

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

Regular Meeting Agenda

*3:30 P.M., March 14, 2023
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.gray@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.gray@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.gray@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., March 14, 2023

MEETING/OPEN SESSION

1. Call to Order Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the March 14, 2023 Personnel Commission Regular Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the agenda for the March 14, 2023, Personnel Commission Regular Meeting.
4. Approval of the Minutes for the February 14, 2023, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the minutes of the February 14, 2023, 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 Merged Eligibility List for Human Resources Specialist, SR46, Open/Promotional-Dual Certification, updated

02/09/2023, individual eligibility valid for six months.

- B. Motion by _____, second by _____, to approve a Merged Eligibility List for Student Support Facilitator, SR39, Open/Promotional-Dual Certification, updated 02/09/2023, individual eligibility for six months.
- C. Motion by _____, second by _____, to approve an Eligibility List for Bilingual Parent-Community Liaison - Mandarin, SR36, Open/Promotional-Dual Certification, effective 02/10/2023, eligibility valid for six months.
- D. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated 02/14/2023, individual eligibility valid for six months.
- E. Motion by _____, second by _____, to approve a Merged Eligibility List for Student Support Facilitator, SR39, Open/Promotional-Dual Certification, updated 02/16/2023, individual eligibility valid for six months.
- F. Motion by _____, second by _____, to approve an Eligibility List for Instructional Assistant-Bilingual, SR31, Open/Promotional-Dual Certification, effective 02/17/2023, eligibility valid for six months.
- G. Motion by _____, second by _____, to approve an Eligibility List for Secretary, SR36, Open/Promotional-Dual Certification, effective 02/17/2023, eligibility valid for six months.
- H. Motion by _____, second by _____, to approve an Eligibility List for Interpreter for the Deaf and Hard-of-Hearing, SR60, Open/Promotional-Dual Certification, effective 02/17/2023, eligibility valid for six months.
- I. Motion by _____, second by _____, to approve an Eligibility List for Administrative Assistant II, SR40, Open/Promotional-Dual Certification, effective 02/22/2023, eligibility valid for six months.
- J. Motion by _____, second by _____, to approve an Eligibility List for Accounting Technician, SR42, Open/Promotional-Dual Certification, effective 02/23/2023, eligibility valid for six months.
- K. Motion by _____, second by _____, to approve an Eligibility List for Electrician, SR49, Open/Promotional-Dual Certification, effective 02/24/2023, 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 Director of Nutrition Services, Management, SR4, Open/Promotional-Dual Certification.
- B. Motion by _____, second by _____, to establish a six-month Eligibility List for Grounds Supervisor, Supervisory, SR6, Open/Promotional-Dual Certification.
- C. Motion by _____, second by _____, to establish a six-month Eligibility List for Bus Driver Trainer, SR44, Open/Promotional-Dual Certification.

8. CLASSIFICATION REVIEWS

Public Comments, if any

- A. Motion by _____, second by _____, to revise the job description for Director of Maintenance & Operations as proposed and to adopt the proposed salary range adjustment.

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments, if any

A. Vacancy Report Summary

B. Vacancy Report

C. Personnel List Report

D. SDUHSD Classified School Employee of the Year

10. CORRESPONDENCE

Public Comments, if any

11. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, April 11, 2023, at 3:30 P.M.

12. ADJOURNMENT

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

Regular Meeting Minutes
3:30 P.M., February 14, 2023
Virtual Meeting

MEETING/OPEN SESSION

1. Call to Order

The meeting was called to order at 3:44 p.m. by Commissioner Chair JUSTIN CUNNINGHAM.

2. Pledge of Allegiance

Commissioner Cunningham led the pledge of allegiance.

Personnel Commissioners in Attendance

Justin Cunningham
Jeff Charles
John Baird

Personnel Commission Staff in Attendance

Susan Gray, Director of Classified Personnel
Barbara Bass, Human Resources Analyst
Jennifer Laity, Human Resources Technician

3. Approval of the Agenda for the February 14, 2023 Personnel Commission Regular Meeting.

Public Comments- None

Moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the agenda for the February 14, 2023, Personnel Commission Regular Meeting.

Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes

4. Approval of the Minutes for the January 31, 2023, Personnel Commission Special Meeting.

Public Comments - None

Moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve the minutes of the January 31, 2023, Personnel Commission Special Meeting.

Justin Cunningham
Jeff Charles
John Baird
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. Moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for HVAC Technician, SR49, Open/Promotional-Dual Certification, effective 01/30/2023, eligibility valid for six months.
Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes
- B. Moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated 02/01/2023, individual eligibility valid for six months.
Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes
- C. Moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for Bilingual Parent-Community Liaison (Spanish), SR36, Open/Promotional-Dual Certification, effective 02/06/2023, eligibility valid for six months.
Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes

- D. Moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve an Eligibility List for Grounds Maintenance Worker II, SR39, Open/Promotional-Dual Certification, effective 02/06/2023, eligibility valid for six months.
Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes
- E. Moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant - SpEd, SR34, Open/Promotional-Dual Certification, updated 02/07/2023, individual eligibility valid for six months.
Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes
- F. Moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant, SR37, Open/Promotional-Dual Certification, updated 02/01/2023, individual eligibility valid for six months.
Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes

7. CLASSIFICATION REVIEWS

Public Comments- None

- A. Moved by JOHN BAIRD, seconded by JEFF CHARLES to revise the job description for Electrician as proposed.
Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes
- B. Moved by JEFF CHARLES, seconded by JOHN BAIRD, to revise the job description for HVAC Technician as proposed.
Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes

8. SELECTION OF MEETING SITE FOR PERSONNEL COMMISSION MEETINGS:

Public Comments - None

Effective March 1, 2023, Personnel Commissions must return to in person meetings. Personnel Commission staff recommend holding future meetings at Pacific Trails Middle School until such time as the District Office is available as a meeting location.

Moved by JOHN BAIRD, seconded by JEFF CHARLES, to hold Personnel Commission meetings at Pacific Trails Middle School and if not available, authorizes the Director of Classified Personnel to find an alternate location within the district until such time as the District Office is available and at that meeting have public access through technology.

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments - None

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

10. CORRESPONDENCE

Public Comments - None

11. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, March 14, 2023, at 3:30 P.M.

12. ADJOURNMENT - 4:05 P.M.

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

Human Resources Specialist

Eligibility List-Merged

Open/Promo-Dual Certification

Updated Date: 2/9/2023

Applicant ID	Rank	Expiration Date	Source
7026293	1	7/20/2023	Open
2285158	2	8/9/2023	Open

Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the exam is administered.

S. Gray

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

Student Support Facilitator

Eligibility List-Merged

Open/Promo-Dual Certification

Updated Date: 2/9/2023

Applicant ID	Rank	Expiration Date	Source
1140651	1	8/9/2023	Open
3786161	2	6/21/2023	Open
1993265	3	4/10/2023	Open

Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the exam is administered.

S. Gray

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

Bilingual Parent/Community Liaison

Eligibility List

Open/Promo-Dual Certification

Effective Date: 2/10/2023

Applicant ID	Rank	Expiration Date	Source
7018533	1	8/10/2023	Open
7037513	1	8/10/2023	Open

S. Gray

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

Custodian

Eligibility List-Continuous Filing
Open/Promo-Dual Certification

Updated Date: 2/14/2023

Applicant ID	Rank	Expiration Date	Source
7039755	1	8/14/2023	Open

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

S. Gray

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

Student Support Facilitator

Eligibility List-Merged

Open/Promo-Dual Certification

Updated Date: 2/16/2023

Applicant ID	Rank	Expiration Date	Source
1140651	1	8/9/2023	Open
7058514	2	8/16/2023	Open
3786161	3	6/21/2023	Open
1993265	4	4/10/2023	Open

Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the exam is administered.

S. Gray

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

Instructional Assistant - Bilingual

Eligibility List

Open/Promo-Dual Certification

Effective Date: 2/17/2023

Applicant ID	Rank	Expiration Date	Source
3087752	1	8/17/2023	Open

S.Gray

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

Secretary

Eligibility List

Open/Promo-Dual Certification

Effective Date: 2/17/2023

Applicant ID	Rank	Expiration Date	Source
453137	1	8/17/2023	Open
6714044	1	8/17/2023	Open
7047297	2	8/17/2023	Open
2856222	2	8/17/2023	Open
1518611	3	8/17/2023	Promo
6224418	4	8/17/2023	Open
2936313	5	8/17/2023	Open
6763716	6	8/17/2023	Open
6949376	7	8/17/2023	Open

S. Gray

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

Interpreter for the Deaf and Hard-of-Hearing

Eligibility List

Open/Promo-Dual Certification

Effective Date: 2/17/2023

Applicant ID	Rank	Expiration Date	Source
7060160	1	8/17/2023	Open

S. Gray

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

Administrative Assistant II

Eligibility List

Open/Promo-Dual Certification

Effective Date: 2/22/2023

Applicant ID	Rank	Expiration Date	Source
2579180	1	8/22/2023	Promo
6441715	2	8/22/2023	Promo
6997132	3	8/22/2023	Open
453137	4	8/22/2023	Open
6714044	5	8/22/2023	Promo
6224418	6	8/22/2023	Open

S. Gray

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

Accounting Technician

Eligibility List

Open/Promo-Dual Certification

Effective Date: 2/23/2023

Applicant ID	Rank	Expiration Date	Source
7059691	1	8/23/2023	Open
2689433	2	8/23/2023	Open

S. Gray

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

Electrician

Eligibility List

Open/Promo-Dual Certification

Effective Date: 2/24/2023

Applicant ID	Rank	Expiration Date	Source
7056977	1	8/24/2023	Open
7063171	2	8/24/2023	Open

S. Gray



Board of Trustees
 Michael Allman
 Phan Anderson
 Jane Lea Smith
 Ringa Viskanta
 Katrina Young

Interim Superintendent
 Ms. Tina Douglas

710 Encinitas Boulevard, Encinitas, CA 92024
 Telephone (760) 753-6491
 www.sduhsd.net

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

Classification Review Report	
Classification	Director of Maintenance & Operations
Classification Type	Management
Salary Range	Group 5, Range 4
Submission to Classification Advisory Committee	March 7, 2023
Submission to Personnel Commission	March 14, 2023
Agenda Item	Classification Reviews

Background Information

Interim Superintendent Tina Douglas notified the Director of Classified Personnel that the job description for the Director of Maintenance & Operations was missing a key job responsibility. Inasmuch as that position is currently vacant, the Interim Superintendent requested that the job description be corrected prior to posting and recruiting for this position.

The proposed language, listed below, clarifies that the Director of Maintenance & Operations is responsible for the renting of district facilities to the public in accordance with the Civic Center Act.

Manages and oversees facility use rentals, including administration of the scheduling and reservation process and system, for the purpose of providing collaboration and facilitation among site administrators, school site office staff, custodial staff, facility management, and public agencies to provide community user groups with access to District facilities and grounds as provided for under the Civic Center Act.

While the Director of Maintenance & Operations has had responsibility for this function, it was not included in the current job description.

Sources of Information

Interim Superintendent, Tina Douglas

Salary Compensation Review

Our standard practice when making salary recommendations is to identify comparable classifications among comparison school districts to determine the market rate of pay. When reviewing salary allocation, the minimum and maximum of the comparison ranges have been presented to see whether the district is competitive. The market comparison data indicates that the classification of Director of Maintenance & Operations is 4% below the market minimum and 8% below the market maximum. Overall, the classification is 6% below the market midpoint.

There are two other classifications in Group 5, Range 4, Director of Transportation and Director of Nutritional Services. In order to determine if the whole range needed to be adjusted, I conducted a market review for these positions as well.

The Director of Nutrition Services falls slightly above at minimum (2%) and slightly below at maximum (2%), however, is at market for the midpoint of the range.

The Director of Transportation is currently above market at 4% above the midpoint of the range.

See the market comparators below:

Director of Maintenance & Operations

District	Range	Job Title	Minimum	Midpoint	Maximum
Carlsbad USD	13	Director, Maintenance & Operations	\$116,969	\$125,742	\$134,514
Escondido UHSD	35	Director of Maintenance & Operations	\$135,225	\$143,544	\$151,862
Escondido USD	5 - 5	Director of Maintenance and Operations	\$121,000	\$136,119	\$151,238
Grossmont UHSD	42	Director, Maintenance Services	\$109,148	\$119,738	\$130,328
San Marcos USD	02-05	Executive Director, Maintenance and Operations	\$127,701	\$145,453	\$163,204
Sweetwater UHSD	5	Director of Maintenance	\$125,779	\$135,957	\$146,134
SD County Office of Education	50	Director of Maintenance & Operations	\$142,169	\$157,489	\$172,809
Oceanside USD	18	Director of Maintenance & Operations	\$117,002	\$126,320	\$135,638
Sweetwater UHSD	5	Director of Maintenance	\$125,779	\$135,957	\$146,134
		Average	\$124,530	\$136,257	\$147,985
		Delta	-4%	-6%	-8%
San Dieguito UHSD	4	Director of Maintenance and Operations	\$119,655	\$128,210	\$136,765
Not a match	Range	Job Title	Min	Max	Notes
Poway USD	23	Director of Facilities, Maintenance and Operations	\$125,376	\$147,504	Handles new construction projects
Ramona USD	13	Facilities/Maintenance & Operations Mgr	\$82,872	\$95,508	Manager (No Director)

Director of Nutrition Services

District	Range	Job Title	Minimum	Midpoint	Maximum	Notes
Carlsbad USD	13	Director, Nutrition Services	\$116,969.00	\$125,741.50	\$134,514.00	Same grade as M&O
Escondido UHSD	30	Director, Student Nutrition	\$118,636.00	\$126,430.50	\$134,225.00	
Escondido USD	5-5	Director, Nutrition Services	\$121,100.00	\$136,169.00	\$151,238.00	Same grade as M&O
Grossmont UHSD	31	Director, Food Service & Warehouse	\$120,486.00	\$132,176.50	\$143,867.00	
San Marcos USD	02-08	Director	\$100,852.00	\$114,276.50	\$127,701.00	All Directors the same
Sweetwater UHSD	3	Director, Nutrition Services	\$132,656.00	\$142,830.50	\$153,005.00	
Oceanside USD	18	Director of Nutrition Services	\$117,002.00	\$126,320.00	\$135,638.00	Same grade as M&O
Poway USD	21	Director, Food & Nutrition	\$128,856.00	\$142,500.00	\$156,144.00	
Ramona USD	18	Director of Food & Nutrition Services	\$99,462.00	\$108,847.00	\$118,232.00	
Vista	24	Director of Child Nutrition Services	\$118,842.00	\$128,718.00	\$138,594.00	
		Average	\$117,486.10	\$128,400.95	\$139,315.80	
		Delta	2%	0%	-2%	
San Dieguito UHSD	5-4	Director of Nutrition Services	\$119,655.00	\$128,210.00	\$136,765.00	Same grade as M&O
Not a match						
SD County Office of Education		No similar position				

Director of Transportation

District	Range	Job Title	Minimum	Midpoint	Maximum	Notes
Escondido UHSD	26	Director, Transportation	\$107,477.00	\$114,539.50	\$121,602.00	
Grossmont UHSD	42	Director, Transportation	\$109,148.00	\$119,738.00	\$130,328.00	
San Marcos USD	02-08	Director	\$100,852.00	\$114,276.50	\$127,701.00	All Directors the same
Sweetwater UHSD	6	Director of Transportation	\$106,902.00	\$117,082.00	\$127,262.00	

Oceanside USD	18	Director of Transportation	\$117,002.00	\$126,320.00	\$135,638.00	
Poway USD	21	Director of Transportation	\$128,856.00	\$142,500.00	\$156,144.00	
Vista USD	24	Director of Transportation	\$118,842.00	\$128,718.00	\$138,594.00	
		Average	\$112,725.57	\$123,310.57	\$133,895.57	
		Delta	6%	4%	2%	
San Dieguito UHSD	5-4	Director of Transportation	\$119,655.00	\$128,210.00	\$136,765.00	
Not a match						
Ramona USD		Manager, Transportation				No Director, Manager position
SD County Office of Education		No similar position				
Escondido USD		No similar position				
Carlsbad USD		No similar position				

Recommendation

It is recommended the job description for the classification of Director of Maintenance & Operations be updated as proposed.

Based on the salary data of comparison districts, it is recommended that a new pay range be established and the Director of Maintenance & Operations be placed into this new range with a 6% adjustment over the current range 4 to align with the market midpoint.

Inasmuch as the Directors of Nutrition Services and Transportation are at or above market, it is recommended that no adjustment be made for these positions and that they remain in their current Range 4.

Vote by Committee Members:

Vote	Member	Vote	Member
Yes	Matt Colwell, CSEA	Yes	Dawn Campbell, Admin
Yes	Margy Lara, CSEA	Yes	Tina Peterson, Admin
Yes	Kalani Crosby, CSEA	Yes	Antonio Perez, Admin

DIRECTOR OF MAINTENANCE & OPERATIONS

JOB SUMMARY

The Director of Maintenance & Operations plans, directs, oversees and evaluates the District's maintenance and operations program including maintenance, grounds and custodial services. The Director ensures that services and practices comply with local, state and federal regulations and that operational and program goals and objectives are met.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Director of Maintenance & Operations may perform any combination of the following:

- Develops long and short range plans and programs including: budget; routine, periodic, preventative and deferred maintenance, repair and alteration of District buildings and grounds; safety; emergency response; and staff development.
- Monitors the department budget and expenses throughout the year.
- Manages the day-to-day activities of the District's maintenance, grounds and custodial programs in conjunction with appropriate supervisors; ensures the work is completed efficiently and within regulatory guidelines and project deadlines and services are provided in an efficient and effective manner.
- Manages and oversees facility use rentals, including administration of the scheduling and reservation process and system, for the purpose of providing collaboration and facilitation among site administrators, school site office staff, custodial staff, facility management, and public agencies to provide community user groups with access to District facilities and grounds as provided for under the Civic Center Act.
- Oversees and performs tasks related to the Request for Proposals process; ensures proper processes are followed with contracted services.
- Manages a wide variety of safety-related programs (e.g. asbestos removal, lead abatement, hazardous materials) to ensure compliance with Federal, state, county and city requirements.
- Interviews, selects, supervises, develops/coaches, evaluates, and disciplines assigned staff.
- Reviews operations and inspects facilities; ensures operations and facilities are in compliance with local, state and federal regulations; prepares or oversees the preparation of compliance reports.
- Ensures equipment is maintained properly and repaired or replaced as needed.
- Provides recommendations to District on construction and maintenance projects.
- Gathers data analyzes and solves problems; responds appropriately to inquiries and service issues.
- Promotes exceptional customer service.
- Oversees projects.
- Coordinates with other governmental agencies as needed.
- Researches new products, laws and regulations; stays current on all areas related to maintenance and operations.
- Conducts studies; makes recommendations regarding staffing, purchases, policies, procedures.
- Maintains a variety of files and records to document activities, provides reliable information and maintains compliance.
- Monitors the activities of consultants/vendors who provide services related to maintenance, grounds, and custodial.
- Attends meetings, including serving as a District representative; serves as a presenter in areas related to assigned functions

CLASSIFIED

- Performs other job-related duties as assigned.

DIRECTOR OF MAINTENANCE & OPERATIONS

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Principles, practices and methods of maintenance, trades, grounds and custodial services.
- Applicable laws, codes, ordinances and other regulations related to functional areas of responsibility
- Materials, supplies and equipment used in maintenance, trades, grounds and custodial services.
- Principles and practices of supervision, coaching and performance evaluation.
- Principles and practices of budget administration.
- 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.
- Business writing, proofing and editing.

ABILITY TO:

- Plan, direct, oversee and evaluate maintenance, grounds and custodial services.
- Administer personnel policies and practices.
- Apply pertinent codes, policies, regulations, laws.
- Operate equipment used in the performance of assigned duties.
- Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.
- Plan and manage projects.
- Prepare and monitor budgets.
- Review and interpret highly technical information.
- Write technical materials.
- Analyze situations to define issues, draw conclusions and take appropriate action.
- Exercise appropriate judgment when making decisions.
- Adhere to safety practices.
- Plan, prioritize and organize work, schedules and timelines.
- Meet deadlines and schedules.
- Adapt to changing work priorities.
- Coordinate and schedule activities, meetings and events.
- Communicate effectively with a wide variety of individuals.
- Compose written communications applying correct English usage, grammar, spelling, punctuation and vocabulary.
- Work effectively, independently and as part of a team with minimum supervision.
- Establish and maintain cooperative working relationships with others.
- Maintain confidentiality of sensitive information.
- Operate a vehicle

EDUCATION AND EXPERIENCE

Bachelor's degree in business administration, public administration, engineering, construction or related field. A combination of education, training, and/or experience that demonstrates equivalent knowledge and abilities may be considered in lieu of a bachelor's degree. One year of additional qualifying experience substitutes for each 24 semester/45 quarter units of education leading to one of the degrees.

DIRECTOR OF MAINTENANCE & OPERATIONS

Five years of increasingly responsible work experience in the maintenance field, at least three years of which must be at the supervisory or management level in the maintenance field.

REQUIRED TESTING

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

LICENSING AND CERTIFICATION REQUIREMENTS

Valid California Class C driver’s license and a record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position. The record must be submitted at the time of application. 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 twelve (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% (up to 3 hours)
- Frequently = 34-66% (up to 6 hours)
- Continuously = 67-100% (more than 6 hours)

Seldom	Squatting/crouching, climbing/balancing, kneeling, reaching above shoulder, stooping/bending, twisting back, pushing/pulling, power/firm grasping, hand and food controls, reaching at shoulder, above shoulder, below shoulder, lifting at waist height and carrying up to 50 pounds up to 100 feet
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

DIRECTOR OF MAINTENANCE & OPERATIONS

AUDITORY OR VISUAL REQUIREMENTS

Ability is required to communicate, operate vehicles safely, and respond to safety bells and emergencies.
Ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Work is subject to exposure to dust, dirt, odors, noise, chemicals, fumes, solvents, vibrations, electric shock and poor ventilation. Working around and with machinery and tools having moving parts. Work is occasionally conducted in adverse weather conditions and is performed in both indoor and outdoor environments. Work is subject to driving to District sites.

FLSA STATUS

Exempt

SALARY RANGE

Management Range ~~X4~~

DIRECTOR OF MAINTENANCE & OPERATIONS

JOB SUMMARY

The Director of Maintenance & Operations plans, directs, oversees and evaluates the District's maintenance and operations program including maintenance, grounds and custodial services. The Director ensures that services and practices comply with local, state and federal regulations and that operational and program goals and objectives are met.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Director of Maintenance & Operations may perform any combination of the following:

- Develops long and short range plans and programs including: budget; routine, periodic, preventative and deferred maintenance, repair and alteration of District buildings and grounds; safety; emergency response; and staff development.
- Monitors the department budget and expenses throughout the year.
- Manages the day-to-day activities of the District's maintenance, grounds and custodial programs in conjunction with appropriate supervisors; ensures the work is completed efficiently and within regulatory guidelines and project deadlines and services are provided in an efficient and effective manner.
- Manages and oversees facility use rentals, including administration of the scheduling and reservation process and system, for the purpose of providing collaboration and facilitation among site administrators, school site office staff, custodial staff, facility management, and public agencies to provide community user groups with access to District facilities and grounds as provided for under the Civic Center Act.
- Oversees and performs tasks related to the Request for Proposals process; ensures proper processes are followed with contracted services.
- Manages a wide variety of safety-related programs (e.g. asbestos removal, lead abatement, hazardous materials) to ensure compliance with Federal, state, county and city requirements.
- Interviews, selects, supervises, develops/coaches, evaluates, and disciplines assigned staff.
- Reviews operations and inspects facilities; ensures operations and facilities are in compliance with local, state and federal regulations; prepares or oversees the preparation of compliance reports.
- Ensures equipment is maintained properly and repaired or replaced as needed.
- Provides recommendations to District on construction and maintenance projects.
- Gathers data analyzes and solves problems; responds appropriately to inquiries and service issues.
- Promotes exceptional customer service.
- Oversees projects.
- Coordinates with other governmental agencies as needed.
- Researches new products, laws and regulations; stays current on all areas related to maintenance and operations.
- Conducts studies; makes recommendations regarding staffing, purchases, policies, procedures.
- Maintains a variety of files and records to document activities, provides reliable information and maintains compliance.
- Monitors the activities of consultants/vendors who provide services related to maintenance, grounds, and custodial.

DIRECTOR OF MAINTENANCE & OPERATIONS

- Attends meetings, including serving as a District representative; serves as a presenter in areas related to assigned functions.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Principles, practices and methods of maintenance, trades, grounds and custodial services.
- Applicable laws, codes, ordinances and other regulations related to functional areas of responsibility
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- Workplace math such as arithmetic operations, percents, rounding, and problem solving.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Business writing, proofing and editing.

ABILITY TO:

- Plan, direct, oversee and evaluate maintenance, grounds and custodial services.
- Administer personnel policies and practices.
- Apply pertinent codes, policies, regulations, laws.
- Operate equipment used in the performance of assigned duties.
- Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.
- Plan and manage projects.
- Prepare and monitor budgets.
- Review and interpret highly technical information.
- Write technical materials.
- Analyze situations to define issues, draw conclusions and take appropriate action.
- Exercise appropriate judgment when making decisions.
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- Meet deadlines and schedules.
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- Coordinate and schedule activities, meetings and events.
- Communicate effectively with a wide variety of individuals.
- Compose written communications applying correct English usage, grammar, spelling, punctuation and vocabulary.
- Work effectively, independently and as part of a team with minimum supervision.
- Establish and maintain cooperative working relationships with others.
- Maintain confidentiality of sensitive information.
- Operate a vehicle

DIRECTOR OF MAINTENANCE & OPERATIONS

EDUCATION AND EXPERIENCE

Bachelor’s degree in business administration, public administration, engineering, construction or related field. A combination of education, training, and/or experience that demonstrates equivalent knowledge and abilities may be considered in lieu of a bachelor’s degree. One year of additional qualifying experience substitutes for each 24 semester/45 quarter units of education leading to one of the degrees.

Five years of increasingly responsible work experience in the maintenance field, at least three years of which must be at the supervisory or management level in the maintenance field.

REQUIRED TESTING

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

LICENSING AND CERTIFICATION REQUIREMENTS

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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.

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DIRECTOR OF MAINTENANCE & OPERATIONS

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

AUDITORY OR VISUAL REQUIREMENTS

Ability is required to communicate, operate vehicles safely, and respond to safety bells and emergencies. Ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

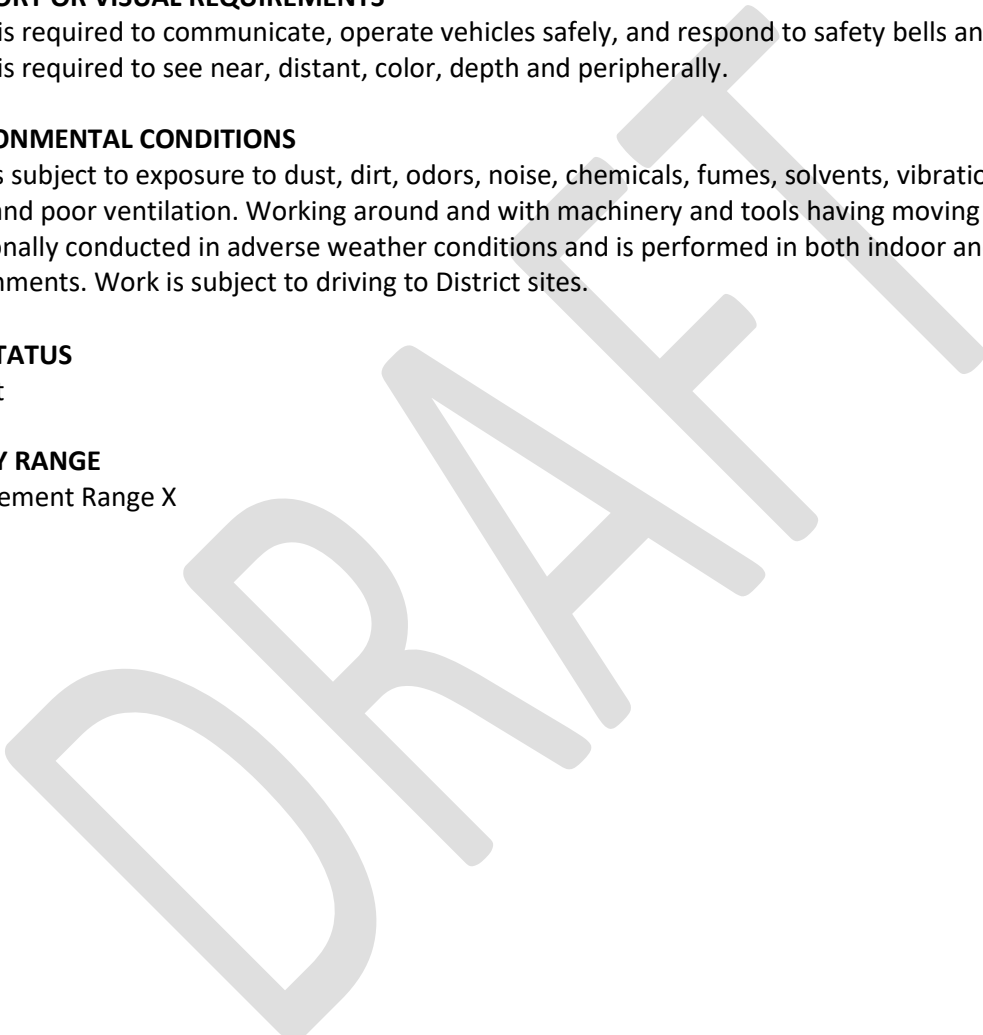
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FLSA STATUS

Exempt

SALARY RANGE

Management Range X



Vacancy Report

Summary

March 14, 2023

Site/Department	Full-Time	Part-Time	Grand Total
Canyon Crest Academy	1	2	3
Carmel Valley Middle School		4	4
Diegueno Middle School	1	5	6
District Office	1		1
Earl Warren Middle School	2		2
Facilities, Planning & Construction	1		1
La Costa Canyon High School		5	5
Maintenance & Operations	3		3
Mandarin South		1	1
Nutritional Services	1		1
Oak Crest Middle School		3	3
Pacific Trails Middle School		1	1
Requeza Education Center		11	11
San Dieguito High School Academy		3	3
Spanish North		1	1
Spanish South		1	1
Torrey Pines High School	4	3	7
Transportation	1	22	23
Grand Total	15	62	77

Hard to Fill Positions	
Bilingual Parent / Community Liaison	3
Custodian	4
Instructional Assistant - Behavior Intervention	5
Instructional Assistant - Bilingual	1
Instructional Assistant Special Education	10
Instructional/Personal Care Assistant	10
Interpreter for the the Deaf and Hard-of-Hearing	1
Nutrition Services Assistant I	8
School Bus Driver	22
Grand Total	64

Recruitment Status	
Hired	1
Hold	3
Interviews Conducted	2
Job Offer Made	1
Pending Approval	7
Recruitment in Progress	60
Selection Clearing	3
Grand Total	77

VACANCY REPORT							
77 Approved Requisitions							
21 Different Job Classifications							
SITE	SLOT	Position	# of Months	# of Hours a Week	# of Hours a Day	FTE	STATUS
District Office	AA010	Accounting Technician	12	40	8	1.00	Selection Clearing
Earl Warren Middle School	AA016	Administrative Assistant III	10	40	8	1.00	Pending approval
Spanish North	AO144	Bilingual Parent / Community Liaison	10	19.5	3.9	0.49	Recruitment in progress
Mandarin South	AO143	Bilingual Parent / Community Liaison	10	19.5	3.9	0.49	Selection Clearing
Spanish South	AO142	Bilingual Parent / Community Liaison	10	19.5	3.9	0.49	Recruitment in progress
Transportation	AA481	Bus Driver Trainer	12	40	8	1.00	Recruitment in progress
Canyon Crest Academy	AD184	Custodian	12	40	8	1.00	Pending approval
Earl Warren Middle School	AA129	Custodian	12	40	8	1.00	Recruitment in progress
Torrey Pines High School	AA150	Custodian	12	40	8	1.00	Recruitment in progress
Diegueno Middle School	AO065	Custodian	12	40	8	1.00	Recruitment in progress
Maintenance & Operations	AA165	Custodian Floater	12	40	8	1.00	HOLD
Nutritional Services	AB237	Director of Nutrition Services	12	40	8	1.00	Recruitment in progress
Maintenance & Operations	AA180	Electrician	12	40	8	1.00	Job Offer Made
Facilities, Planning & Construction	New Slot	Facilities Planning Analyst	12	40	8	1.00	Pending approval
Maintenance & Operations	AM578	Grounds Supervisor	12	40	8	1.00	Recruitment in progress
Torrey Pines High School	AM890	Student Health Care Specialist	10	40	8	1.00	Recruitment in progress
Oak Crest Middle School	AN937	Student Health Care Specialist	10	30	6	0.75	Recruitment in progress
La Costa Canyon High School	AO042	Interpreter for the the Deaf and Hard-of-Hearing	10	32.5	6.5	0.81	Interviews conducted
La Costa Canyon High School	AH757	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
Requeza Education Center	AN154	Instructional Assistant - Behavior Intervention	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AI616	Instructional Assistant - Behavior Intervention	10	27.5	5.5	0.69	Recruitment in progress
Torrey Pines High School	AN952	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AJ212	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
La Costa Canyon High School	AO150	Instructional Assistant - Bilingual	10	19.5	3.9	0.49	Selection Clearing
Diegueno Middle School	AO208	Instructional Assistant Special Education	10	19.5	3.9	0.49	Pending approval
Carmel Valley Middle School	AN504	Instructional Assistant Special Education	10	30	6	0.75	Interviews conducted
Carmel Valley Middle School	AI665	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
La Costa Canyon High School	AI331	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AJ226	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Canyon Crest Academy	AA437	Instructional Assistant Special Education	10	19.5	3.9	0.49	Recruitment in progress
Pacific Trails Middle School	AN548	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
San Dieguito High School Academy	AN963	Instructional Assistant Special Education	10	30	6	0.75	HOLD
San Dieguito High School Academy	AN961	Instructional Assistant Special Education	10	30	6	0.75	HOLD
Oak Crest Middle School	AJ217	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Requeza Education Center	AD640	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Carmel Valley Middle School	AN504	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AN154	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AI375	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AJ674	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AN656	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AN149	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AH436	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AD636	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AJ180	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Diegueno Middle School	AA226	Nutrition Services Assistant I	10	17.5	3.5	0.48	Recruitment in progress
Diegueno Middle School	AI917	Nutrition Services Assistant I	10	12.5	2.5	0.31	Recruitment in progress
Diegueno Middle School	AA223	Nutrition Services Assistant I	10	17.5	3.5	0.48	Recruitment in progress
Carmel Valley Middle School	AI916	Nutrition Services Assistant I	10	12.5	2.5	0.31	Recruitment in progress
Diegueno Middle School	AJ075	Nutrition Services Assistant I	10	16.25	3.25	0.41	Recruitment in progress
La Costa Canyon High School	AA241	Nutrition Services Assistant I	10	12.5	2.5	0.31	Recruitment in progress
Oak Crest Middle School	AN328	Nutrition Services Assistant I	10	10	2	0.25	Recruitment in progress
San Dieguito High School Academy	AN339	Nutrition Services Assistant I	10	15	3	0.38	Recruitment in progress
Torrey Pines High School	AA080	Receptionist	10	40	8	1.00	Pending approval
Transportation	AA481	School Bus Driver	10	20	4	0.50	Pending approval
Transportation	AA530	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AA494	School Bus Driver	10	20	4	0.50	Recruitment in progress

VACANCY REPORT							
77 Approved Requisitions							
21 Different Job Classifications							
SITE	SLOT	Position	# of Months	# of Hours a Week	# of Hours a Day	FTE	STATUS
Transportation	AA513	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AA531	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AA507	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AA510	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AA515	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AF521	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AJ470	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AA514	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AE711	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AA516	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AA525	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AJ471	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AE717	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AA527	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AA491	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AA495	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AA498	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AA506	School Bus Driver	10	20	4	0.50	Recruitment in progress
Transportation	AA512	School Bus Driver	10	20	4	0.50	Recruitment in progress
Torrey Pines High School	AA106	Secretary	10	40	8	1.00	Pending approval
Canyon Crest Academy	AN574	Student Support Facilitator	10	19.5	3.9	0.48	Hired

PERSONNEL LIST

CLASSIFIED PERSONNEL

Resignation

1. **Norman, Ted**, Classified Management - Director of Maintenance & Operations, SR4-4, 100% FTE, Maintenance & Operations, effective 01/31/2023.

39-month Rehire

1. **Dana Davis**, Instructional/Personal Care Assistant-Special Education, SR37, 75% FTE, Carmel Valley Middle School, effective 01/13/2023.

Classified Personnel Supplement

Athletic Coach

Canyon Crest Walk-On

1. **Douglas, Corryn**, Girl's Basketball, Varsity Assistant Coach @ 50%, effective 01/13/2023.
2. **Prochnow, Robert**, Boy's Track & Field, Varsity Assistant Coach, effective 01/24/2023.

La Costa Canyon Walk-On

1. **Brown, Alexandra**, Cheer - Stunt, Varsity Assistant Coach, effective 01/20/2023.
2. **Young, Erin**, Swim & Dive @ 50%, Varsity Assistant Coach, effective 01/20/2023.

San Dieguito Academy Walk-On

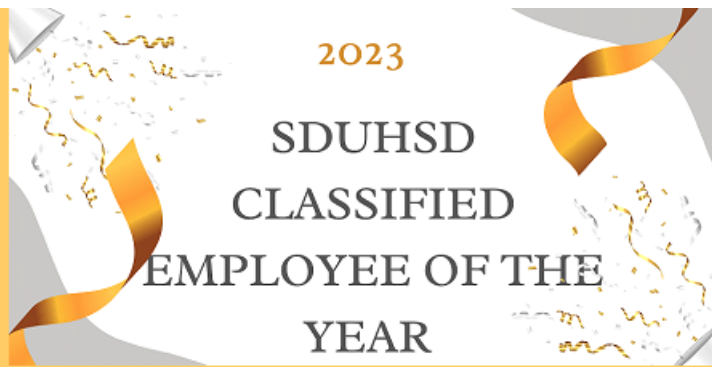
1. **Freeman, Daniela**, Swim, Junior Varsity Head Coach, effective 01/24/2023.
2. **Hoff, Taylor**, Boy's Volleyball, Varsity Head Coach, effective 01/18/2023.
3. **Neale, Jasper**, Boy's Volleyball, Varsity Assistant Coach, effective 01/24/2023.
4. **Noble, Randolph**, Boy's Golf, Junior Varsity Head Coach, effective 01/20/2023.
5. **Remmling, Christina**, Girl's Track & Field, Junior Varsity Head Coach, effective 01/23/2023.
6. **Schnick, Jamie**, Swim, Varsity Head Coach, effective 01/20/2023.

Torrey Pines Walk-On

1. **Fantin, David**, Baseball, Varsity Assistant Coach, effective 01/18/2023.
2. **Foyston, Jade**, Swim & Dive, Varsity Assistant Coach, effective 01/24/2023.
3. **Nicholas, Thomas**, Girl's Beach Volleyball, Junior Varsity Head Coach, effective 01/23/2023.
4. **Pope, Sean**, Girl's Beach Volleyball, Varsity Assistant Coach, effective.
5. **Van Langen, Anthony**, Boy's Lacrosse, Junior Varsity Assistant Coach, effective 01/20/2023.

Classified Substitutes

1. **August, Laura**, effective 01/25/2023.



PATTI PIKE
Administrative Assistant I
Carmel Valley Middle School

Congratulations to Patti Pike, SDUHSD Classified Employee of the Year!



SDUHSD would also like to congratulate our site Classified Employees of the Year:

- Sabrina Reynolds, Secretary
- Robin Coy, Learning Commons Tech. I
- Micah Sambrano, Network Technician
- Holly Warren, Instructional Assistant
- Melanie Lawson, Administrative Asst. I
- Maria Simonova, Custodian
- Silvia Lamont, Nutrition Services Asst.
- Vetha Pierce, Administrative Asst. III
- Barbara Richards, Student Health Care Specialist
- Lisa Sledge & Rick Lopez, Campus Supervisors
- Tamara Rey, Administrative Asst. IV
- Mercedes Medina, School Bus Driver
- Canyon Crest High School
- Diegueno Middle School
- District Office
- Earl Warren Middle School
- Oak Crest Middle School
- La Costa Canyon High School
- Nutrition Services
- Pacific Trails Middle School
- Requeza Education Center
- San Dieguito High School Academy
- Torrey Pines High School
- Transportation Department