, Football, Varsity Assistant coach, effective 08/01/2022
14. **Moore, Damon Jr**, Football, Junior Varsity Assistant Coach, effective 07/29/2022
15. **Niednagel, Beth**, Cross Country, Varsity Head Coach, effective 07/22/2022
16. **Prince, Carina**, Boy's Water Polo, Varsity Assistant Coach, effective 07/22/2022
17. **Prince, Nathaniel**, Boy's Water Polo, Freshmen Head Coach, effective 07/27/2022
18. **Reider, Hayden**, Boy's Water Polo, Junior Varsity Head Coach, effective 08/08/2022
19. **Retiz, Tommy**, Football, Freshmen Assistant Coach, effective 08/01/2022
20. **Sandoval, Taylor**, Girl's Volleyball, Junior Varsity Head Coach, effective 08/02/2022
21. **Ta'amu, Edward**, Football, Varsity Assistant Coach, effective 07/28/2022
22. **Witzmann, Nicholas**, Football, Varsity Assistant Coach, effective 08/01/2022

San Dieguito Academy Walk-On

1. **Freeman, Daniela**, Boy's Water Polo, Junior Varsity Head Coach, effective 07/27/2022
2. **Germuska, Peter**, Boy's Water Polo, Freshmen Head Coach, effective 08/01/2022
3. **Glass, Hank**, Cross Country, Varsity Assistant Coach, effective 07/25/2022
4. **Haskett, Gordon**, Cross Country, Varsity Head Coach, effective 07/27/2022
5. **Judd, Harley**, Field Hockey, Varsity Head Coach, effective 08/05/2022
6. **Pellegrino, Hunter**, Field Hockey, Varsity Assistant Coach, effective 08/05/2022
7. **Peters, Sydney**, Field Hockey, Junior Varsity Head Coach, effective 08/05/2022
8. **Prather, Amanda**, Girls's Volleyball, Junior Varsity Head Coach, effective 07/26/2022
9. **Ragan, John Jr**, Girl's Volleyball, Freshmen Head Coach, effective 08/01/2022
10. **Stewart, Collin**, Boy's Water Polo, Varsity Head Coach, effective 08/03/2022
11. **Remmling, Christina**, Cross Country, Junior Varsity Head Coach, effective 07/13/2022
12. **Zamora, Alfred**, Girl's Golf, Varsity Head Coach, effective 08/01/2022

Torrey Pines Walk-On

1. **Acacio, Reynaldo II**, Cheer-Sideline, Varsity Assistant Coach - effective 07/28/2022
2. **Adams, Melissa**, Girl's Volleyball, Varsity Assistant Coach, effective 08/08/2022
3. **Bath, Ryan**, Football, Freshmen Assistant Coach, effective 08/01/2022
4. **Bowman, Lindsay**, Field Hockey, Varsity Assistant Coach, effective 08/02/2022
5. **Carman, Brandon**, Boy's Water Polo, Varsity Head Coach, effective 07/13/2022
6. **Chodorow, Suzanne**, Cheer-Sideline, Varsity Head Coach, effective 07/25/2022
7. **Chu, Donald**, Girl's Tennis, Varsity Head Coach, effective 08/01/2022
8. **Feeler, Matthew**, Football, Junior Varsity Assistant Coach, effective 08/01/2022
9. **Feiring, Jacob**, Cross Country, Varsity Head Coach, effective 08/02/2022
10. **Feit, Molly**, Field Hockey, Junior Varsity Head Coach, effective 08/08/2022
11. **Figueira, Filipe**, Football, Varsity Assistant Coach, effective 08/03/2022
12. **Gilliam, Jacob**, Football, Freshmen Assistant Coach, effective 07/29/2022
13. **Huey, Sean**, Girl's Tennis, Junior Varsity Head Coach, effective 08/08/2022
14. **Lalone, Joseph**, Football, Varsity Assistant Coach, effective 07/28/2022
15. **Lieberg, Jackson**, Boy's Water Polo, Junior Varsity Head Coach, effective 07/26/2022

16. **Montes, Frank**, Football, Junior Varsity Head Coach, effective 08/02/2022
17. **Ott, Julie**, Cross Country, Varsity Assistant Coach, effective 08/03/2022
18. **Principi, John**, Football, Junior Varsity Assistant Coach, effective 07/29/2022
19. **Rokoszewski, Joseph**, Girl's Golf, Junior Varsity Head Coach, effective 08/09/2022
20. **Sipe, Brian**, Football, Freshmen Head Coach, effective 08/02/2022