

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

**Special Meeting Agenda**

*3:30 P.M., March 2, 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](mailto: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](http://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](mailto: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](mailto:susan.dixon@sduhsd.net) after the conclusion of the meeting. Recordings will be kept on file for 90 days following the date of the meeting.

**CELL PHONES/ELECTRONIC DEVICES**

As a courtesy to all attendees, please silence all electronic devices to silent mode and engage in conversations outside the meeting room. When meetings are conducted virtually, please mute your computer audio until you have been called to speak.

**REQUESTS FOR DISABILITY-RELATED MODIFICATIONS OR ACCOMODATIONS**

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations including auxiliary aids or services, in order to participate in the public meetings of the Personnel Commission, please contact the Classified Personnel Office at (760) 753-6491 x5543. Notification 72 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the Commission shall also make available this agenda and all other public records associated with the meeting in appropriate alternative formats for the persons with a disability.

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

**Special Meeting Agenda**

3:30 P.M., March 02, 2022

Virtual Meeting

**REGULAR MEETING/OPEN SESSION**

1. Call to Order ..... Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the March 2, 2022, Personnel Commission Special Meeting.  
*Public Comments, if any*  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the agenda for the March 2, 2022, Personnel Commission Special Meeting.
4. Approval of the Minutes for the February 8, 2022, Personnel Commission Regular Meeting.  
*Public Comments, if any*  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the minutes of the February 8, 2022, Personnel Commission Regular Meeting.

**ACTION ITEMS (See Supplements)**

5. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED  
*Public comments, if any*
  - A. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for Registrar, SR 40, Open/Promotional, effective 02/10/22, eligibility valid for six months.
  - B. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for Athletic Trainer, SR 42, Open/Promotional-Dual Certification, effective 02/14/22, eligibility valid for six months.
  - C. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a Continuous Filing Eligibility List for Custodian, SR 32, Open/Promotional-Dual Certification, updated 2/23/22, individual eligibility valid for six months.
  - D. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education – Behavior Intervention, SR 36, Open/Promotional, updated 2/23/22, individual eligibility valid for six months.
  - E. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for HVAC Technician, SR 49, Open/Promotional-Dual Certification, effective 2/23/22, eligibility valid for six months.
  - F. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for Construction Project Manager II, SR M3, Open/Promotional, effective 2/23/22, eligibility valid for six months.

- G. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for Theater Technician, SR 41, Open/Promotional-Dual Certification, effective 2/23/22, eligibility valid for six months.
- H. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a Continuous Filing Eligibility List for Student Support Facilitator, SR 39, Open/Promotional-Dual Certification, updated 2/23/22, individual eligibility valid for six months.

6. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

*Public comments, if any*

- A. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish a six-month Eligibility List for Lead Vehicle and Equipment Mechanic, SR 52, Open/Promotional.

7. CLASSIFICATION REVIEW

*Public comments, if any*

A. Licensed Mental Health Clinician

At the February 8, 2022, Personnel Commission meeting, the commission took action to approve the establishment of the classification and job description as presented. A decision was made to table the salary allocation portion of the agenda item to allow time for the Classification Advisory Committee to hear more information regarding funding sources.

Motion by \_\_\_\_\_, second by \_\_\_\_\_, to recommend to the SDUHSD Board of Education allocating the classification of Licensed Mental Health Clinician to Range 62 of the Classified Salary Schedule.

8. ASSEMBLY BILL 361/SPECIAL MEETING DATE SCHEDULED

*Public comments, if any*

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

- A. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to hold the March 15, 2022, Regular Personnel Commission meeting and any other meetings scheduled in the next 30 days, virtually.

**DISCUSSION/INFORMATION ITEMS (See Supplements)**

9. RULE REVISION- FIRST READING

*Public Comments, if any*

14.3 Initial Salary Placement

10. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, March 15, 2022, at 3:30 P.M. Please note, this meeting may be held virtually.

11. ADJOURNMENT

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

**Regular Meeting Minutes**

3:30 PM, February 8, 2022  
Virtual Meeting

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**REGULAR MEETING/OPEN SESSION**

1. CALL TO ORDER

The meeting was called to order at 3:31 p.m. by Commission Chair JOHN BAIRD

2. PLEDGE OF ALLEGIANCE

Commissioner Baird led the pledge of allegiance.

Personnel Commissioners in Attendance

John Baird  
Jeff Charles  
Justin Cunningham

Personnel Commission Staff in Attendance

Susan Dixon, Director  
Jennifer Laity, Human Resources Technician

3. APPROVAL OF THE AGENDA FOR THE February 8, 2022, PERSONNEL COMMISSION REGULAR MEETING.

*Public Comments-None*

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the agenda for the February 8, 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 January 11, 2022, PERSONNEL COMMISSION REGULAR MEETING.

*Public Comments-None*

It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve the minutes of the January 11, 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-None
- B. San Dieguito Union High School District-None.
- C. Public –None

**ACTION ITEMS-(See Supplements)**

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

*Public Comments-None*

- A. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, SR 34, Open/Promotional-Dual certification, updated 1/05/22, individual eligibility valid for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

- B. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant - Bilingual, SR 31, Open/Promotional-Dual Certification, updated 1/13/22, individual eligibility valid for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

- C. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Student Health Care Specialist, SR 40, Open/Promotional-Dual Certification, effective 1/14/22, eligibility for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

- D. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for School Bus Driver, SR 38, Open/Promotional-Dual Certification, updated 1/24/22, eligibility for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

- E. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Custodian, SR 32, Open/Promotional-Dual Certification, updated 1/27/22, individual eligibility valid for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

- F. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, SR 34, Open/Promotional-Dual Certification updated 1/31/22, individual eligibility valid for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

- G. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant Special Education, SR 37, Open/Promotional, updated 1/31/22, individual eligibility valid for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

- H. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve an Eligibility List for Learning Commons Technician I, SR 40, Open/Promotional-Dual Certification, effective 2/2/22, eligibility for six months.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

- I. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES to approve an Eligibility List for Accounting Assistant-ASB, SR 40, Open/Promotional-Dual Certification, effective 2/3/22, eligibility 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 Construction Project Manager II, Management SR3,



Open/Promotional.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

- B. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish a six-month eligibility list for Athletic Trainer, SR 42, Open/Promotional-Dual Certification.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

- C. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Human Resources Certificated Analyst, SR 52, Open/Promotional-Dual Certification.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

- D. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Health Technician, SR 35, Open/Promotional-Dual Certification.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

8. CLASSIFICATION REVIEW

*Public comments- See below*

- A. Van Driver – Student Transportation

1. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM to establish a new classification of Van Driver – Student Transportation and approve the job description as presented.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

2. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to recommend to the SDUHSD Board of Education allocating the classification of Van Driver – Student Transportation to Range 35 of the Classified Salary Schedule.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

- B. Licensed Mental Health Technician

1. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a new classification of Licensed Mental Health Clinician and approve the job description

as presented.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

2. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to recommend to the SDUHSD Board of Education allocating the classification of Licensed Mental Health Clinician to Range 62 of the Classified Salary Schedule.

The motion was amended as follows:

It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to take Item 8.

B. 2. back to the Classification Advisory Committee so clarification of funding sources can be made. If resolved, the commission will have a special meeting to vote on the item.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

*There was considerable discussion including public comments regarding Item B. The discussion included: the role of the Personnel Commission and Classification Advisory Committee (CAC), the need for mental health services for students, the state of the SDUHSD budget as reported to CSEA during negotiations (public comments from Paul Valen and Wayne Baldwin), the LCAP funding and upcoming spring review of the LCAP. Given that there were members of CAC who were not in support of moving forward with establishing the classification due to funding concerns, the commission agreed to allow time for the district to present additional funding information to the CAC before proceeding with a vote on recommending allocation of a salary range.*

9. ASSEMBLY BILL 361

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

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

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

- B. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to hold a special meeting of the Personnel Commission on March 2, 2022 at 3:30 P.M. An agenda item at this meeting would be to possibly announce the March 15, 2022 Regular Meeting as virtual since that meeting date exceeds 30 days from today.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye  
*Passed with three Ayes*

**DISCUSSION/INFORMATION ITEMS (See Supplements)**

10. RULE REVISION

*Public Comments, if any*

*Commissioner Chair Baird requested that this item be postponed as he had many comments to make and could only stay in attendance at the meeting for a short period of time longer. The commissioners agreed to discuss at a future meeting.*

11. STAFF COMMENTS ON PERSONNEL ACTIVITIES

*Public Comments-None*

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

12. CORRESPONDENCE-

*Public Comments- None*

13. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, March 15, 2022, at 3:30 P.M. Please note, this meeting may be held virtually. Additionally, a Special Personnel Commission Meeting date of March 2, 2022 at 3:30 P.M. was scheduled. It was determined that this meeting will be held virtually.

14. ADJOURNMENT – 5:14 P.M.

San Dieguito Union High School District  
Personnel Commission

**Registrar**

Eligibility List  
Open/Promotional

Effective Date: 2/10/2022

Expiration Date: 8/10/2022

	<i>Applicant ID</i>	<i>Rank</i>
Promo	2794364	1
	1219702	2
	2726254	3

S. Dixon

San Dieguito Union High School District  
Personnel Commission  
**Athletic Trainer**  
Eligibility List  
Open/Promotional-Dual Certification

Effective: 2/14/2022

Expires: 8/14/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Source</i>
1725639	1	Open
6708275	2	Open

S. Dixon

San Dieguito Union High School District  
Personnel Commission  
**Custodian**

Continuous Filing Eligibility List  
Open/Promo-Dual Certification

Please note: Individual eligibility is valid for 6 months.

Updated: 2/23/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Expires</i>	<i>Source</i>
6741301	1	8/23/2022	Open
3626044	2	8/23/2022	Open

S. Dixon

San Dieguito Union High School District  
 Personnel Commission  
**Instructional Assistant Special Education - Behavior Intervention**  
 Eligibility List - Continuous Filing  
 Open/Promo  
 Continuous Job Posting

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

Updated: 2/23/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Expiration Date</i>	<i>Source</i>
6601418	1	3/15/2022	Open
3693002	1	8/23/2022	Open
3709807	2	3/15/2022	Open
1845383	3	6/21/2022	Open
3495311	4	8/23/2022	Open

Open

S. Dixon

San Dieguito Union High School District  
Personnel Commission  
**HVAC Technician**  
Eligibility List  
Open/Promo-Dual Certification

Effective Date: 2/23/2022

Expiration Date: 8/23/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Source</i>
6456640	1	Promo
1059432	1	Open
6734643	2	Open
3489325	3	Open

S. Dixon



San Dieguito Union High School District  
Personnel Commission  
**Construction Project Manager II**  
Eligibility List  
Open/Promotional

Effective Date: 2/23/2022

Expiration Date: 8/23/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Source</i>
2571634	1	Promo

S. Dixon

San Dieguito Union High School District  
Personnel Commission

**Theater Technician**

Eligibility List - Open/Promotional-Dual Certification

Effective Date: 2/23/2022

Eligibility Expires: 8/23/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Source</i>
6724864	1	Open

S.Dixon

San Dieguito Union High School District  
Personnel Commission  
**Student Support Facilitator**  
Continuous Filing Eligibility List  
Open/Promotional-Dual Certification

Effective Date: 2/23/2022

Applicant ID	Rank	Expiration Date
6676250	1	5/30/2022
6425268	2	4/8/2022
946850	3	6/22/2022
6685808	4	8/23/2022
1800769	4	5/9/2022
6514362	5	8/23/2022
4499348	6	6/22/2022
4496183	7	4/8/2022
6575331	8	4/8/2022
3344360	8	8/23/2022

S. Dixon



**Board of Trustees**  
 Michael Allman  
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 Dr. Cheryl James-Ward

710 Encinitas Boulevard, Encinitas, CA 92024  
 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	Licensed Mental Health Clinician
Classification Type	Classified
Salary Range	Proposed
Submission to Classification Advisory Committee	January 25, 2022
Submission to Personnel Commission	February 8, 2022
Agenda Item	Classification Reviews

### Background Information

The board has determined a need to staff two positions which will provide additional mental health services support to district students and families. Personnel Commission staff has met with district administration to learn about the vision for a proposed classification and has prepared a job description based on administration input as well as a review of job descriptions from comparable assignments in San Diego school districts. The proposed job description is attached for your review.

### Sources of Information

Associate Superintendent of Human Resources – Dr. Olga West  
 Joint Powers Authority, San Diego County Office of Education  
 Comparable districts in San Diego County

## Salary Compensation Review

District	Job Title	Range	Minimum	Maximum
Carlsbad USD	No classified licensed mental health			
Escondido Elementary	No classified licensed mental health			
Escondido HS	Licensed Mental Health Clinician	Non-represented Classified Exempt R27		
Grossmont HS	No classified licensed mental health			
Oceanside USD	No classified licensed mental health			
Poway USD	No classified licensed mental health			
Ramona USD	No classified licensed mental health			
SDCOE	No classified licensed mental health			
San Marcos USD	No classified licensed mental health			
Sweetwater HS	Licensed Mental Health Clinician	77 (was 75)	\$6754	\$8308
Vista USD	No classified mental health			
Cajon Valley Elementary	Mental Health Clinician II	46	\$6499	\$7918
Chula Vista Elementary	Licensed Mental Health Clinician	56	\$7034	\$9069
San Diego Unified	Licensed Mental Health Clinician	58 Exempt no OT	\$6510	\$7912
<b>Average</b>			<b>\$6699</b>	<b>\$8302</b>
SDUHSD	Licensed Mental Health Clinician	60 61 62	\$6275 \$6432 \$6593	\$8409 \$8620 \$8835

Our standard practice when making salary recommendations is to identify comparable classifications among comparison school districts to determine the market rate of pay. With this assignment, there were not any districts in our standard comparison group that had comparable classifications. As such, the review was expanded to include all districts in San Diego County.

When reviewing salary allocation, the minimum and maximum of the comparison ranges have been presented. Typically, when doing job description updates and checking to make sure SDUHSD is competitive, the maximum

monthly rate has been the focus to ensure that our current employees have a competitive maximum earning potential. The most recent new classification that was established, Student Support Facilitator, focused on the minimum salary rate since the district was going to be adding 14 new positions in the classification and the incumbents would only be employed for one school year.

Allocation to Range 62 of the SDUHSD Classified Salary Schedule may be the best balance when considering whether to have too high of a maximum as compared to the mean salary while being the median (3<sup>rd</sup> out of 5) for a starting salary.

A review of existing classifications at SDUHSD to check for internal alignment supports the San Diego school district range of market rates. An Occupational Therapist is on Range 60 of the Classified Salary Schedule. The duties are similar in terms of working as a transdisciplinary team member to serve the needs of the whole student by conducting assessments, providing direct therapy services and conducting in-services. The Licensed Mental Health Clinician requires an advanced degree and two years of direct experience which validates a higher salary allocation than Occupational Therapist.

**Recommendation**

It is recommended the classification of Licensed Mental Health Clinician be established as a new classification and the job description be approved as proposed.

It is recommended that the Personnel Commission recommend to the Board of Education allocating the classification of Licensed Mental Health Clinician to Range 62 of the Classified Salary Schedule.

**Vote by Committee Members:**

Vote	Member	Vote	Member
	Wayne Baldwin, CSEA	Yes	Debbie Kelly, Admin
No	Matt Colwell, CSEA	Absent	Marley Nelms, Admin
	Margy Lara, CSEA	Yes	Tina Peterson, Admin

## Rules & Regulations for the Classified Service

### Current Rule

#### 14.3 Initial Placement on Salary Schedule

All new employees shall be appointed at the hiring rate for the class as approved by the Commission. The hiring rate shall be the first step of the schedule except for classes where recruitment efforts have indicated difficulty in recruiting at that step. An accelerated hiring rate may be set, with the approval of the Board and the Commission, at any step of the schedule of the class. If an accelerated hiring rate is approved, all current employees in the class shall be advanced to that rate and shall begin a new cycle of step advancement.

### Proposed Rule

The hiring rate for new employees shall be the first step of the schedule except for classes where recruitment efforts have indicated difficulty in recruiting at that step. When making a recommendation for an advanced step placement, the Director of Classified Personnel shall consider factors such as: the number of candidates on the eligibility list, directly-related previous work experience and directly-related training or education.

### CSEA Bargaining Unit Agreement

#### Appendix "C": Salary Placement

##### A. SALARY PLACEMENT

1. New employees shall normally begin at step 01.