

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

Regular Meeting Agenda

*3:30 P.M., August 9, 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., August 9, 2022

Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. Call to Order Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the August 9, 2022, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the agenda for the August 9, 2022, Personnel Commission Regular Meeting.
4. Approval of the Minutes for the July 12, 2022, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the minutes of the July 12, 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, SR31, Open/Promotional-Dual Certification, updated 06/27/22, individual eligibility valid for six months.

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- B. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, SR34, Open/Promotional-Dual Certification, updated 07/07/22, individual eligibility valid for six months.
 - C. Motion by_____, second by_____, to approve an Eligibility List for Nutrition Services Assistant II, SR27, Open/Promotional-Dual Certification, effective 07/07/22, eligibility valid for six months.
 - D. Motion by_____, second by_____, to approve an Eligibility List for Receptionist, SR32, Open/Promotional-Dual Certification, effective 07/11/22, eligibility valid for six months.
 - E. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Custodian, SR32, Open/ Promotional-Dual Certification, updated 07/11/22, individual eligibility valid for six months.
 - F. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd Behavior Intervention, SR36, Open/ Promotional, updated 07/14/22, individual eligibility valid for six months.
 - G. Motion by_____, second by_____, to approve a Continuous Filing Eligibility Lists for Instructional/Personal Care Assistant, SR37, Open/ Promotional -Dual Certification, updated 07/14/22 and 7/18/22, individual eligibility valid for six months.
 - H. Motion by_____, second by_____, to approve an Eligibility List for Nutrition Services Supervisor, R4, Open/ Promotional-Dual Certification, effective 07/18/22, eligibility valid for six months.
 - I. Motion by_____, second by_____, to approve an Eligibility List for Skilled Maintenance Worker, SR49, Open/Promotional-Dual Certification, effective 7/19/22, eligibility valid for six months.
 - J. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Instructional Assistant-Bilingual, SR31, Open/Promotional-Dual Certification, updated 7/28/22, individual eligibility valid for six months.
 - K. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated 8/1/22, individual 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 Campus Supervisor, SR32, Open/Promotional-Dual Certification.
- B. Motion by_____, second by_____, to establish a six-month Eligibility List for Information Technology (IT) Support Technician, SR51, Open/Promotional-Dual Certification.
- C. Motion by_____, second by_____, to establish a six-month Eligibility List for Nutrition Services Transporter II, SR29, Open/Promotional-Dual Certification.
- D. Motion by_____, second by_____, to establish a six-month Eligibility List for Accountant, SR52, Promotional Only.
- E. Motion by_____, second by_____, to establish a six-month Eligibility List for Health Technician, SR35, Open/Promotional-Dual Certification.
- F. Motion by_____, second by_____, to establish a six-month Eligibility List for Information Systems Support Technician, SR44, Open/Promotional-Dual Certification.

8. CLASSIFICATION REVIEWS

Public comments, if any

A. Vehicle & Equipment Service Worker

Motion by _____, second by _____, to revise the job description for Vehicle and Equipment Service Worker as proposed.

B. Human Resources Specialist

Motion by _____, second by _____, to establish a new classification of Human Resources Specialist, approve the job description as presented, and recommend to the Board of Trustees allocating the classification of Human Resources Specialist to Range 46 of the Classified Salary Schedule.

C. Health Technician

Motion by _____, second by _____, to classify the vacant Health Technician (R35) position at Oak Crest Middle School to Student Health Care Specialist (R40).

D. Student Support Facilitator

Motion by _____, second by _____, to update the job description for Student Support Facilitator (R39) as presented.

E. Administrative Assistant II

Motion by _____, second by _____, to accept the recommendation of “no change in classification” for Donna Crosby, Administrative Assistant II in Special Education.

9. ASSEMBLY BILL 361/SPECIAL MEETING SCHEDULE

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 September 13, 2022, Regular Personnel Commission meeting and any other meetings scheduled in the next 30 days, virtually.

B. Motion by _____, second by _____, to schedule a special meeting of the Personnel Commission between August 23, 2022, and September 6, 2022, as mutually agreed upon by the commission.

DISCUSSION/INFORMATION ITEMS (See Supplements)

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments, if any

A. Vacancy Report

B. Personnel List Report

C. Other

11. CORRESPONDENCE

Public Comments, if any

12. 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.

13. ADJOURNMENT

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

Regular Meeting Minutes

3:30 PM, July 12, 2022

Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Commissioner Baird led the pledge of allegiance.

Personnel Commissioners in Attendance

John Baird

Jeff Charles

Justin Cunningham

Personnel Commission Staff in Attendance

Susan Dixon, Director

Barbara Bass, Human Resource Analyst

Jennifer Laity, Human Resources Technician

3. APPROVAL OF THE AGENDA FOR THE July 12, 2022, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve the agenda for the July 12, 2022, Personnel Commission Regular Meeting.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

4. APPROVAL OF THE MINUTES OF THE June 14, 2022, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the minutes of the June 14, 2022, Personnel Commission Regular Meeting.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

5. PUBLIC COMMENTS ON NON-AGENDA ITEMS

No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of the commission, or the body itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the commission at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.

- A. California School Employees Association- *Wayne Baldwin informed the commissioners that CSEA agreed to move forward with placing the Information Systems Support Technician change in classification on the next board meeting agenda. Even though the determination about whether Ms. Crosby has been doing the job is at a standstill, they need the position. It doesn't mean they are giving up for Ms. Crosby. Director Dixon added that the position is needed no matter what and the board has to approve the additional cost either way.*
- B. San Dieguito Union High School District- *Mary Anne Nuskin reported that she met with Mr. Baldwin to learn about concerns from CSEA and how she can support classified employees.*
- C. Public – *Donna Crosby typed in the "chat" feature that she was in agreement about posting the position ASAP.*

ACTION ITEMS-(See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments-See below

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve a ContinuousFiling Eligibility List for Instructional Assistant – Bilingual, R31, Open/Promotional-Dual Certification, updated 06/09/22, individual eligibility valid for six months.

Mr. Baldwin informed the commissioners that CSEA is trying to get a 5% separation between bilingual and non-bilingual classifications.

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 an Eligibility List for Vehicle & Equipment Service Worker, SR 41, Open/Promotional-Dual Certification, effective 6/22/22, eligibility valid for six months.

Director Dixon shared that she would be bringing a revised job description next month with a change to allow up to six months for candidates to obtain a commercial license. The commissioners agreed that this change was appropriate.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

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- C. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, 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.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- D. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, SR 34, Open/Promotional-Dual Certification, updated 06/23/22, individual eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- E. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve an Eligibility List for School Plant Supervisor Small School/Auxiliary Sites, SR 39, Promotional Only, effective 06/24/22, eligibility valid for six months.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

7. ELIGIBITLY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments-None

- A. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Accounting Technician, SR42, Open/Promotional-Dual Certification.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

8. ASSEMBLY BILL 361

Public Comments- None

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

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to hold the August 9, 2022, Regular Personnel Commission meeting and any other meetings scheduled in the next 30 days, virtually.
John Baird-Aye

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

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments- None

- A. Vacancy Report – *Director Dixon said the bulk of the requisitions are for Instructional Assistants, Nutrition Services and School Bus Driver and she would be attending a job fair next Saturday that is targeting North County. Commissioner Charles noted that a number of requisitions were pending approval; Dixon explained that in the case of IAs, the district was waiting to see enrollment numbers before approving requisitions. Mr. Baldwin asked if the district was still competitive given that there had not been raises in several years. Dixon replied that we were still competitive based on the last salary survey conducted by the SDCOE; however, increasing salaries never discourages people from applying.*
- B. Personnel List Report
- C. Other- *Director Dixon shared that she is targeting December for resigning. She has made arrangements for CSPCA to conduct the recruitment if the commissioners would like to utilize that process.*

10. CORRESPONDENCE

Public Comments-None

- A. Letter from SDCOE approving PC budget for 2022/23
Dixon explained to Ms. Nuskin that the PC develops their own budget and that the SDCOE is the agency that oversees our budget. Commissioner Baird asked if the commissioners had received his legislative update via email. He shared that the “banding” of eligible candidates seemed to be passing through the legislature and that CSEA was now taking a neutral position. He also mentioned that training/budgeting would be needed to conduct an election if banding of scores were to pass.

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 will be held virtually.

12. ADJOURNMENT – 4:12 P.M.

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

Updated Date: 6/27/2022 *Please note: Individual eligibility is valid for 6 months.
Scores are merged each time the exam is administered.*

<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>	<i>Source</i>
3005769	1	12/2/2022	Open
6842671	2	12/9/2022	Open
6520782	3	7/18/2022	Open
1674027	4	12/27/2022	Promo

S. Dixon

San Dieguito Union High School District
Personnel Commission

Instructional Assistant Special Education

Eligibility List - Continuous Filing
Open/Promo-Dual Certification

Updated On: 7/7/2022 Please note: Individual eligibility is valid for 6 months.
Scores are merged each time the exam is administered.

<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expire: Source</i>	
325245	1	11/9/2022	Open
6802033	2	11/6/2022	Open
6615783	3	9/10/2022	Open
6860705	3	1/7/2023	Open
6522334	4	12/1/2022	Open
6781984	5	11/23/2022	Open
6691334	6	10/25/2022	Open
6745396	7	7/31/2022	Open
6571602	8	11/23/2022	Open
6592265	9	12/23/2022	Open

S. Dixon 1 Reinstatement

San Dieguito Union High School District
Personnel Commission

Nutrition Services Assistant II

Eligibility List (open until filled or 3 ranks)
Open/Promotional-Dual Certification

Effective Date: 7/7/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>	<i>Source</i>
6634366	1	1/7/2023	Open

S. Dixon

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

Effective Date: 7/11/2022

Expiration Date:

1/11/2023

<i>Applicant ID</i>	<i>Rank</i>	<i>Source</i>
6464373	1	Open
6855162	2	Open
6224418	3	Open
6622582	3	Open
1003412	4	Open

S. Dixon

San Dieguito Union High School District
Personnel Commission
Custodian

Eligibility List - Continuous Filing
Open/Promo-Dual Certification

Updated Date: 7/11/22 *Please note: Individual eligibility is valid for 6 months.
Scores are merged each time the exam is administered.*

<i>Applicant ID</i>	<i>Rank</i>	<i>Expiration Date</i>	<i>Source</i>
6823398	1	11/26/2022	Open
3000647	2	10/27/2022	Open
6420298	3	9/29/2022	Open
6513762	4	10/27/2022	Open
2637049	5	9/3/2022	Open
6468823	6	11/26/2022	Open
3626044	7	8/23/2022	Open

S. Dixon

San Dieguito Union High School District
Personnel Commission

Instructional Assistant Sp Ed Behavior Intervention

Eligibility List - Continuous Filing
Open/Promo

Updated Date: 7/14/2022

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

<i>Applicant ID</i>	<i>Rank</i>	<i>Expiration Date</i>	<i>Source</i>
2495688	1	1/14/2023	<i>Open</i>
6829712	2	11/25/2022	<i>Open</i>
6522334	3	11/23/2022	<i>Open</i>
6781984	4	10/25/2022	<i>Open</i>
3495311	5	8/23/2022	<i>Open</i>
6745396	6	11/23/2022	<i>Open</i>

S. Dixon

San Dieguito Union High School District
Personnel Commission

Instructional/Personal Care Assistant

Eligibility List - Continuous Filing
Open/Promo-Dual Certification

Updated Date: 7/14/2022

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

<i>Applicant ID</i>	<i>Rank</i>	<i>Expiration Date</i>	<i>Source</i>
6418081	1	1/14/2023	Open
2809946		1/11/2023	Reinstatement

S. Dixon

San Dieguito Union High School District
Personnel Commission

Instructional/Personal Care Assistant

Eligibility List - Continuous Filing
Open/Promo-Dual Certification

Updated Date: 7/18/2022

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

<i>Applicant ID</i>	<i>Rank</i>	<i>Expiration Date</i>	<i>Source</i>
6418081	1	1/14/2023	Open
2809946		1/11/2023	Reinstatement

S. Dixon

San Dieguito Union High School District
Personnel Commission

Nutrition Services Supervisor

Eligibility List - Standard
Open/Promo-Dual Certification

Effective Date: 7/18/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Expiration Date</i>	<i>Source</i>
6578185	1	1/18/2023	Open
2820604	2	1/18/2023	Open
6849651	3	1/18/2023	Open
6339074	4	1/18/2023	Promo
6392118	4	1/18/2023	Promo
6216787	5	1/18/2023	Promo

S. Dixon

San Dieguito Union High School District
Personnel Commission

Skilled Maintenance Worker
Eligibility List - Standard
Open/Promo-Dual Certification

Effective Date: 7/19/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Expiration Date</i>	<i>Source</i>
2245822	1	1/19/2023	Promo
6532827	2	1/19/2023	Promo

S. Dixon

San Dieguito Union High School District
Personnel Commission

Instructional Assistant - Bilingual

Eligibility List - Continuous Filing
Open/Promo-Dual Certification

Updated Date: 7/28/2022 *Please note: Individual eligibility is valid for 6 months.
Scores are merged each time the exam is administered.*

<i>Applicant ID</i>	<i>Rank</i>	<i>Expiration Date</i>	<i>Source</i>
3005769	1	12/2/2022	Open
453137	1	1/28/2023	Open
6877673	2	1/28/2023	Open
1674027	3	12/27/2022	Promo

S. Dixon

San Dieguito Union High School District Personnel Commission

Custodian

Eligibility List - Continuous Filing
Open/Promo-Dual Certification

Updated Date: 8/1/2022

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

<i>Applicant ID</i>	<i>Rank</i>	<i>Expiration Date</i>	<i>Source</i>
6823398	1	11/26/2022	<i>Open</i>
3000647	2	10/27/2022	<i>Open</i>
6513762	3	10/27/2022	<i>Open</i>
2637049	4	9/3/2022	<i>Open</i>
3279774	5	2/1/2023	<i>Open</i>
6468823	6	11/26/2022	<i>Open</i>
3626044	7	8/23/2022	<i>Open</i>

S. Dixon



Board of Trustees
 Michael Allman
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 Telephone (760) 753-6491
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Classified Personnel Commission
 John Baird, Commissioner
 Jeff Charles, Commissioner
 Justin Cunningham, Commissioner
 Susan Dixon, Director

Classification Review Report	
Classification	Vehicle & Equipment Service Worker
Classification Type	Classified
Salary Range	41
Submission to Classification Advisory Committee	July 21, 2022
Submission to Personnel Commission	August 9, 2022
Agenda Item	Classification Revisions #

Background Information

Personnel Commission staff recently conducted a recruitment for Vehicle and Equipment Service Worker. A recruitment was also conducted last summer. The job description had not been updated since July 2001. In addition to updating the formatting to be consistent with our district standard other changes included acknowledging use of electronic/online systems for communication and record keeping and allowing applicants up to six months to qualify for a commercial driver’s license. This licensing change was made based on a request from the Director of Transportation and the Lead Vehicle and Equipment Mechanic as a way to ensure a sufficient pool of applicants with related automotive service experience. Incumbents will receive training and support from the district to help with the licensing requirement.

Working Environment

In addition, the Working Environment section of the description was updated to reflect the physical and environmental conditions associated with this classification. The JPA of San Diego County Office of Education has provided school districts with model language to include in descriptions. The standards provided by the JPA include the physical demands, auditory and visual requirements and environmental conditions typical to this classification. The proposed changes reflect this recommended language.

Sources of Information

Director of Transportation
 Lead Vehicle and Equipment Mechanic
 Joint Powers Authority, San Diego County Office of Education
 Comparable districts in San Diego County

Salary Compensation Review

A salary review of comparable classifications in our comparison districts was conducted as part of the job description review.

District	Salary Range	Job Title	Minimum	Maximum
Carlsbad		No Comparison		
Escondido Elem		No Comparison		
Escondido High		No Comparison		
Grossmont HS		No Comparison		
Mira Costa		No Comparison		
Oceanside	24	Service Worker	\$20.72	\$26.24
Poway	31	Vehicle Service Worker	\$21.17	\$25.79
Ramona		No Comparison		
San Marcos		No Comparison		
SDCOE	46	Automotive Service Worker	\$24.39	\$31.13
Sweetwater		No Comparison		
Vista		No Comparison		
<i>Average</i>			\$22.09	\$27.72
SDUHSD		Vehicle and Equipment Service Worker	\$22.65	\$30.25

Recommendation

It is recommended the Vehicle and Equipment Service Worker job description be revised as proposed. Based on the salary review, there is no recommendation for a salary range reallocation.

Vote by Committee Members:

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

CLASSIFIED

VEHICLE/EQUIPMENT SERVICE WORKER

OVERALL JOB PURPOSE STATEMENT

JOB SUMMARY

Under the ~~direction supervision~~ of the Director of Transportation and the ~~day-to-day supervision guidance and direction~~ of the ~~Vehicle/Equipment Supervisor/Lead Vehicle and Equipment Mechanic~~, the job of a Vehicle/Equipment Service Worker ~~is done for the purposes of~~, lubricating and servicing buses, automobiles and other motorized equipment; performing light vehicle repair duties; driving a district vehicles ~~school bus~~ as required ~~to test, move or pick up or deliver parts~~.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Vehicle/Equipment Service Worker may perform any combination of the following:

- Checks fluid levels, tire pressures and accessory items (e.g. batteries, light bulbs, fuses, fan belts, wiper blades, etc.) ~~for the purpose of identifying possible leaks and needed repairs, adjustments or replacements to maintain vehicles in good working order.~~
- Repairs/overhauls equipment vehicles, tires, upholstery, coach body and interior ~~for the purpose of ensuring the fitness of all vehicles.~~
- Replaces parts, components, systems, seats, steps, flooring, body panels ~~for the purpose of ensuring the fitness of all vehicles.~~
- Adjusts parts, components, systems, seats, steps, flooring, body, panels ~~for the purpose of fitness of all vehicles.~~
- Assists mechanics, under their direction and instruction ~~for the purpose of with~~ pulling and cleaning engines and other automotive equipment and parts, and performing light repair work on carburetors, brakes and other mechanical systems.
- Maintains ~~the cleanliness of the shop area, and ensures that all district provided tools and equipment are cleaned after use and stored in appropriate locations~~ shop personnel, tools/equipment ~~for the purpose of providing usable tools, equipment and work areas.~~
- Performs safety checks and preventative maintenance (e.g. lubrication, oil/filter changes, "3000 mile/45-day inspection", etc.) ~~for the purpose of maintaining a preventative maintenance program to avoid part failure and system malfunctions.~~
- Documents work activity ~~in accordance with department protocols and compliance mandates for the purpose of ensuring quality control and audit trail.~~
- ~~Performs road tests of vehicles or equipment. Drives vehicles, equipment, within maintenance yard for the purpose of ensuring safety and proper functioning of vehicles.~~

CLASSIFIED

VEHICLE/EQUIPMENT SERVICE WORKER

- Attends safety meetings, in-service meetings ~~and trainings for the purpose of ensuring the job is done in a safe manner.~~
- Delivers parts from suppliers to the Transportation Department garage ~~for the purpose of making repairs and/or replacing stocked items.~~
- Makes road calls ~~for the purpose of providing to make~~ needed repairs or determining ~~ing~~ if vehicle needs to be towed.
- Assists mechanics and/or service workers as needed ~~for the purpose of completing difficult tasks and responding to co-workers requests.~~
- Assists in the performance of other related duties as ~~assigned for the purpose of accomplishing organizational goals.~~

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE AND ABILITIES

~~SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in vehicle maintenance and repair; adhering to safety practices, handling hazardous materials; and preparing and maintaining accurate records.~~

KNOWLEDGE OF:

~~is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: methods of maintaining vehicles/heavy equipment; methods of storage and removal of hazardous materials; provisions of the California State Motor Vehicle Code and the Education Code applicable to the operation of vehicles transporting students; and safety practices and procedures.~~

- ~~Vehicle and equipment maintenance and repair procedures~~
- ~~Methods, practices, techniques, equipment, tools and materials used in vehicle and equipment maintenance and repair~~
- ~~Operation of tools and equipment used in vehicle maintenance and repair~~
- ~~Applicable safety practices~~
- ~~Hazardous waste handling, storing and disposing~~
- ~~Basic record keeping practices and techniques~~
- ~~Electronic communication systems (e.g. email, safety information, record keeping)~~

ABILITY TO:

~~is required to schedule activities and/or meetings; collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a wide variety of types of job related equipment. In working with others, problem solving is required to identify issues and~~

CLASSIFIED

VEHICLE/EQUIPMENT SERVICE WORKER

~~create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working with constant and sustained interruptions.~~

- ~~• Maintain and repair District vehicles and equipment~~
- ~~• Safely operate tools and equipment used in the course of performing assigned work duties.~~
- ~~• Quickly learn the provisions of the California State Motor Vehicle Code and the Education Code applicable to the operation of vehicles transporting students.~~
- ~~• Receive direction; work under limited supervision; meet schedules and timelines.~~
- ~~• Establish and maintain cooperative and effective working relationships with others.~~
- ~~• Recognize and report problems and safety concerns.~~
- ~~• Communicate effectively orally and in writing.~~
- ~~• Exercise appropriate judgment when making decisions.~~
- ~~• Complete routine tasks thoroughly, accurately and with attention to detail.~~
- ~~• Use applicable technology required in the course of performing work duties (e.g. email, online information systems).~~

RESPONSIBILITY

~~Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.~~

WORKING ENVIRONMENT

~~The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 10% walking and 50% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in varying atmospheric conditions.~~

EXPERIENCE

~~Job related experience is required.~~

EDUCATION

~~High School diploma or equivalent.~~

EDUCATION AND EXPERIENCE

~~High School diploma or equivalent. One year of job related experience is required.~~

DISTINGUISHING CHARACTERISTICS

San Dieguito Union High School District
Adopted: May 7, 1987
Revised: July 1, 2001; August 9, 2022

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CLASSIFIED

VEHICLE/EQUIPMENT SERVICE WORKER

This job is distinguished from similar jobs by the following characteristics:

The **Vehicle/Equipment Service Worker** performs a variety of semi-skilled automotive maintenance duties lubricating, servicing and performing light repairs on buses, automobiles and other motorized equipment. Supervision is general on routine assignments and close on new and special assignments and oversight may be received from the Mechanic or from the **Mechanic-Lead Vehicle and Equipment Mechanic**.

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Differentiation between Vehicle/Equipment Service Worker and positions above and below are distinguished as follows:

The **Vehicle and Equipment Mechanic** is a journey-level class responsible for determining and making needed repairs, adjustments and/or replacements for a variety of diesel and gasoline vehicles and equipment.

There are no related classifications below Vehicle/Equipment Service Worker.

REQUIRED TESTING

Pre-employment Proficiency Test

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

CERTIFICATES

Within six months of employment, must obtain a valid California Commercial Class A or B driver's license with "P" endorsement. Employees hired in this classification will be enrolled in the DMV Employee Pull Notice Program. The District will receive a driver record report at least once every 12 months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against the employee's driving privilege during employment.

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (45 minutes up to 3 hours)

Occasionally/Frequently = 34-66% (45 minutes up to 6 hours)

San Dieguito Union High School District

Adopted: May 7, 1987

Revised: July 1, 2001; August 9, 2022

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CLASSIFIED

VEHICLE/EQUIPMENT SERVICE WORKER

Frequently = 50-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Occasionally walking, climbing/balancing, lift or carry up to 50 lbs. at waist height and up to 50 ft., with or without assistance

Occasionally/Frequently sitting, standing, stooping/bending, squatting/crouching, kneeling, twisting back, neck flexation/rotation, lifting up to 10 lbs. at waist height

Frequently pushing/pulling, fingering/fine manipulation, handling/simple grasping, power/firm grasping, reach above, at, or below shoulder, hand and foot controls

AUDITORY OR VISUAL REQUIREMENTS

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

ENVIRONMENTAL CONDITIONS

Test drive vehicles, work near hazardous equipment and machinery, walk on uneven ground, work at heights, exposure to dust, gas, fumes, noise (required to wear ear protection), vibration, extremes in temperature or humidity, high pressure steam in an enclosed area, aerosols and chemicals.

VEHICLE AND EQUIPMENT SERVICE WORKER

JOB SUMMARY

Under the supervision of the Director of Transportation and the guidance and direction of the Lead Vehicle and Equipment Mechanic, a Vehicle and Equipment Service Worker lubricates and services buses, automobiles and other motorized equipment; performing light vehicle repair duties; drives district vehicles as required to test, move or pick up or deliver parts.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Vehicle and Equipment Service Worker may perform any combination of the following:

- Checks fluid levels, tire pressures and accessory items (e.g. batteries, light bulbs, fuses, fan belts, wiper blades).
- Repairs/overhauls equipment vehicles, tires, upholstery, coach body and interior.
- Replaces parts, components, systems, seats, steps, flooring, body panels.
- Adjusts parts, components, systems, seats, steps, flooring, body, panels.
- Assists mechanics, under their direction and instruction with pulling and cleaning engines and other automotive equipment and parts, and performing light repair work on carburetors, brakes and other mechanical systems.
- Maintains the cleanliness of the shop and ensures that all district provided tools and equipment are cleaned after use and stored in appropriate locations.
- Performs safety checks and preventative maintenance (e.g. lubrication, oil/filter changes, “3000 mile/45-day inspection”, etc.).
- Documents work activity in accordance with department protocols and compliance mandates.
- Performs road tests of vehicles or equipment
- Attends safety meetings, in-service meetings and trainings.
- Delivers parts from suppliers to the Transportation Department garage.
- Makes road calls to make needed repairs or determine if vehicle needs to be towed.
- Assists mechanics and/or service workers as needed.
- Assists in the performance of other related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Vehicle and equipment maintenance and repair procedures
- Methods, practices, techniques, equipment, tools and materials used in vehicle and equipment maintenance and repair
- Operation of tools and equipment used in vehicle maintenance and repair
- Applicable safety practices
- Hazardous waste handling, storing and disposing
- Basic record keeping practices and techniques
- Electronic communication systems (e.g. email, safety information, record keeping)

VEHICLE AND EQUIPMENT SERVICE WORKER

ABILITY TO:

- Maintain and repair District vehicles and equipment
- Safely operate tools and equipment used in the course of performing assigned work duties.
- Quickly learn the provisions of the California State Motor Vehicle Code and the Education Code applicable to the operation of vehicles transporting students.
- Receive direction; work under limited supervision; meet schedules and timelines.
- Establish and maintain cooperative and effective working relationships with others.
- Recognize and report problems and safety concerns.
- Communicate effectively orally and in writing.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.
- Use applicable technology required in the course of performing work duties (e.g. email, online information systems).

EDUCATION AND EXPERIENCE

High School diploma or equivalent. One year of job related experience is required.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics:

The **Vehicle and Equipment Service Worker** performs a variety of semi-skilled automotive maintenance duties lubricating, servicing and performing light repairs on buses, automobiles and other motorized equipment. Supervision is general on routine assignments and close on new and special assignments and oversight may be received from the Mechanic or from the Lead Vehicle and Equipment Mechanic.

Differentiation between Vehicle and Equipment Service Worker and positions above and below are distinguished as follows:

The **Vehicle and Equipment Mechanic** is a journey-level class responsible for determining and making needed repairs, adjustments and/or replacements for a variety of diesel and gasoline vehicles and equipment.

There are no related classifications below Vehicle and Equipment Service Worker.

REQUIRED TESTING

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

CERTIFICATES

Within six months of employment, must obtain a valid California Commercial Class A or B driver's license with "P" endorsement. Employees hired in this classification will be enrolled in the DMV Employee Pull Notice Program. The District will receive a driver record report at least once every 12 months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against the employee's driving privilege during employment.

**VEHICLE AND EQUIPMENT SERVICE WORKER
CONTINUING EDUCATION/TRAINING**

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (45 minutes up to 3 hours)

Occasionally/Frequently = 34-66% (45 minutes up to 6 hours)

Frequently = 50-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Occasionally	walking, climbing/balancing, lift or carry up to 50 lbs. at waist height and up to 50 ft., with or without assistance
Occasionally/Frequently	sitting, standing, stooping/bending, squatting/crouching, kneeling, twisting back, neck flexation/rotation, lifting up to 10 lbs. at waist height
Frequently	pushing/pulling, fingering/fine manipulation, handling/simple grasping, power/firm grasping, reach above, at, or below shoulder, hand and foot controls

AUDITORY OR VISUAL REQUIREMENTS

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

ENVIRONMENTAL CONDITIONS

Test drive vehicles, work near hazardous equipment and machinery, walk on uneven ground, work at heights, exposure to dust, gas, fumes, noise (required to wear ear protection), vibration, extremes in temperature or humidity, high pressure stem in an enclosed area, aerosols and chemicals.



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

Classification Review Report	
Classification	Human Resources Specialist
Classification Type	Classified
Salary Range	Range 46 (Proposed)
Prepared By	Susan Dixon, Director, Classified Personnel
Submission to Classification Advisory Committee	July 12, 2022 July 21, 2022
Submission to Personnel Commission	August 9, 2022
Agenda Item	Classification Review Report

Background Information

The Human Resources Department has had a vacant position for a couple of months. The position that was vacated is Human Resources Certificated Analyst. Human Resources administration including the Associate Superintendent of Human Resources (former and new), Director of Human Resources and Director of Classified Personnel have reviewed departmental organization and duties of each position and have determined that the existing classification of Human Resources Certificated Analyst does not match current needs. Based on the essential functions this individual will have responsibility for and how those compare to the essential functions of existing classifications in the department, the recommendation is to establish a new classification to fill the current vacancy. The existing classification of Human Resources Certificated Analyst will not be abolished in the event that it meets future needs.

Salary Compensation Review

A salary allocation of Range 46 is recommended based on the internal alignment of the classification to others within the department as well as other classifications in the district at the same or similar salary allocation.

Sources of Information

Dr. Olga West, former Associate Superintendent of Human Resources
 Mary Anne Nuskin, current Associate Superintendent of Human Resources

Recommendation

Establish a new classification of Human Resources Specialist; approve the classification description as presented, and recommend to the Board of Trustees allocating Human Resources Specialist to Range 46 of the Classified Salary Schedule.

Vote by Committee Members:

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

HUMAN RESOURCES SPECIALIST

JOB SUMMARY

The Human Resources Specialist performs a broad range of technical and administrative support duties related to recruitment, selection, staffing, credentialing, employment processing, and compensation; provides information to district staff, applicants and the public; and develops, prepares, maintains and audits records, files and reports.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Human Resources Specialist may perform any combination of the following:

- Assists administration with determining and verifying staffing needs; maintains and updates position control data and master staffing list.
- Assists administration with developing the master schedule.
- Posts job opportunities to an online application system, places advertisements, attends job fairs, reviews applications for minimum qualifications, schedules interviews, prepares interview materials, communicates information to applicants and administrators, processes new hires, conducts orientations.
- Collects documentation and reviews information to determine initial and ongoing compensation.
- Reviews certificated assignments to ensure credential requirements are met; assists certificated staff with obtaining and maintaining valid and appropriate credentials.
- Maintains substitute list; reviews substitute needs; places substitutes as needed.
- Enters data into multiple databases; reviews data periodically to ensure accuracy; develops and produces mandated and ad-hoc reports to meet legal requirements and provide information needed for district decision making.
- Maintains current, organized, and secure records and files, complying with established practices and policies.
- Communicates orally and in writing to exchange information and resolve issues or concerns.
- Attends meetings or other events as assigned or needed.
- Assists other office staff in completing work assignments.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Principles and practices of public human resources administration.
- Federal, state, and local laws, regulations, guidelines, policies and procedures related to Human Resources including bargaining unit agreements and salary schedules.
- Current, up-to-date office practices and procedures.
- Telephone techniques and etiquette.
- Electronic and manual recordkeeping practices.
- Computer-based applications such as word processing, databases, spreadsheets, calendars, and email.
- Workplace math such as arithmetic operations, percents, rounding, and problem solving.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

HUMAN RESOURCES SPECIALIST

- Business writing, proofing and editing.

ABILITY TO:

- Coordinate and schedule interviews, meetings and events.
- Compose written communications applying correct English usage, grammar, spelling, punctuation and vocabulary.
- Operate a variety of office equipment.
- Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.
- Keyboard information accurately and at a rate of speed sufficient to complete required tasks.
- Provide information to staff, the public and other entities.
- Learn, apply and clearly explain District and department policies and procedures, California Commission on Teacher Credentialing regulations and requirements and other pertinent information.
- Understand and resolve issues, complaints and problems.
- Work effectively, independently and as part of a team with minimum supervision.
- Communicate with courtesy, diplomacy and tact.
- Maintain confidentiality of sensitive information.
- Establish and maintain cooperative working relationships with others.
- Organize, safeguard, and comply with recordkeeping practices and policies.
- Perform accurate math calculations.
- Plan, prioritize and organize work, schedules and timelines.
- Adapt to changing work priorities.
- Work with constant interruptions.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. Three years of human resources experience involving staffing/employment and reporting is required.

DISTINGUISHING CHARACTERISTICS

Human Resources Specialist is a classification within the Human Resources series. Positions in this series provide clerical, technical and progressively more responsible analytical and administrative support as the series progresses.

The **Human Resources Specialist** performs a variety of clerical, technical, analytical and administrative support tasks related to employment, compensation and reporting. Assigned duties require knowledge and application of broad and complex policies, procedures, regulations and laws.

Differentiation between **Human Resources Specialist** and positions above and below are distinguished as follows:

The **Human Resources Analyst** provides support to the Personnel Commission which has oversight for the recruitment, classification and compensation of classified employees. Assigned duties require in-depth

HUMAN RESOURCES SPECIALIST

knowledge of job analysis, exam development, compensation practices and broad human resources practices, procedures and laws. The incumbent works independently and makes recommendations after consideration of multiple, complex factors.

The **Human Resources Technician** performs specialized clerical and technical work in support of the District’s employment and human resources programs.

REQUIRED TESTING

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

CERTIFICATES

None

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

- Never = 0%
- Seldom = 1-10% (<45 minutes)
- Occasionally = 11-33% (up to 3 hours)
- Frequently = 34-66% (up to 6 hours)
- Continuously = 67-100% (more than 6 hours)

Seldom	stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back
Seldom/Occasionally	pushing and pulling, reach above shoulder, reach at shoulder
Occasionally	walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet
Occasionally/Frequently	handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder

AUDITORY OR VISUAL REQUIREMENTS

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

ENVIRONMENTAL CONDITIONS

None



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

Classification Review Report	
Classification	Health Technician
Classification Type	Classified
Salary Range	Range 35
Prepared By	Susan Dixon, Director, Classified Personnel
Submission to Classification Advisory Committee	July 21, 2022
Submission to Personnel Commission	August 9, 2022
Agenda Item	Classification Review Report

Background Information

Upon the retirement of the Health Technician at Oak Crest Middle School, district administration has informed the Personnel Commission staff that OCMS has a need for a licensed nurse to provide specialized health care services and procedures to support the student population. Health Technician is allocated to Range 35 of the Classified Salary Schedule. Based on the review of current needs, the classification of Student Health Care Specialist (Range 40) will better meet Oak Crest's student health care needs. The request for change in classification will be presented to the board on July 27, 2022 due to the increased cost associated with the higher classification.

Sources of Information

Tiffany Hazelwood, Director of School and Student Services

Recommendation

Classify a vacant position at Oak Crest Middle School as Student Health Care Specialist (R40).

Vote by Committee Members:

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

HEALTH TECHNICIAN

OVERALL JOB PURPOSE STATEMENT

Under the direction of a school site administrator and District Nurse, the Health Technician provides support in meeting the health needs of students, documenting and maintaining student information required by federal, state, and local agencies, and providing appropriate care and/or referral for ill or injured students as may be required.

DISTINGUISHING CHARACTERISTICS

The Health Technician assists in establishing and maintaining accurate and timely student health and emergency data records, distributes medications to students in accordance with physician and parent instructions. The Health Technician provides first aid in the event of illness or injury to a student, assesses the degree of urgency in a situation and alerts site administrators and District Nurse of emergencies. The Health Technician notifies parents or other authorized persons when students need to be sent home and in emergency situations.

ESSENTIAL FUNCTIONS

- Evaluates student illness or injury, determines the kind of assistance to provide and the course of action to be taken for the welfare of the student.
- Notifies appropriate staff and parents or other authorized persons when student becomes ill while at school.
- Maintains strict confidentiality of student health issues and student records.
- Administers first aid in accordance with established procedures and provides appropriate care for injured or ill students or staff.
- Maintains health and immunization records and ensures records are up-to-date.
- Reviews new student health and immunization records, notifies parent/guardian of missing information and updates student's records online.
- Distributes medications to students under prescription protocols and ensures appropriate and timely delivery of prescribed dosages.
- Maintains documentation of health-related records (e.g., accident reports, mandated costs, illness, medical emergency cards, immunization records, student office visits, accident reports.)
- Coordinates hearing and vision testing for District Nurse at assigned site and updates students' online records.
- Maintains a list of students who have a long-term P.E. medical excuse.
- Compiles data for reports (e.g., medication logs, dosage changes, lists of students visiting the health office, status reports, etc.) Notifies site administrator and District Nurse in emergency situations to ensure timely and adequate medical treatment for injured or ill students.
- Maintains a sanitary work environment (e.g., sinks, counters, cots, etc.) including a clutter-free work space to minimize the potential of student health risks. Contacts District Nurse to report cases of communicable disease.
- Participates in meetings as directed to convey and/or receive information.
- Assists the District Nurse in coordinating required health-related documents.
- Inventories health office supplies and requests supplies through the appropriate staff.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

HEALTH TECHNICIAN

KNOWLEDGE AND ABILITIES

There is a potential need to upgrade the knowledge and abilities listed below in order to meet changing job conditions.

KNOWLEDGE OF:

- Basic math
- CPR and basic first aid techniques
- Health and safety regulations and practices including those related to cleaning and sanitization
- Modern office practices, procedures and equipment
- Record-keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communications skills
- Telephone techniques and etiquette

Knowledge of public and private health agencies, programs and services, applicable sections of State Education Code and other applicable laws. District policies and basic diagnosis terms can be learned on the job.

ABILITY TO:

- Understand written and oral instructions
- Schedule activities
- Collect and enter information into a database and generate reports
- Complete required documents
- Prepare and maintain accurate records
- Use basic, job-related equipment including pertinent software applications
- Work with others in a wide variety of circumstances
- Work cooperatively with a significant diversity of individuals and/or groups
- Work under limited supervision and within the scope of authority for the position
- Problem solve to analyze and resolve issues
- Evaluate student illness or injury
- Administer basic first aid
- Store and administer medications to students using legally accepted practices
- Adhere to safety practices
- Handle hazardous materials
- Establish and maintain files, records, reports and referrals
- Meet schedules and time lines
- Complete work while encountering many interruptions
- Plan and organize work
- Exercise confidentiality and discretion
- Communicate effectively both orally and in writing
- Read, interpret and follow rules, regulations, policies and procedures

HEALTH TECHNICIAN

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	Climbing/balancing on step stools; with assistance and devices provided, lift students weighing more than 100 lbs. at waist height and carrying up to 30 feet; pushing/pulling, including students in wheelchairs; kneeling; squatting/crouching; stooping/bending
Occasionally	Lifting up to 10 lbs. and carrying up to 20 feet (supplies), pushing and pulling; handling/simple grasping; reach at, above, and below shoulder; standing; twisting back; neck flexion/rotation
Frequently	fingering/fine manipulation; sitting; walking

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to respond to safety buzzers, communicate with coworkers and staff, operate vehicles safely. Vision ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Exposure to bodily fluids

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job functions, typically consistent with graduation from high school or equivalent. Requires one year of clerical experience involving frequent contact with the public.

REQUIRED TESTING

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

CERTIFICATES

CPR/First Aid Certificate

CONTINUING EDUCATION/TRAINING

Maintain current CPR/First Aid Certification, 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.

STUDENT HEALTH CARE SPECIALIST

JOB SUMMARY

The Student Health Care Specialist provides specialized health care services and procedures. The Student Health Care Specialist is an itinerant position and may perform assigned duties at school sites, during student transportation or at offsite locations based upon student needs. Employees in this classification report to special education and school site administrators and also receive direction from District Nurses.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The may perform any combination of the following under the direction of a supervisor:

- Administers first aid and specialized medical treatment as needed following District protocols, physician's orders, and best practices. Tasks may include but are not limited to: tracheotomy and oral suctioning, catheterization, oxygen administration, nebulizer treatments, vital sign monitoring, and gastronomy tube feedings.
- Implements and maintains specialized health and personal care procedures to ensure students health and personal care needs are met.
- Administers medication (oral, injectable, rectal) according to physician's prescription or parent directive.
- Monitors students for health changes or concerns.
- Evaluates situations, determines best course of action and follows through on necessary steps to best meet the needs of students.
- Contacts parents, care providers and medical personnel as required.
- Completes required forms and documents services as required; communicates information as appropriate.
- Completes required forms and documents services as required.
- Compiles, enters and verifies data and produces reports.
- Maintains current, organized, and secure records, complying with established practices and policies.
- Reports instances of suspected child abuse or neglect as well as student use of nicotine, illegal drugs or alcohol.
- Applies and clearly explains District and worksite policies and procedures.
- Assists Health Technicians as needed including covering assignments during absences and assisting Health Technicians in the performance of their duties during peak work periods.
- Accompanies students to and from school or other school-related activities in District-provided transportation to address potential medical or health issues.
- Maintains a clean and sanitary work environment.
- Attends job-related trainings as needed or directed.
- Travels to multiple school sites to perform assigned duties.
- Performs other job-related duties as assigned.

STUDENT HEALTH CARE SPECIALIST **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

KNOWLEDGE OF:

- Current nursing practices and procedures.
- Operation of specialized medical equipment.
- Health and safety regulations including universal precautions.
- Electronic and manual recordkeeping practices.
- Computer-based applications such as word processing, databases, calendars, and email.
- Correct English usage.
- Basic business writing.

ABILITY TO:

- Administer appropriate first aid and medical treatment.
- React appropriately in emergency situations.
- Keep up-to-date with emerging practices and techniques in the medical treatment field.
- Compose basic written communications.
- Adapt to changing work priorities.
- Operate a variety of office equipment.
- Use current, up-to-date computer-based applications such as word processing, databases, calendars and e-mail to perform job duties efficiently.
- Keyboard information accurately and at a rate of speed sufficient to complete required tasks.
- Provide information to staff, students, parents and the public.
- Communicate with courtesy, diplomacy and tact.
- Learn, apply and clearly explain District and worksite policies and procedures.
- Understand and resolve issues, complaints and problems.
- Work effectively, independently and as part of a team with minimum supervision.
- Maintain confidentiality of sensitive information.
- Establish and maintain cooperative working relationships with others.
- Organize, safeguard, and comply with recordkeeping practices and policies.
- Compile, enter and verify data and produce reports.
- Plan, prioritize and organize work, schedules and timelines.
- Work with constant interruptions.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.
- Travel to and from multiple school sites to meet student medical needs.

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties is typically consistent with completion of an accredited nursing licensing program. One year of related experience is required.

DISTINGUISHING CHARACTERISTICS

The **Student Health Care Specialist** provides specialized health care services and procedures to support students' medical and health needs.

STUDENT HEALTH CARE SPECIALIST

Differentiation between Student Health Care Specialist and positions above and below are distinguished as follows:

The **District Nurse** serves in an advisory/supervisory capacity in all matters relating to district health programs. The assignment requires a valid California registered Nurse License as well as a California credential in Health and Development or Designated Services with a specialization in Health.

The **Health Technician** provides support in meeting the health needs of students, documenting and maintaining student information required by federal, state, and local agencies, and providing appropriate care and/or referral for ill or injured students as may be required. It is a non-licensed assignment.

REQUIRED TESTING

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

LICENSES AND CERTIFICATES

A valid California Licensed Vocational Nurse or Registered Nurse license. Valid CPR/First Aid Certificate. Valid Class C California Driver’s License.

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

- Never = 0%
- Seldom = 1-10% (<45 minutes)
- Occasionally = 11-33% (up to 3 hours)
- Frequently = 34-66% (up to 6 hours)
- Continuously = 67-100% (more than 6 hours)

Seldom	Climbing/balancing on step stools; lift students weighing more than 100 lbs. at waist height and carrying up to 30 feet, with assistance and devices provided; pushing/pulling students in wheelchairs; kneeling; squatting/crouching; stooping/bending.
Occasionally	Lifting up to 10 lbs. and carrying up to 20 feet (supplies); handling/simple grasping; reach at, above, and below shoulder; twisting back, neck flexion/rotation.
Occasionally/Frequently	Sitting; standing; walking; fingering/fine manipulation.

STUDENT HEALTH CARE SPECIALIST

AUDITORY OR VISUAL REQUIREMENTS

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

ENVIRONMENTAL CONDITIONS

The job is performed under minimal temperature variations, some hazardous conditions, and in varying atmospheric conditions. The condition/functioning of some students may expose the incumbent to behavior that includes biting, hitting, bolting away, and/or abusive language. There is also potential for exposure to bodily fluids and biohazardous materials.



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 Susan Dixon, Director

Classification Review Report	
Classification	Student Support Facilitator
Classification Type	Classified
Salary Range	Range 39
Prepared By	Susan Dixon, Director, Classified Personnel
Submission to Classification Advisory Committee	July 12, 2022
Submission to Personnel Commission	August 9, 2022
Agenda Item	Classification Review Report

Background Information

The classification of Student Support Facilitator was established in June of 2021 as a result of one-year funding granted to mitigate the impacts of COVID-19. Individuals in this classification were notified at time of hire and in March that these positions would be eliminated at the end of the 2021-22 school year when the special funding ended. Fortunately, the SDUHSD school board recently approved the 2022-23 budget and LCAP which reestablishes ten of the 14 Student Support Facilitator positions. With the designation of these positions as on-going assignments, Personnel Commission staff worked with district administrators to address a few areas in the job description that were in need of revising. This included terminology such as "at-risk" and "counseling" as well as more appropriately describing the role and reporting relationship to credentialed Pupil Personnel Services staff.

Sources of Information

Melissa Sage, Coordinator, Student Support Services
 Mark Miller, Deputy Superintendent

Recommendation

Revise the class description for the Student Support Facilitator classification as proposed.

Vote by Committee Members:

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

STUDENT SUPPORT FACILITATOR

JOB SUMMARY

Under the supervision ~~of an assigned administrator and guidance and direction from~~ of a credentialed Pupil Personnel Services (PPS) provider, the Student Support Facilitator provides support for ~~at-risk identified~~ students and their families. The Student Support Facilitator ~~facilitates individual and group counseling sessions~~ meets with students individually and in groups and provides workshops and ~~provides~~ resources to develop students' behavioral, social, emotional and academic skills. The Student Support Facilitator provides guidance and education on issues such as self-esteem, decision making, coping strategies, conflict resolution, problem solving, substance abuse, and anger management.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Student Support Facilitator may perform any combination of the following:

- As directed by the PPS team, meet with students individually to follow up on identified issues.
- Communicate with students regarding individual needs and issues of a personal nature and provide resources as needed. ~~Refers~~ issues of a serious nature to Pupil Personnel Services.
- Assist in the development of and facilitate group counseling sessions workshops on topics such as making healthy choices, self-esteem, communication skills, relationships, conflict resolution, stress management and other social skills topics.
- Facilitate solution-focused counseling groups sessions or workshops for academic and social-emotional skill building.
- Provide check-ins for students needing individualized and/or follow up support.
- Assist with gathering resources; mMake informational presentations to students, parents, teachers and the public to publicize student services resources and activities.
- ~~Conduct school success workshops and provide classroom presentations.~~
- Collect data on the prevention and intervention services provided to students at school sites and maintain associated files and records.
- Collaborate with PPS team on student referrals, counseling resources and intervention programs and services.
- Consult with teachers, PPS team, administration and parents regarding student concerns and referrals.
- Perform other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Adolescent development principles and practices.
- Problems and concerns of students with challenging behavior, adjustment, and self-esteem issues.
- Counseling techniques used in assisting students with their social, emotional, behavioral and academic development.
- Basic small group instructional training methods and techniques.
- Presentation and facilitation techniques
- Applicable child social-emotional learning strategies.
- Basic Positive Behavioral Intervention & Supports (PBIS) tiered systems.

STUDENT SUPPORT FACILITATOR

- Student behavior management strategies and techniques.
- ~~At-risk student behaviors.~~
- Classroom procedures and appropriate student conduct.
- The subjects taught in secondary schools (general knowledge of).
- Interpersonal skills such as empathy, listening, tact, patience and courtesy.
- Child Protective Services reporting practices and procedures.
- District policies, regulations and procedures related to assigned position.
- Correct English usage, spelling, grammar, vocabulary, and punctuation.
- Basic computer skills.
- Basic filing and record keeping methods.

ABILITY TO:

- Work with students and implement effective strategies to improve their self-confidence and social interaction skills.
- Observe, monitor and report student behavior and progress according to approved policies and procedures.
- Apply effective counseling methods to assist students with their social, emotional, behavioral and academic development.
- Demonstrate skills in de-escalation and crisis prevention techniques.
- Collaborate with PPS team on student referrals, counseling resources and intervention programs and services.
- Consult with teachers, PPS team, administration and parents regarding student concerns and referrals.
- Conduct and facilitate small group sessions and classroom presentations.
- Demonstrate an understanding, patient and receptive attitude toward students.
- Follow District policies, regulations and procedures related to assigned position.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Understand and follow oral and written instructions.
- Perform a variety of clerical duties related to assigned activities.
- Operate a variety of classroom and office equipment, a computer and assigned software.

EDUCATION AND EXPERIENCE

Any combination equivalent to: the completion of twelfth grade supplemented by appropriate college courses in the behavioral sciences, guidance, counseling or other related field; training in youth counseling, psychology, or related field; and direct experience counseling youth.

DISTINGUISHING CHARACTERISTICS

The **Student Support Facilitator** provides information, ~~counseling~~, resources and guidance to students who need to develop their behavioral, social, emotional and academic skills. There are no classified positions above or below from which to distinguish this job classification.

REQUIRED TESTING

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

STUDENT SUPPORT FACILITATOR

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back
Seldom/Occasionally Occasionally	pushing and pulling, reach above shoulder, reach at shoulder walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet
Occasionally/Frequently	handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder

AUDITORY OR VISUAL REQUIREMENTS

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

ENVIRONMENTAL CONDITIONS

The job is performed under minimal temperature variations, some hazardous conditions, and in varying atmospheric conditions. The condition/functioning of some students may expose the incumbent to behavior that includes bolting away, and/or abusive language. Employees in this classification will use their own vehicle to travel to and from various sites as a regular part of their assignment.

STUDENT SUPPORT FACILITATOR

JOB SUMMARY

Under the supervision of an assigned administrator and guidance and direction from a credentialed Pupil Personnel Services (PPS) provider, the Student Support Facilitator provides support for identified students and their families. The Student Support Facilitator meets with students individually and in groups and provides workshops and resources to develop students' behavioral, social, emotional and academic skills. The Student Support Facilitator provides guidance and education on issues such as self-esteem, decision making, coping strategies, conflict resolution, problem solving, substance abuse, and anger management.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Student Support Facilitator may perform any combination of the following:

- As directed by the PPS team, meet with students individually to follow up on identified issues.
- Communicate with students regarding individual needs and refers issues of a serious nature to Pupil Personnel Services.
- Assist in the development of and facilitate group workshops on topics such as making healthy choices, self-esteem, communication skills, relationships, conflict resolution, stress management and other social skills topics.
- Facilitate solution-focused sessions or workshops for academic and social-emotional skill building.
- Provide check-ins for students needing individualized and/or follow up support.
- Assist with gathering resources; make informational presentations to students, parents, teachers and the public to publicize student services resources and activities.
- Collect data on the prevention and intervention services provided to students at school sites and maintain associated files and records.
- Collaborate with PPS team on student referrals, counseling resources and intervention programs and services.
- Consult with teachers, PPS team, administration and parents regarding student concerns and referrals.
- Perform other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Adolescent development principles and practices.
- Problems and concerns of students with challenging behavior, adjustment, and self-esteem issues.
- Counseling techniques used in assisting students with their social, emotional, behavioral and academic development.
- Basic small group instructional training methods and techniques.
- Presentation and facilitation techniques
- Applicable child social-emotional learning strategies.
- Basic Positive Behavioral Intervention & Supports (PBIS) tiered systems.
- Student behavior management strategies and techniques.
- Classroom procedures and appropriate student conduct.

STUDENT SUPPORT FACILITATOR

- The subjects taught in secondary schools (general knowledge of).
- Interpersonal skills such as empathy, listening, tact, patience and courtesy.
- Child Protective Services reporting practices and procedures.
- District policies, regulations and procedures related to assigned position.
- Correct English usage, spelling, grammar, vocabulary, and punctuation.
- Basic computer skills.
- Basic filing and record keeping methods.

ABILITY TO:

- Work with students and implement effective strategies to improve their self-confidence and social interaction skills.
- Observe, monitor and report student behavior and progress according to approved policies and procedures.
- Apply effective counseling methods to assist students with their social, emotional, behavioral and academic development.
- Demonstrate skills in de-escalation and crisis prevention techniques.
- Collaborate with PPS team on student referrals, counseling resources and intervention programs and services.
- Consult with teachers, PPS team, administration and parents regarding student concerns and referrals.
- Conduct and facilitate small group sessions and classroom presentations.
- Demonstrate an understanding, patient and receptive attitude toward students.
- Follow District policies, regulations and procedures related to assigned position.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Understand and follow oral and written instructions.
- Perform a variety of clerical duties related to assigned activities.
- Operate a variety of classroom and office equipment, a computer and assigned software.

EDUCATION AND EXPERIENCE

Any combination equivalent to: the completion of twelfth grade supplemented by appropriate college courses in the behavioral sciences, guidance, counseling or other related field; training in youth counseling, psychology, or related field; and direct experience counseling youth.

DISTINGUISHING CHARACTERISTICS

The **Student Support Facilitator** provides information, resources and guidance to students who need to develop their behavioral, social, emotional and academic skills. There are no classified positions above or below from which to distinguish this job classification.

REQUIRED TESTING

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

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

STUDENT SUPPORT FACILITATOR

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back
Seldom/Occasionally	pushing and pulling, reach above shoulder, reach at shoulder
Occasionally	walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet
Occasionally/Frequently	handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder

AUDITORY OR VISUAL REQUIREMENTS

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

ENVIRONMENTAL CONDITIONS

The job is performed under minimal temperature variations, some hazardous conditions, and in varying atmospheric conditions. The condition/functioning of some students may expose the incumbent to behavior that includes bolting away, and/or abusive language. Employees in this classification will use their own vehicle to travel to and from various sites as a regular part of their assignment.

Classification Review Report	
Classification	Administrative Assistant II – Special Education Donna Crosby
Classification Type	Classified
Salary Range	40
Prepared By	Susan Dixon, Director Classified Personnel Barbara Bass, Human Resources Analyst
Submission to Classification Advisory Committee	July 21, 2022
Submission to Personnel Commission	August 9, 2022
Agenda Item	Classification Review Request Report #

Background Information

This report is a follow up to the reports presented at the May 10 and May 24, 2022, Personnel Commission meetings. As discussed previously, there is a current vacancy in the Special Education Department. The position had been staffed as an Administrative Assistant II (one of two Administrative Assistant II positions in the department) and with the resignation of one of the Administrative Assistant IIs, the Director of School and Student Services, who oversees special education, expressed the need for staffing the position with an individual who would have the primary responsibility for the Special Education Information System (SEIS) as well as other data systems including: collecting, organizing and reporting data in SEIS and other systems; designing various reports and report formats (e.g. graphs, pivot tables) in multiple systems and electronic spreadsheets; providing technical support and training to staff on the use of SEIS and other systems; and participating in the development of procedures and protocols to ensure a reliable data environment. District administration supported this change in assignment.

The action to classify the vacant position as an Information Systems Support Technician was presented to the Personnel Commission on May 10, 2022. The change in classification of the vacant position had not been routed through the Classification Advisory Committee (CAC) and, therefore, the Director of Classified Personnel was directed by the Commission to review the change with the CAC and bring the item back to the Commission at a subsequent meeting. The director met with the CAC and explained the need for the role and the CAC voted to approve classifying the vacant position as an Information Systems Support Technician on May 13, 2022. At the May 24, 2022, Personnel Commission Special Meeting, the Commission voted to approve classifying a vacant position in the Special Education Department as Information Systems Support Technician (R44) with direction given to Director Dixon to conduct a classification review with Donna Crosby, Administrative Assistant II, to determine whether there had been a gradual accretion of the higher level duties such that Ms. Crosby is entitled to reclassification as an

Information Systems Support Technician or if Ms. Crosby has not reached the threshold of an Information Systems Support Technician and the vacant position is the one to fill as such.

Director Dixon and Barbara Bass met with Ms. Crosby, Ms. Crosby's supervisor Tiffany Hazlewood, and staff working in the classification of Information Systems Support Technician to gather information to determine whether Ms. Crosby's work has been consistent with an Information Systems Support Technician.

Previous to this study, all classifications in the Office and Administrative Support job family were reviewed in 2018 by Ms. Dixon and Ms. Bass as part of a comprehensive job description update. On October 31, 2018, Ms. Dixon and Ms. Bass met with Ms. Crosby to present her with an updated classification description for Administrative Assistant II. At that time, the job description for Administrative Assistant II was updated to read "The Administrative Assistant II may perform any combination of the following...compiles, enters and verifies data and produces reports." Ms. Crosby was given a Classification Review Request form and instructed that if she wanted a more in-depth job analysis of her assignment, she could submit the request form. Our office did not subsequently receive a completed Classification Review Request from Ms. Crosby.

Discussion

Ms. Crosby reports that approximately 80-90% of her time is spent working with data. Her primary tasks include: helping teachers with logging in to SEIS or finding IEP information in SEIS, helping teachers with entering information in SEIS, helping people access a SEIS record, running canned reports and then cross checking data in systems to identify and correct discrepancies. She also enrolls new students in special education by checking Aeries to ensure they are registered, checking CalPads to ensure the student is enrolled with SDUHSD and doesn't have an active IEP, establishing the new student in SEIS, and assigning the designated teachers and providers. Ms. Crosby reiterated in a second meeting that she spends a majority of her time checking data in multiple systems to make sure it's correct and matches. If data is incorrect, she is notified of error messages and she needs to continue to work to find the source of the error. Ms. Crosby stated that her background knowledge of special education is useful in locating errors in the different data fields.

Ms. Crosby is one of several individuals who worked extensively with special education student data over the years. The Special Education Department employs two Administrative Assistant IIs, and each is assigned half of the district schools to support. In addition to working with student data as described above, the Administrative Assistant IIs manage student files including significant filing, graduating students from the program, answering phones, providing information, greeting visitors, assisting with records requests, and processing transportation applications.

Current incumbents in the classification of Information Systems Support Technician work extensively with system users. They provide regular formal trainings to each classification using Aeries and they also work with users (e.g., secretaries who support counseling or attendance, registrars) daily to train them on the reporting functions within the system and how to run queries to get needed information. Staff in the Information Systems Support Unit work closely with the Administrative Assistant IIs in special education, especially during reporting periods to ensure data is correct.

Although Ms. Crosby works with student data, the tasks she is performing are not consistent with an Information Systems Support Technician. The vision for the department moving forward is to have the

single position Information Systems Support Technician work closely with special education administrators to provide regular and ad-hoc reports not currently being produced by Ms. Crosby. This will allow for better planning for the administrative team and support providers and help ensure appropriate services are being provided. In addition, having an Information Systems Support Technician within the special education department will reduce the amount of time technicians outside of the special education department will be needed to support special education. Designating one individual to have this responsibility and staffing it with someone whose data systems' knowledge, abilities and experience are above that of an Administrative Assistant II will best meet the identified needs of the district.

Sources of Information

Incumbent, Donna Crosby

Director of School and Student Services (supervisor), Tiffany Hazlewood

Information Systems Support Unit Staff

Recommendation

No change in classification of Donna Crosby.

Vote by Committee Members:

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

The “Yes” vote from the Classification Advisory Committee was acknowledgement from the CAC that the Personnel Commission staff completed the requested classification review of Ms. Crosby’s assignment and a recommendation for no change in classification is based on the information that was obtained during the review.

ADMINISTRATIVE ASSISTANT II

JOB SUMMARY

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

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

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

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

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Current, up-to-date office practices and procedures.
- Telephone techniques and etiquette.
- Electronic and manual record-keeping practices.
- Computer-based applications such as word processing, databases, spreadsheets, calendars, and email.
- Workplace math such as arithmetic operations, percents, rounding, and problem solving.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Business writing, proofing and editing.

ADMINISTRATIVE ASSISTANT II

ABILITY TO:

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

EDUCATION AND EXPERIENCE

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

DISTINGUISHING CHARACTERISTICS

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

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

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

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

ADMINISTRATIVE ASSISTANT II

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

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

REQUIRED TESTING

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

CERTIFICATES

None

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as needed.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back
Seldom/Occasionally	pushing and pulling, reach above shoulder, reach at shoulder
Occasionally	walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet
Occasionally/Frequently	handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder

ADMINISTRATIVE ASSISTANT II

AUDITORY OR VISUAL REQUIREMENTS

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

ENVIRONMENTAL CONDITIONS

None

INFORMATION SYSTEMS SUPPORT TECHNICIAN

OVERALL JOB PURPOSE STATEMENT

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

DISTINGUISHING CHARACTERISTICS

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

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

ESSENTIAL FUNCTIONS

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

INFORMATION SYSTEMS SUPPORT TECHNICIAN

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

OTHER FUNCTIONS

Performs other related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

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

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

INFORMATION SYSTEMS SUPPORT TECHNICIAN

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the following physical demands:

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

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

AUDITORY OR VISUAL REQUIREMENTS

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

ENVIRONMENTAL CONDITIONS

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

EXPERIENCE

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

EDUCATION

High School diploma or equivalent.

REQUIRED TESTING

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

INFORMATION SYSTEMS SUPPORT TECHNICIAN

CERTIFICATES

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

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including Tuberculosis (TB) and drug screen clearances.

41 Approved active requisitions (not including HOLDS and Pending Approval)						
62 Total Current/pending vacancies in 20 different job classifications						
SITE	SLOT	Position	Hrs/Wk	Hrs/Day	FTE	STATUS
DO	AI086	Accountant	40	8	1.00	Recruitment in progress
SP ED	AI256	Accounting Technician	40	8	1.00	Recruitment in progress
SDA	AA03	Administrative Assistant II	40	8	1.00	Recruitment in progress
OCMS	AA014	Administrative Assistant III	40	8	1.00	Pending approval
SDA	AA307	Campus Supervisor	40	8	1.00	Recruitment in progress
DNO	AA140	Custodian	40	8	1.00	Interviews scheduled
PTMS	AJ705	Custodian	40	8	1.00	Interviews scheduled
SDA	AA348	Health Technician	40	8	1.00	Recruitment in progress
OCMS	AN937	Student Health Care Specialist	30	6	0.75	Recruitment in progress
DO	AJ457	Human Resource Specialist	40	8	1.00	HOLD
SpEd	AN938	Information Systems Support Technician	40	8	1.00	Recruitment in progress
TECH	New slot	Information Technology (IT) Support Technician	40	8	1.00	Recruitment in progress
OCMS	AL628	Instructional Asst - Bilingual	19.5	3.9	0.49	Pending approval
TPHS		Instructional Assistant - Behavior Intervention				Pending approval
PTMS	AJ495	Instructional Assistant - Behavior Intervention				Pending approval
OCMS	AN571	Instructional Assistant - Behavior Intervention	30	6	0.75	Interviews scheduled
COAST	AN154	Instructional Assistant - Behavior Intervention	27.5	5.5	0.69	Interviews scheduled
TPHS	AJ266	Instructional Assistant Special Education	30	6	0.75	Recruitment in progress
SDA	New Slot	Instructional Assistant Special Education				Pending approval
TPHS	AJ225	Instructional Assistant Special Education				Pending approval
OCMS	AI506	Instructional Assistant Special Education				Pending approval
EWMS	AF717	Instructional Assistant Special Education	19.5	3.9	0.49	Interviews conducted
CVMS	AJ224	Instructional Assistant Special Education	30	6	0.75	HOLD
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
COAST	AG338	Instructional/Personal Care Assistant	27.5	5.5	0.69	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	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
CCA	AI747	Nutrition Services Transporter II	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

41 Approved active requisitions (not including HOLDS and Pending Approval)						
62 Total Current/pending vacancies in 20 different job classifications						
SITE	SLOT	Position	Hrs/Wk	Hrs/Day	FTE	STATUS
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
LCC	AA479	Theater Tech	40	8	1.00	Recruitment in progress
TRANS	AD667	Transportation Router/Scheduler	40	8	1.00	Recruitment in progress
62		20				

PERSONNEL LIST

CLASSIFIED PERSONNEL

Change in Assignment

1. **Bravo-Saltzman, Marielle**, Secretary, SR36, 100% FTE, Canyon Crest Academy, to Secretary, SR36, 100% FTE, Pacific Trails Middle School, effective 07/14/2022.
2. **Garcia, Marilyn**, Custodian, SR32, 100% FTE, Requeza Education Center, to School Plant Supervisor – Small School/Auxiliary Sites, SR39, 100% FTE, Requeza Education Center, effective 07/11/2022.
3. **Kinnare, Carolyn**, Secretary, SR36, 100% FTE, Canyon Crest Academy, to Secretary, SR36, 100% FTE, Diegueno Middle School, effective 06/23/2022.
4. **Lopez, Jacob**, Nutrition Services Transporter II, SR29, 73% FTE, Canyon Crest Academy-Café, to Vehicle and Equipment Service Worker, SR41, 100% FTE, Transportation, effective 07/17/2022.
5. **Rey, Tamara**, Administrative Assistant III, SR42, 100% FTE, Oak Crest Middle School, to Administrative Assistant IV, SR44, 100% FTE, Torrey Pines High School, effective 06/14/2022.

Release from Probation

1. **Employee Number 645-034**, Instructional/Personal Care Assistant – Special Education, SR37, 75% FTE, La Costa Canyon High School, effective 05/27/2022.

Resignation

1. **Payne, Jeremy**, Custodian, SR32, 100% FTE, Pacific Trails Middle School, effective 06/13/2022.
2. **Salazar Hurtado, Valentina**, Instructional Assistant-Bilingual, SR31, 47% FTE, Oak Crest Middle School, effective 06/22/2022.
3. **St Louis-Stevens, Kristyn**, Nutrition Services Supervisor, SR1, 100% FTE, Canyon Crest Academy-Café, effective 07/12/2022.
4. **Uribe, Consuelo**, Campus Supervisor, SR32, 100% FTE, San Dieguito High School Academy, effective 07/01/2022.

Classified Personnel Supplement July 27, 2022

Classified Substitutes

1. **Cordero Gomez, Maria**, effective 07/05/2022
2. **Hidalgo, Matthew**, effective 06/13/2022
3. **Ortiz, John**, effective 06/23/2022
4. **Tate, Will**, effective 07/05/2022