

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

Regular Meeting Agenda

3:30 P.M. April 11, 2023

*Pacific Trails Middle School - Building C, Room C217
5957 Village Center Loop Rd., San Diego, CA 92130
(public may attend in person or virtually)*

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 3:00 p.m. 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., April 11, 2023

MEETING/OPEN SESSION

1. Call to Order Commission Chair

2. Pledge of Allegiance

3. Approval of the Agenda for the April 11, 2023, Personnel Commission Regular Meeting.

Public Comments, if any

Motion by_____, second by_____, to approve the agenda for the April 11, 2023, Personnel Commission Regular Meeting.

4. Approval of the Minutes for the March 14, 2023, Personnel Commission Regular Meeting.

Public Comments, if any

Motion by_____, second by_____, to approve the minutes of the March 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 Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated 03/10/2023,

individual eligibility valid for six months.

- B. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant – Special Education, SR34, Open/Promotional-Dual Certification, updated 03/13/2023, individual eligibility valid for six months.
- C. Motion by _____, second by _____, to approve an Eligibility List for Director of Nutrition Services, Management, SR4, Open/Promotional-Dual Certification, effective 03/20/2023, 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 03/23/2023, individual eligibility valid for six months.
- E. Motion by _____, second by _____, to approve an Eligibility List for Bilingual Parent/Community Liaison-Spanish, SR36, Open/Promotional-Dual Certification, effective 03/27/2023, eligibility valid for six months.
- F. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant - Special Education, SR34, Open/Promotional-Dual Certification, updated 03/28/2023, individual eligibility valid for six months.
- G. Motion by _____, second by _____, to approve a Eligibility List for Grounds Supervisor, Supervisory, SR6, Open/Promotional-Dual Certification, effective 03/31/2023, 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 Secretary, SR 36, Open/Promotional-Dual Certification.
- B. Motion by _____, second by _____, to establish a six-month Eligibility List for Facilities Planning Analyst, SR 62, Open/Promotional-Dual Certification.

8. CLASSIFICATION REVIEWS

Public Comments, if any

- A. Motion by _____, second by _____, to revise the job description for Lead Maintenance Worker as proposed.

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. PROPOSED 2023-2024 BUDGET REVIEW (First Read)

Public Comments, if any

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments, if any

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

11. CORRESPONDENCE

Public Comments, if any

12. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, May 9, 2023, at 3:30 P.M.

13. ADJOURNMENT

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

Regular Meeting Minutes

3:30 P.M., March 14, 2023

MEETING/OPEN SESSION

1. Call to Order

The meeting was called to order at 3:30 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 March 14, 2023 Personnel Commission Regular Meeting.

Public Comments- None

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

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

4. Approval of the Minutes for the February 14, 2023, Personnel Commission Special Meeting.

Public Comments - None

Moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the minutes of the February 14, 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 – Tina Peterson (Director of Human Resources) welcomed Matt Colwell as returning CSEA president.
- C. Public - *None*

ACTION ITEMS (See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments - None

- A. Moved by JEFF CHARLES, seconded by JOHN BAIRD, 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.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- B. Moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Merged Eligibility List for Student Support Facilitator, SR39, Open/Promotional-Dual Certification, updated 02/09/2023, individual eligibility for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- C. Moved by JEFF CHARLES, seconded by JOHN BAIRD, 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.

Justin Cunningham

Jeff Charles

- John Baird
Passed with Three Ayes
- D. Moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated 02/14/2023, individual eligibility valid for six months.
Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes
- E. Moved by JEFF CHARLES, seconded by JOHN BAIRD, 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.
Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes
- F. Moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for Instructional Assistant-Bilingual, SR31, Open/Promotional-Dual Certification, effective 02/17/2023, eligibility valid for six months.
Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes
- G. Moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve an Eligibility List for Secretary, SR36, Open/Promotional-Dual Certification, effective 02/17/2023, eligibility valid for six months.
Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes
- H. Moved by JOHN BAIRD, seconded by JEFF CHARLES, 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.
Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes
- I. Moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve an Eligibility List for Administrative Assistant II, SR40, Open/Promotional-Dual Certification, effective 02/22/2023, eligibility valid for six months.
Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes

J. Moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for Accounting Technician, SR42, Open/Promotional-Dual Certification, effective 02/23/2023, eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

K. Moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve an Eligibility List for Electrician, SR49, Open/Promotional-Dual Certification, effective 02/24/2023, eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

7. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments- None

A. Moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Director of Nutrition Services, Management, SR4, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

B. Moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Grounds Supervisor, Supervisory, SR6, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

C. Moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Bus Driver Trainer, SR44, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

8. CLASSIFICATION REVIEWS

Public Comments, if any

A. Moved by JEFF CHARLES, second by JOHN BAIRD, to revise the job description for Director of Maintenance & Operations as proposed and to adopt the proposed salary range adjustment.

Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes

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
- D. SDUHSD Classified School Employee of the Year – Susan Gray (Director of Personnel Commission) asked approval from the commissioners to invite the Classified Employee of the Year from each school/department to the May 9, 2023 meeting. The commissioners agreed that will be a nice opportunity to congratulate the individuals.

10. CORRESPONDENCE

Public Comments - None

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 – 3:53 P.M.

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

Custodian

Eligibility List-Continuous

Open/Promo-Dual Certification

Updated Date: 3/10/2023

Applicant ID	Rank	Expiration Date	Source
3925178	1	9/10/2023	Open
7067384	2	9/10/2023	Open
6595490	3	9/10/2023	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 SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 3/13/2023

Applicant ID	Rank	Expiration Date	Source
7046745	1	8/7/2023	Open
7064030	2	9/13/2023	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**

Director of Nutrition Services

Eligibility List

Open/Promo-Dual Certification

Effective Date: 3/20/2023

Applicant ID	Rank	Expiration Date	Source
959575	1	9/20/2023	Open
3495781	2	9/20/2023	Open
2786858	3	9/20/2023	Open
1243634	4	9/20/2023	Open
4518228	5	9/20/2023	Open

S.Gray

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

Custodian

Eligibility List-Continuous

Open/Promo-Dual Certification

Updated Date: 3/23/2023

Applicant ID	Rank	Expiration Date	Source
6458065	1	9/23/2023	Promo
3925178	2	9/10/2023	Open
7067384	3	9/10/2023	Open
6595490	4	9/10/2023	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-Spanish

Eligibility List

Open/Promo-Dual Certification

Effective Date: 3/27/2023

Applicant ID	Rank	Expiration Date	Source
1288586	1	9/27/2023	Open
6364578	2	9/27/2023	Open

S. Gray

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

Instructional Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 3/28/2023

Applicant ID	Rank	Expiration Date	Source
529991	1	9/28/2023	Open
7064030	2	9/13/2023	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**

Grounds Supervisor

Eligibility List

Open/Promo-Dual Certification

Effective Date: 3/31/2023

Applicant ID	Rank	Expiration Date	Source
7080269	1	9/30/2023	Open
1606433	2	9/30/2023	Open
3750206	3	9/30/2023	Promo
3022593	4	9/30/2023	Open
6959153	5	9/30/2023	Promo
7085063	6	9/30/2023	Open
7085006	6	9/30/2023	Open
1668840	6	9/30/2023	Open
2135456	7	9/30/2023	Promo

S. Gray



Board of Trustees
 Michael Allman
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 Ms. Tina Douglas

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 Gray, Director

Classification Review Report	
Classification	Lead Maintenance Worker
Classification Type	Classified Staff
Salary Range	52
Submission to Classification Advisory Committee	March 28, 2023
Submission to Personnel Commission	April 11, 2023
Agenda Item	Classification Reviews

Background Information

Lead Maintenance Worker Mike Hayes requested a classification review. The job description has not been reviewed or revised since 2003. After meeting with the employee, the supervisor and reviewing the job description, changes to the job description appear warranted. The primary change being recommended relate to duties involving working more with contractors. As the District has increased construction projects, along with the need for additional contracted work, the Lead Maintenance Worker has been asked to assist contractors, by coordinating work, serving as a point of contact, conducting contractor job walks, and providing facility information.

Additionally, since this job description has not been revised since 2003, additional formatting and slight adjustments to verbiage were made to be consistent with other recently revised job descriptions.

Sources of Information

Mike Hayes, Lead Maintenance Worker
 Wayne Baldwin, Maintenance Supervisor
 Comparable Districts in San Diego County

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.

Despite the inclusion of the additional duties referenced above, the additions are not substantially different than the current job duties and are not inconsistent with comparable positions at comparison school districts. As such, the compensation review was based upon the current classification of Lead Maintenance Worker.

As shown below, the salary review shows that SDUHSD is currently above the market average at the minimum of the range by 16% and is 20% above market at the maximum of the range.

District	Salary Range	Job Title	Min	Midpoint	Max
Escondido USD	47	Maintenance Lead Worker	\$ 28.99	\$ 33.00	\$ 37.00
Escondido UHSD	38	Maintenance Crew Leader	\$ 24.36	\$ 29.76	\$ 35.15
Grossmont UHSD	55	Maintenance Lead Worker	\$ 32.26	\$ 36.64	\$ 41.01
Oceanside USD	35	Lead Maintenance Worker	\$ 27.83	\$ 31.54	\$ 35.24
Ramona USD	34	Lead Maintenance (large crew)	\$ 24.12	\$ 27.07	\$ 30.01
San Marcos USD	65	Maintenance Worker III	\$ 26.59	\$ 30.26	\$ 33.93
Average			\$ 27.36	\$ 31.37	\$ 35.39
SDUHSD	52		\$ 31.71	\$ 37.11	\$ 42.50
		Delta	16%	18%	20%
Notes					
Carlsbad USD		No Lead Position			
Poway USD		No Lead Position			
San Diego COE		No Lead Position			
Vista		No Lead Position			

Recommendation

It is recommended that the job description for the classification of Lead Maintenance Worker be updated as proposed. Based on the salaries of comparison districts, there is no recommendation for salary range reallocation.

Vote by Committee Members:

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

LEAD MAINTENANCE WORKER

JOB SUMMARY

Under the direction of the Maintenance Supervisor, the Lead Maintenance Worker assists the Maintenance Supervisor in planning, scheduling, and coordinating maintenance work and with special projects related to the maintenance and improvement of District facilities.

REPRESENTATIVE DUTIES

The position description describes the general nature of the work performed.

ESSENTIAL FUNCTIONS

The Lead Maintenance Worker may perform any combination of the following:

- Assists the Maintenance Supervisor in:
 - Planning and scheduling projects, inspecting and coordinating work, and serving as a point of contact between the site administrator, Maintenance and Operations Department, and the contractor performing the work.
 - Conducting contractor job walks, providing facility information, and assisting in the public works project process.
 - Meeting with vendors, investigating and evaluating products and equipment, and providing recommendations regarding product quality, price and suitability for use by the District.
 - Reviewing requests for school site improvements and building modifications.
 - Processing routine work requests and maintaining records.
- Consults with the Maintenance Supervisor regarding work scheduling, backlog issues and status of maintenance support services.
- Assigns and monitors progress of maintenance and repair projects and inspects completed projects for accuracy, completeness and compliance with established work orders and specifications.
- Performs duties of other skilled maintenance staff as may be required in area(s) of expertise (e.g. general maintenance, carpentry, plumbing, painting, HVAC, telecommunications, electrical, etc.) for the purpose of completing work orders in the repair, maintenance, improvement of district facilities and to support other maintenance personnel in the completion of their work activities.
- Repairs, maintains, inspects all school district facilities, properties and systems, except those on special contract, for the purpose of ensuring proper operation of equipment and aesthetics of facilities.
- Constructs, fabricates, remodels, alters specialized equipment, exteriors and interiors for the purpose of ensuring the maintenance of District facilities.
- Documents a variety of work activities (e.g. job orders, preventive maintenance performed, cost of purchases, labor, inspections, problems encountered, issues pending, etc.) for the purpose of ensuring complete work records.
- Estimates labor and material for maintenance repairs and improvement projects.
- Designs projects for the purpose of ensuring completion of projects in a cost effective manner.
- Inspects for structural integrity, both general and earthquake, buildings, bleachers and other structures and, as part of job follow up, ensures that job orders are completed to meet District standards.
- Transports materials and equipment to various job sites.
- Coordinates, oversees, directs less experienced workers or summer help.
- Coordinates assignments of maintenance workers.

CLASSIFIED

- Attends educational seminars and meetings to increase job knowledge and skills and for keeping current on job-related safety concerns and issues.
- Responds to emergency situations as necessary.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Maintenance and repair of buildings and equipment.
- Proper methods, techniques, tools and equipment used in maintenance trades.
- Requirements of maintaining buildings and equipment in good repair and safe condition.
- Cost effective practices in the field of building maintenance.
- Applicable building codes, ordinances, requirements, regulations and safety practices.
- Inventory practices and procedures.
- Effective oral and written communication and interpersonal skills.
- Record keeping and reporting practices.
- Operation of a computer and assigned software.

ABILITY TO:

- Organize and assign maintenance and repair work.
- Use proper methods, techniques, tools and equipment in completing maintenance and repair work.
- Research, read and interpret local, state, and federal building codes and regulations.
- Read and interpret blueprints, technical drawings, and equipment manuals.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Estimate job costs and establish cost effective measures.
- Monitor and ensure adequate levels of maintenance repair equipment and supplies.
- Coordinate personnel and communications to effectively complete maintenance and repair work.
- Establish and maintain cooperative and effective working relationships with others.
- Proficiently use a computer, assigned software, and office equipment.
- Meet schedules and timelines.
- Collect data and generate reports related to maintenance jobs and projects.
- Determine appropriate action within clearly defined guidelines.

EDUCATION AND EXPERIENCE

Graduation from high school or equivalency certificate. Advanced education and training in maintenance preferred. Experience performing maintenance tasks across multiple trades is required. Lead or supervisory experience preferred.

DISTINGUISHING CHARACTERISTICS

The Lead Maintenance Worker assists the Maintenance Supervisor in planning, scheduling, and coordinating maintenance work and assists the Maintenance Supervisor with special projects related to the maintenance and improvement of District facilities.

Differentiation between Lead Maintenance Worker and positions above and below are distinguished as follows:

The **Skilled Maintenance Worker** independently performs a full scope of complex, skilled maintenance tasks across all trade areas.

The **Maintenance Supervisor** plans, schedules, coordinates and supervises the day-to-day facility maintenance operations and supervises building trades personnel.

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 listed 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	Lifting at waist height or carrying up to 50 pounds up to 10 feet, 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
Occasionally/Frequently	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, handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation

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

Ability to operate a motor vehicle requiring a California Class C driver's license to conduct work, work near hazardous equipment/machinery, walk on uneven ground, tolerate exposure to dust, gas, fumes, noise (required to wear ear protection), vibration, extremes in temperature and humidity, biohazard materials such as sewage; work at heights.

CLASSIFIED

LEAD MAINTENANCE WORKER

OVERALL JOB PURPOSE STATEMENT

JOB SUMMARY

Under the direction of the Maintenance Supervisor, the ~~job of~~ Lead Maintenance Worker assists the Maintenance Supervisor in planning, scheduling, and coordinating maintenance work and with special projects related to the maintenance and improvement of District facilities.

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~~is done for the purposes of, assisting The Lead Maintenance Worker assists the Maintenance Supervisor in the dispatching and prioritizing of work orders; ensuring proper completion and installation of work order projects; ensuring proper operation of equipment and aesthetics of facilities; ensuring the maintenance of District facilities; ensuring complete work records; obtaining materials and assigning tasks to ensure job completion; ensuring completion of projects in a cost effective manner; ensuring job orders are completed to meet District standards; delivering needed items to job sites; determining time schedule of job orders and providing proper guidance for the completion of job tasks effectively and efficiently; maintaining and upgrading job knowledge and skills and for keeping current on job related safety concerns and issues; and supporting other skilled maintenance personnel in the completion of their work activities.~~

REPRESENTATIVE DUTIES

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The position description describes the general nature of the work performed.

DISTINGUISHING CHARACTERISTICS

~~This job is distinguished from similar jobs by the following characteristics: The Lead Maintenance Worker is responsible for assisting in the coordinating and prioritizing of work; facilitating the availability of materials; and performing a variety of skilled maintenance duties involving various trades including carpentry, plumbing, painting, electrical, HVAC, telecommunications, or other trades as needed and appropriate to the incumbent's training and experience. This may include altering, repairing, installing and constructing items such as walls, partitions, counter, doors, window frames, cabinets, carpets, curbs, sidewalks, electrical circuits, telephone cabling, HVAC equipment, etc. Operates a variety of power tools and machines.~~

ESSENTIAL FUNCTIONS

The Lead Maintenance Worker may perform any combination of the following:

- ▲ • Assists the Maintenance Supervisor in: for the purpose of scheduling, assigning, and coordinating work orders, work activities, and special projects.
 - Planning and scheduling projects, inspecting and coordinating work, and serving as a point of contact between the site administrator, Maintenance and Operations Department, and the contractor performing the work.
 - Conducting contractor job walks, providing facility information, and assisting in the public works project process.

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CLASSIFIED

- ~~Meeting with vendors, investigating and evaluating products and equipment, and providing recommendations regarding product quality, price and suitability for use by the District.~~
- ~~Reviewing requests for school site improvements and building modifications.~~
- ~~Processing routine work requests and maintaining records.~~
- ~~Consults with the Maintenance Supervisor regarding work scheduling, backlog issues and status of maintenance support services.~~
- ~~Assigns and monitors progress of maintenance and repair projects and inspects completed projects for accuracy, completeness and compliance with established work orders and specifications.~~
- Performs duties of other skilled maintenance staff as may be required in area(s) of expertise (e.g. general maintenance, carpentry, plumbing, painting, HVAC, telecommunications, electrical, etc.) for the purpose of completing work orders in the repair, maintenance, ~~and~~ improvement of district facilities ~~and to support other maintenance personnel in the completion of their work activities.~~
- Repairs, ~~maintains,~~ inspects all school district facilities, ~~properties and systems, except those on special contract, for the purpose of ensuring proper operation of equipment and aesthetics of facilities.~~
- Constructs, ~~fabricates,~~ remodels, ~~alters~~ specialized equipment, exteriors and interiors for the purpose of ensuring the maintenance of District facilities.
- ~~Records/d~~Documents a variety of work activities (e.g. job orders, preventive maintenance performed, cost of purchases, labor, inspections, problems encountered, issues pending, etc.) for the purpose of ensuring complete work records.
- ~~Estimates labor and material for maintenance repairs and improvement projects, for the purpose of obtaining materials and assigning tasks to ensure job completion with the efficient utilization of resources.~~
- Designs projects for the purpose of ensuring completion of ~~projects~~ in a cost effective manner.
- Inspects for structural integrity, both general and earthquake, buildings, bleachers and other structures and as part of job follow up ~~for the purpose of ensuring~~ that job orders are completed to meet District standards.
- Transports materials and equipment to various job sites, ~~for the purpose of ensuring that required items are available as needed.~~
- Coordinates, ~~oversees,~~ directs less experienced workers or summer help, ~~for the purpose of determining time schedule of job orders and providing proper guidance for the completion of job tasks effectively and efficiently.~~
- Coordinates assignments of maintenance workers, ~~for the purpose of ensuring efficient and timely completion of work in accordance with established standards and practices.~~

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CLASSIFIED

- ~~Attends educational seminars and meetings for the purpose of maintaining and upgrading to increase job knowledge and skills and for keeping current on job related safety concerns and issues.~~
- Responds to emergency situations as necessary.
- Performs other job-related duties as assigned.
- ~~Assists other maintenance personnel as may be required (e.g. plumber, painter, HVAC, etc.) for the purpose of supporting them in the completion of their work activities~~

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JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE AND ABILITIES

~~SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in a variety of maintenance trades; and preparing and maintaining accurate records.~~

~~KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: and methods of organizing, scheduling and prioritizing workloads.~~

~~ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a wide variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: understanding and following oral and written directions; establishing and maintaining effective working relationships with others; analyzing situations accurately and adopting an effective course of action; and maintaining routine records.~~

KNOWLEDGE OF:

- Maintenance and repair of buildings and equipment.
- Proper methods, techniques, tools and equipment used in maintenance trades.
- Requirements of maintaining buildings and equipment in good repair and safe condition.
- Cost effective practices in the field of building maintenance.
- Applicable building codes, ordinances, requirements, regulations and safety practices.
- Inventory practices and procedures.
- Effective oral and written communication and interpersonal skills.
- Record keeping and reporting practices.
- Operation of a computer and assigned software.

CLASSIFIED

ABILITY TO:

- Organize and assign maintenance and repair work.
- Use proper methods, techniques, tools and equipment in completing maintenance and repair work.
- Research, read and interpret local, state, and federal building codes and regulations.
- Read and interpret blueprints, technical drawings, and equipment manuals.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Estimate job costs and establish cost effective measures.
- Monitor and ensure adequate levels of maintenance repair equipment and supplies.
- Coordinate personnel and communications to effectively complete maintenance and repair work.
- Establish and maintain cooperative and effective working relationships with others.
- Proficiently use a computer, assigned software, and office equipment.
- Meet schedules and timelines.
- Collect data and generate reports related to maintenance jobs and projects.
- Determine appropriate action within clearly defined guidelines.

EDUCATION AND EXPERIENCE

Graduation from high school or equivalency certificate. Advanced education and training in maintenance preferred. Experience performing maintenance tasks across multiple trades is required. Lead or supervisory experience preferred.

DISTINGUISHING CHARACTERISTICS

The Lead Maintenance Worker assists the Maintenance Supervisor in planning, scheduling, and coordinating maintenance work and assists the Maintenance Supervisor with special projects related to the maintenance and improvement of District facilities.

Differentiation between Lead Maintenance Worker and positions above and below are distinguished as follows:

The **Skilled Maintenance Worker** independently performs a full scope of complex, skilled maintenance tasks across all trade areas.

The **Maintenance Supervisor** plans, schedules, coordinates and supervises the day-to-day facility maintenance operations and supervises building trades personnel.

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.

CLASSIFIED

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking and 45% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

EXPERIENCE

Job related experience within specialized field with increasing levels of responsibility is required.

EDUCATION

Community College and/or Vocational School degree with study in job related area.

REQUIRED TESTING

Pre-employment Proficiency Test

CERTIFICATES

Valid California driver's license

CONTINUING EDUCATION/TRAINING

None Specified

CLEARANCE

Criminal Justice Fingerprint/Background Clearance
TB Clearance



Board of Trustees
Michael Allman
Phan Anderson
Jane Lea Smith
Rimiga 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

April 11, 2023

TO: Personnel Commission
FROM: Susan Gray
Director of Classified Personnel
SUBJECT: Agenda Item #9, Proposed Personnel Commission Budget for 2023-24

Education Code 45253 and the Rules and Regulations for the Classified Service provide that the Personnel Commission shall prepare and adopt an annual budget for the Commission operations. The budget must be prepared for a public hearing prior to May 30 of each year. The Personnel Commission cannot take action to adopt its budget prior to a public hearing of the budget. The public hearing for the 2023-24 Personnel Commission budget shall be set for May 9, 2023 at the regularly scheduled Personnel Commission meeting.

Two spreadsheets of the proposed budget are included in this packet. Both spreadsheets contain the same data; however, the first has been reformatted for ease of readability, the second is “as is” from Finance.

The Director of Classified Personnel has shared the proposed budget with the Director of Fiscal Services who stated she had no concerns with the proposed budget.

Each line of the proposed Personnel Commission budget is explained below:

“Cert Board Members Salary” is the line to be used for a commissioner’s meeting stipend if the commissioner is a certificated employee. This line will be used to compensate Commissioner Cunningham. Keeping consistent with last year’s budget, I am proposing funding 18 meetings; 12 regular meetings and six special meetings in case of hearings or other needs.

“Benefits” is automatically calculated with an Excel formula provided by the Finance Department. This item line appears twice; once for certificated and again for all classified. The actual cost may be slightly higher than the amount reflected here and will be adjusted for the May revision. Includes costs such as worker’s compensation.

“Class Superv & Admin Salaries” is the line for the Director’s salary. The District did approve a 4% increase to the Management Salary Schedule in February 2023.

“Class Board Members Salary” is the line to be used for a commissioner’s meeting stipend if the commissioner is a classified employee (anyone who did not retire from STRS). This line will be used to compensate Commissioners Baird and Charles. As noted above, I am proposing allowing for 18 meetings; 12 regular meetings and six special meetings if necessary.

“Clerical and Office Salaries” is the line for the Human Resources Analyst’s and Technician’s salaries. The actual cost will be lower than the budgeted amount because the incumbent in the Technician position is at a lower step than the previous incumbent (previous incumbent, Step 7). For budgeting purposes, the maximum salary amount is used to preserve the budget for future years. The District did approve two (2) increases to the classified salary schedule, including a 1.64% increase in January to account for increases to minimum wage and an additional 5% pay increase negotiated with CSEA.

“Clerical Overtime Wages” is funded in the event commission-based work exceeds normal work hours. Historically, PC staff has opted for compensatory time rather than overtime when testing or commission meetings run past the normal workday. Overtime should be maintained in the event this changes. The proposed amount is the same as previous year’s budgets.

“Clerical Subs-Illness/Leave” has not been a line item previously as PC staff does not use substitutes when staff is absent.

“Clerical-Extra Help” is sometimes used to compensate District employees who serve as subject matter experts on Qualifying Appraisal Interviews during school breaks or after hours. We have used this during the past year when we were unable to secure an external rater or when an internal rater could not miss any work hours. The proposed amount is half of the budgeted amount for last year, with the other half being allocated for “Other – Extra Help.”

“Other – Extra Help” is sometimes used to compensate non-clerical District employees who serve as subject matter experts on Qualifying Appraisal Interviews during school breaks or after hours. We have used this during the past year when we were unable to secure an external rater or when an internal rater could not miss any work hours. This line item was not budgeted in the past, but there was an expense this year which is being covered by “Clerical-Extra Help.” The proposed budget for this year is half of last year’s budget previously allocated for “Clerical-Extra Help.”

“Benefits” is displayed again to show the total for all classified staff. As referenced earlier, the cost for benefits is based on a formula provided by Finance. The cost for previous years’ benefits expense does not display on the budget worksheets. As such, when comparing the “Personnel Commission Total” displayed on the bottom right corner of the spreadsheet with the previous total, it makes the budget appear to be considerably higher than the previous year.

“Materials and Supplies” remains the same as last year. We have ordered considerably fewer supplies the last several years due to remote work and virtual testing, however, we anticipate that there will be a need for restocking supplies and minor office equipment upon return to the District Office. The PC used to have a line item for Classified Employee Recognition; however, the Finance Department notified us last year that this expense should now be reflected as part of the materials and supplies budget.

“Refreshments” has been used to provide our Qualifications Appraisal Interview (QAI) and performance exam panel members with lunch. Due to administering mostly virtual exams again this year, we did not

incur any expenses this fiscal year. We project the same volume of recruiting to occur in the coming fiscal year as we experienced the past couple of years and anticipate some of the performance exams and QAIs will be conducted in-person, especially once we return to the District Office. The refreshment budget may also need to be utilized to purchase lunch for those providing services at a hearing so the budget allows for that potential expense as well.

“Non-Capitalized Equipment” - we have no anticipated expenses this year.

“Non-Capitalized Tech Equipment” - we have no anticipated expenses this year.

“Conference, Workshops, and Seminars” - the primary expense for this budget line is attendance at the California School Personnel Commission Association (CSPCA) annual conference. This year, Commissioner Baird and Director Susan Gray attended. Because Commissioner Baird is a member of the CSPCA state board, some expenses were paid by CSPCA. While the dollar amount for attendance at this conference fluctuates each year depending on location and the associated cost of transportation and accommodations, each year we budget the maximum amount which may be necessary in any given year that would allow the commissioners and director to attend this event to ensure it remains properly funded. In addition to the conference, these funds can be used for staff members and commissioners to attend the Merit Academy and for commission staff to attend test development and classification trainings sponsored by professional organizations such as WRIPAC. Susan Gray is currently attending the Merit Academy; however, this expense is not yet reflected in our budget.

“Mileage” is proposed to remain at \$500, the amount consistent with previous years.

“Dues and Memberships” is budgeted the same as last year. Agencies to which we belong include the Cooperative Organization for the Development of Employee Selection Procedures (CODESP, testing materials, \$2,500 – increase of \$200 for next year), California School Personnel Commissioners Association (CSPCA, \$800), and CSPCA-San Diego (our local chapter, \$50). Fifty excess dollars above known costs is budgeted in the event of a fee increase.

“Rents & Leases” and “Copy Charges” are directly related as they cover our copier machine lease and the associated cost of each copy/scan. The Personnel Commission contributes 1/3 the cost of the machine used by the Human Resources Department (1/3 is paid by Certificated Personnel, 1/3 is paid by HR Operations). It’s hard to anticipate this expense for the coming year; however, we’ve had no indication that fees or usage will increase. The Personnel Commission staff continues to move towards paperless processes whenever possible.

“Professional/Consult Services” cover costs for services associated with appeal hearings (e.g. court reporter, translator). The 2023-24 proposed budget takes into account the possibility of hearings with associated costs. Based on expenses incurred with a previous hearing, approximately \$3,200 per day for court reporting/interpreting, the request is to budget \$10,000.

“Legal Expenses” has once again been budgeted based on the highest year’s expense from recent history. While the amount spent each year fluctuates considerably, the practice is to allocate funding which would allow for legal services for several issues should the need arise. In previous years, the total amount budgeted was typically encumbered in a purchase order. As services are provided, money was moved from the encumbered column to the expense column. We no longer encumber money with a specific legal

firm so as to be able to select an attorney from the legal firm the Commission selects to serve as a hearing officer or to provide counsel.

“Computer Licensing” - Eskill, the online candidate testing platform we use, is paid from this budget. We will be renewing our service agreement for the 2023-24 fiscal year. We have continued the practice of virtual testing and have found that virtual testing reduces the time to schedule exams and improves participation by candidates as it provides flexibility for candidates to complete exams on their own schedules.

“Advertising” – Edjoin, as our online application system, accounts for \$1,600 of this expense. We anticipate the cost for the use of Edjoin next fiscal year to be similar but have not yet been billed. The remaining amount is intended for additional recruitment marketing. Given the challenges with the current labor market, we are asking for an increase in recruitment advertising budget of \$3,400. We have been posting positions on GovernmentJobs.com, which are then automatically posted on job sites, like Indeed, that pull job postings and post on their own sites. Even with bundle pricing, however, it costs \$200 per post on GovernmentJobs.com. We are considering purchasing an unlimited package for \$3,100 which would allow us to post all of our vacancies to get greater exposure. The District is considering contracting for a new applicant tracking system, which may reduce these expenses. Remaining budget dollars will be allocated for targeted recruitment marketing on various job boards and recruitment sites.

“Communications-Postage” has been used to send certified or registered mail. The proposed amount is consistent with past years.

Overall the increase to budget in comparison to 2022-23 is due to increases in salaries and benefits. There have been nominal increases to other expenses such as memberships, but also a reduction in expenses for copies since the Personnel Commission staff has been able to adopt more paperless processes.

PERSONNEL COMMISSION

Description	2022-23 Budget	2022-23 Expenses	2023-24 Budget	NOTES
Cert Board Members Salary	900	500	900	Commissioner Cunningham - 12 reg mtgs, 6 special mtgs
Benefits			211	Finance populates this, fringe for Commissions Cunningham
Class Superv & Admin Salaries	140,753	86,885	152,951	Salary for Director
Class.Bd.Members Salary	1,800	1,000	1,800	Commissioners Baird & Charles - 12 reg mtgs, 6 special mtgs
Clerical And Office Salaries	144,456	94,719	157,892	Salaries for PC Support Staff 14,275
Clerical Overtime Wages	1,500	90	1,500	Overtime for PC Staff
Clerical Subs-Illness/Leave	0	0	0	Subs not used in PC
Clerical-Extra Help	500	0	250	Internal raters
Other.Class-Extra Help	0	18	250	Split costs from Clerical-Extra Help - used for interal raters
Benefits			116,440	Finance populates this, fringe for PC Staff.
Materials And Supplies	1,500	80	1,500	Restock of supplies upon return to District Office.
Refreshments	950	0	950	Panel lunches
Non-Capitalized Equipment	0	0	0	Keep as line item
Non-Capitalized Tech Equipment	0	0	0	Keep as line item
Conference,Workshop,Sem.	5,400	2,065	5,400	CSPA Conference, Merit Academy, profesional development
Mileage	500	0	500	Mileage reimbursement for PC Staff
Dues And Memberships	3,200	3,150	3,400	CODESP testing,CSPCA Dues, SDCSPA Dues
Rents & Leases	3,000	-234	2,000	Copier Machine, PC pays 1/3 of department cost
Copy Charges	2,000	500	2,000	Copies, PC pays 1/3 of department cost
Professional/Consult Svs	10,000	0	10,000	Hearing expenses - Hearing Officer, Transcriber, Translator
Legal Expense	14,275	0		
Computer Licensing	5,000	4,500	5,000	Eskill for virtual testing
Advertising	2,100	1,789	5,500	\$1,600 for Edjoin, other job board postings.
Communications-Postage	25	0	25	Certified mail
Personnel Commission Total	337,859	195,061	478,353	

**2023-2024 Budget
Personnel Commission**

Fund	Resource	Goal	Func	Object	Site	Oper Unit	Object Description	2022-23 Budget	2022-23 Expenses	2022-23 Encumbrances & Pre-Encumbrances	2022-23 Remaining Balance	2023-24 Budget
100	641	0	7490	1900001	16	1	Cert Board Members Salary	900	500	204	196	900
				3xxx			Benefits					211
100	641	0	7490	2300000	16	1	Class Superv & Admin Salaries	140,753	86,885	44,022	9,846	152,951
100	641	0	7490	2300001	16	1	Class.Bd.Members Salary	1,800	1,000	408	392	1,800
100	641	0	7490	2400000	16	1	Clerical And Office Salaries	144,456	94,719	48,892	845	157,892
100	641	0	7490	2400056	16	1	Clerical Overtime Wages	1,500	90	0	1,410	1,500
100	641	0	7490	2400057	16	1	Clerical Subs-Illness/Leave	0	0	0	0	0
100	641	0	7490	2400058	16	1	Clerical-Extra Help	500	0	0	500	250
100	641	0	7490	2900058	16	1	Other.Class-Extra Help	0	18	0	-18	250
				3xxx			Benefits					116,440
100	641	0	7490	4300000	16	1	Materials And Supplies	1,500	80	420	1,000	1,500
100	641	0	7490	4300012	16	1	Refreshments	950	0	0	950	950
100	641	0	7490	4400000	16	1	Non-Capitalized Equipment	0	0	535	-535	0
100	641	0	7490	4400009	16	1	Non-Capitalized Tech Equipment	0	0	0	0	0
100	641	0	7490	5200020	16	1	Conference,Workshop,Sem.	5,400	2,065	0	3,335	5,400
100	641	0	7490	5200030	16	1	Mileage	500	0	0	500	500
100	641	0	7490	5300000	16	1	Dues And Memberships	3,200	3,150	0	50	3,400
100	641	0	7490	5600002	16	1	Rents & Leases	3,000	-234	334	2,901	2,000
100	641	0	7490	5600008	16	1	Copy Charges	2,000	500	882	618	2,000
100	641	0	7490	5800001	16	1	Professional/Consult Svs	10,000	0	0	10,000	10,000
100	641	0	7490	5800004	16	1	Legal Expense	14,275	0	0	14,275	14,275
100	641	0	7490	5800008	16	1	Computer Licensing	5,000	4,500	0	500	5,000
100	641	0	7490	5800010	16	1	Advertising	2,100	1,789	0	311	5,500
100	641	0	7490	5900002	16	1	Communications-Postage	25	0	0	25	25
PERSONNEL COMMISSION TOTAL								337,859	195,061	95,697	47,101	478,353

Vacancy Report Summary
April 4, 2023

Site/Department	Full Time	Part Time	Grand Total
Canyon Crest Academy	1	1	2
Carmel Valley Middle School	1	3	4
Diegueno Middle School	1	5	6
Earl Warren Middle School	1		1
Facilities, Planning & Construction	1		1
La Costa Canyon High School	1	4	5
Maintenance & Operations	4		4
Nutrition Services	1		1
Oak Crest Middle School		3	3
Pacific Trails Middle School		1	1
Requeza Education Center		8	8
San Dieguito High School Academy	1	3	4
Spanish North		1	1
Spanish South		1	1
Torrey Pines High School	4	4	8
Transportation	1	22	23
Grand Total	17	56	73

Hard to Fill Positions	Count
Bilingual Parent / Community Liaison	2
Bus Driver Trainer	1
Custodian	4
Instructional Assistant - Behavior Intervention	4
Instructional Assistant - Bilingual	1
Instructional Assistant Special Education	7
Instructional/Personal Care Assistant	10
Interpreter for the Deaf and Hard-of-Hearing	1
Nutrition Services Assistant I	8
School Bus Driver	22
Student Health Care Specialist	2
Grand Total	62

Status	Count
Hired	2
Hold	4
Interviews Scheduled	2
Job Offer Made	2
Pending Approval	4
Recruitment in Progress	56
Selection Clearing	3
Grand Total	73

VACANCY REPORT							
73 Approved Requisitions							
20 Different Job Classifications							
SITE	SLOT	Position	# of Months	# of Hours a Week	# of Hours a Day	FTE	STATUS
Maintenance & Operations	AJ407	Administrative Assistant II	12	40	8	1.00	Recruitment in progress
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	Job Offer Made
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
La Costa Canyon High School	New Slot	Custodial Crew Leader	12	40	8	1.00	Pending approval
San Dieguito High School Academy	New Slot	Custodial Crew Leader	12	40	8	1.00	Pending approval
Carmel Valley Middle School	AE928	Custodian	12	40	8	1.00	Recruitment in progress
Canyon Crest Academy	AD184	Custodian	12	40	8	1.00	Interviews scheduled
Torrey Pines High School	AA150	Custodian	12	40	8	1.00	Selection Clearing
Diegueno Middle School	AO065	Custodian	12	40	8	1.00	Selection Clearing
Maintenance & Operations	AA165	Custodian Floater	12	40	8	1.00	HOLD
Nutritional Services	AB237	Director of Nutrition Services	12	40	8	1.00	Selection Clearing
Maintenance & Operations	AA180	Electrician	12	40	8	1.00	Hired
Facilities, Planning & Construction	New Slot	Facilities Planning Analyst	12	40	8	1.00	Recruitment in progress
Maintenance & Operations	AM578	Grounds Supervisor	12	40	8	1.00	Interviews scheduled
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 Deaf and Hard-of-Hearing	10	32.5	6.5	0.81	Recruitment in progress
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
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	Hired
Diegueno Middle School	AO208	Instructional Assistant Special Education	10	19.5	3.9	0.49	Recruitment in progress
Carmel Valley Middle School	AI665	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/Personal Care Assistant	10	30	6	0.75	Recruitment in progress
Carmel Valley Middle School	AN504	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AI308	Instructional/Personal Care Assistant	10	30	6	0.75	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	HOLD
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
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

VACANCY REPORT

73 Approved Requisitions

20 Different Job Classifications

SITE	SLOT	Position	# of Months	# of Hours a Week	# of Hours a Day	FTE	STATUS
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	Job Offer Made
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Classified Personnel List

Personnel Action	Classification	Last Name	First Name	Job Title	Site	Effective Date	Inactive Date	FTE	Reason
Employment	Classified Management	Fritz	Ellen	Director of Purchasing	District Office	2/1/2023		1.00	Vacancy
Employment	Classified	Goldberg	Drew	Student Support Facilitator	Requeza	2/6/2023		0.49	Vacancy
Change In Assignment	Supervisory	Miranda	Daniel	Transportation Operations Supervisor	Transportation	2/8/2023		1.00	Promotion
Resignation	Classified	Cheesman	Rebecca	Administration Assistant 11	EWMS	2/15/2023		1.00	Resignation
Resignation	Classified Management	Nelms	Marley	Director of Nutrition Services	Nutrition Services	2/14/2023		1.00	Resignation
Resignation	Classified	Ramirez	Shannon	Instructional Assistant	LCC	2/24/2023		0.75	Resignation
Employment	Classified	Kontje	Aoi	Instructional Assistant PCE	Requeza	3/1/0223		0.68	Vacancy
Employment	Classified	Young	Derek	HVAC Technician	Maintenance & OI	2/27/2023		1.00	Vacancy
Employment	Classified	Cunning	James	Plumber	Maintenance & OI	2/27/2023		1.00	Vacancy
Resignation	Artist-in-Residence	McCarty	Blake	Guest Artist	CCA	2/10/2023			Resignation
Employment	Artist-in-Residence	Apple	Kristopher	Sound Engineer	SDA	1/27/2023			School Year Season
Employment	Artist-in-Residence	Florendo	Francis	Choreographer	EWMS	2/6/2023			School Year Season
Employment	Artist-in-Residence	Burroughs	Kevin	Musical Choreographer	LCC	2/8/2023			School Year Season
Employment	Artist-in-Residence	Serrano	Sage	EVA Envision	CCA	2/13/2023			School Year Season
Employment	AVID Tutor	Oden	Jessica	AVID Tutor	DNO	2/3/2023			School Year Season
Employment	Coach	Martin	Jacquelyn	Girl's Beach Volleyball, Varsity Assistant Coach	CCA	1/10/2023			Spring Season
Employment	Coach	Cote	Emmaline	Girl's Lacrosse, Junior Varsity Head Coach	CCA	1/26/2023			Spring Season
Employment	Coach	Parenti	Kyland	Swim & Dive, Varsity Assistant Coach	CCA	2/6/2023			Spring Season
Employment	Coach	Rutkoff	Micah	Softball, Varsity Head Coach	CCA	1/25/2023			Spring Season
Employment	Coach	Seefeld	Matthew	Boy's Track & Field, Varsity Assistant Coach	CCA	2/7/2023			Spring Season
Employment	Coach	Gladden	Frank	Baseball, Freshmen Head Coach	CCA	2/13/2023			Spring Season
Employment	Coach	Dicken	Spencer	Baseball, Junior Varsity Assistant Coach	CCA	2/14/2023			Spring Season
Employment	Coach	Tiu	Noah	Swim & Dive, Junior Varsity Head Coach	CCA	2/15/2023			Spring Season
Employment	Coach	Carnahan	Erica	Girl's Track & Field, Varsity Head Coach	CCA	2/17/2023			Spring Season
Employment	Coach	Liu	David	Boy's Tennis, Varsity Assistant Coach	CCA	2/18/2023			Spring Season
Employment	Coach	Dietler-Bennion	James	Girl's Track & Field, Varsity Assistant Coach	CCA	2/23/2023			Spring Season
Employment	Coach	Andersen	Holly	Girl's Lacrosse, Varsity Assistant Coach	LCC	1/25/2023			Spring Season
Employment	Coach	Dutton	Jonathan	Baseball, Varsity Assistant Coach	LCC	1/25/2023			Spring Season
Employment	Coach	Burke IV	Edward	Baseball, Varsity Assistant Coach	LCC	1/31/2023			Spring Season
Employment	Coach	Cooper	Kevin	Boy's Lacrosse, Varsity Head Coach	LCC	1/26/2023			Spring Season
Employment	Coach	Dutton	Jonathan	Baseball, Varsity Assistant Coach	LCC	1/25/2023			Spring Season
Employment	Coach	Ganley	Rose	Boy's Track & Field, Junior Varsity Assistant Coach	LCC	2/6/2023			Spring Season
Employment	Coach	Hargraves	Tucker	Boy's Volleyball, Freshmen Head Coach	LCC	2/7/2023			Spring Season
Employment	Coach	Lucero	Genesis	Girl's Lacrosse, Varsity Head Coach	LCC	1/25/2023			Spring Season
Employment	Coach	Mills	Cheyenne	Gymnastics, Varsity Head Coach	LCC	1/27/2023			Spring Season
Employment	Coach	Miralle	Donald	Swim & Dive, Varsity Head Coach	LCC	2/1/2023			Spring Season
Employment	Coach	Missailidis	Jasen	Swim & Dive, Junior Varsity Head Coach	LCC	2/7/2023			Spring Season
Employment	Coach	Shull	Hannah	Boy's Track & Field, Junior Varsity Head Coach	LCC	1/27/2023			Spring Season
Employment	Coach	Simmons	Gregory	Boy's Track & Field, Varsity Head Coach	LCC	2/1/2023			Spring Season
Employment	Coach	Smith	Kayla	Girl's Track & Field, Junior Varsity Head Coach	LCC	2/6/2023			Spring Season
Employment	Coach	Stewart	John	Boy's Volleyball, Junior Varsity Head Coach	LCC	2/6/2023			Spring Season
Employment	Coach	Teisher	Griffin	Baseball, Freshmen Head Coach	LCC	2/1/2023			Spring Season
Employment	Coach	Wilcox	Lyndsey	Girl's Lacrosse, Junior Varsity Assistant Coach @50%	LCC	1/31/2023			Spring Season
Employment	Coach	Wilson	Spencer	Boy's Lacrosse, Junior Varsity Head Coach	LCC	2/6/2023			Spring Season
Employment	Coach	Riis	Michael	Boy's Lacrosse, Varsity Assistant Coach	LCC	2/9/2023			Spring Season
Employment	Coach	Simmons	Ryan	Boy's lacrosse, Varsity Assistant Coach	LCC	2/9/2023			Spring Season
Employment	Coach	Hill	Jason	Baseball, Varsity Assistant Coach	LCC	2/9/2023			Spring Season
Employment	Coach	Valentino	Sean	Boy's Lacrosse , Junior Varsity Assistant Coach	LCC	2/13/2023			Spring Season
Employment	Coach	Paulsen	Mark	Baseball, Varsity Assistant Coach	LCC	2/13/2023			Spring Season
Employment	Coach	Balderas	Joseph	Baseball, Junior Varsity Head Coach	LCC	2/14/2023			Spring Season
Employment	Coach	Barroso Palomo	Jose	Baseball, Freshmen Assistant Coach	LCC	2/15/2023			Spring Season
Employment	Coach	Strange	Colin	Boy's Lacrosse, Junior Varsity Head Coach	LCC	2/15/2023			Spring Season
Employment	Coach	Aharoni	Jonathan	Girl's Beach Volleyball, Varsity Head Coach	SDA	1/25/2023			Spring Season
Employment	Coach	Allen	Kyle	Boy's Lacrosse, Varsity Head Coach	SDA	2/1/2023			Spring Season
Employment	Coach	Anguiano	Jennifer	Boy's Track & Field, Junior Varsity Head Coach	SDA	2/6/2023			Spring Season
Employment	Coach	Edwards	Steven	Boy's Track & Field, Varsity Head Coach	SDA	2/8/2023			Spring Season
Employment	Coach	Enriquez	Kevin	Boy's Volleyball, Freshmen Head Coach	SDA	2/6/2023			Spring Season
Employment	Coach	Ferguson	Morgan	Boy's Lacrosse, Varsity Assistant Coach	SDA	2/6/2023			Spring Season

Employment	Coach	Fletes	Carlos	Baseball, Varsity Head Coach	SDA	2/7/2023	Spring Season
Employment	Coach	Glass	Hank	Girl's Track & Field, Varsity Assistant Coach	SDA	2/1/2023	Spring Season
Employment	Coach	Grah	Gunnar	Boy's Volleyball, Junior Varsity Head Coach	SDA	1/31/2023	Spring Season
Employment	Coach	Rose	Tracy	Boy's Track & Field, Junior Varsity Assistant Coach	SDA	2/1/2023	Spring Season
Employment	Coach	Seed	Luke	Swim, Varsity Assistant Coach	SDA	2/6/2023	Spring Season
Employment	Coach	Tomasi	Joseph	Boy's Tennis, Varsity Head Coach	SDA	2/6/2023	Spring Season
Employment	Coach	Zeglen	Brian	Softball, Junior Varsity Head Coach	SDA	2/8/2023	Spring Season
Employment	Coach	Searls	Andrea	Softball, Varsity Head Coach	SDA	2/9/2023	Spring Season
Employment	Coach	Aguirre	Joseph	Baseball, Varsity Assistant Coach	SDA	2/9/2023	Spring Season
Employment	Coach	Kaczmarek	Charles	Girl's Lacrosse, Varsity Head Coach	SDA	2/9/2023	Spring Season
Employment	Coach	Thie	Ryan	Boy's Lacrosse, Junior Varsity Head Coach	SDA	2/9/2023	Spring Season
Employment	Coach	Kennedy	Marian	Girl's Lacrosse, Junior Varsity Head Coach	SDA	2/10/2023	Spring Season
Employment	Coach	Fitchett	Michael	Boy's Track & Field, Varsity Assistant Coach	SDA	2/13/2023	Spring Season
Employment	Coach	Vogel	Jasmine	Softball, Varsity Assistant Coach	SDA	2/21/2023	Spring Season
Employment	Coach	Brown	Kyle	Boy's Track & Field, Junior Varsity Assistant Coach	TPHS	2/6/2023	Spring Season
Employment	Coach	Cany	Jadwe	Girl's Track & Field, Junior Varsity Assistant Coach	TPHS	2/2/2023	Spring Season
Employment	Coach	Contreras	Richard	Swim & Dive, Varsity Head Coach	TPHS	2/6/2023	Spring Season
Employment	Coach	Dugdale	Heather	Gymnastics, Junior Varsity Head Coach	TPHS	2/1/2023	Spring Season
Employment	Coach	Li	Ryan	Badminton, Junior Varsity Head Coach	TPHS	1/26/2023	Spring Season
Employment	Coach	Mon	Noly	Boy's Volleyball, Junior Varsity Head Coach	TPHS	2/6/2023	Spring Season
Employment	Coach	O'Neil	David	Boy's Lacrosse, Varsity Assistant Coach	TPHS	2/7/2023	Spring Season
Employment	Coach	Packard Jr	Roger	Baseball, Junior Varsity Assistant Coach	TPHS	2/1/2023	Spring Season
Employment	Coach	Parker	Jennifer	Gymnastics, Varsity Head Coach	TPHS	2/1/2023	Spring Season
Employment	Coach	Turner	Drew	Boy's Volleyball, Freshmen Head Coach	TPHS	1/31/23	Spring Season
Employment	Coach	Waldal	Jeffrey	Girl's Beach Volleyball, Junior Varsity Assistant Coach	TPHS	1/31/2023	Spring Season
Employment	Coach	Wilson	John	Boy's Lacrosse, Junior Varsity Head Coach	TPHS	2/3/2023	Spring Season
Employment	Coach	Zissi	Jonathan	Boy's Lacrosse, Varsity Head Coach	TPHS	2/7/2023	Spring Season
Employment	Coach	Connors	Kelly	Girl's Lacrosse, Varsity Assistant Coach	TPHS	2/8/2023	Spring Season
Employment	Coach	Moore	Brian	Boy's Track & Field, Junior Varsity Head Coach	TPHS	2/8/2023	Spring Season
Employment	Coach	Forester	Hayley	Girl's Lacrosse, Junior Varsity Head Coach	TPHS	2/10/2023	Spring Season
Employment	Coach	Simis	Thomas	Baseball, Varsity Head Coach	TPHS	2/13/2023	Spring Season
Employment	Coach	Ray	Cody	Baseball, Varsity Assistant Coach	TPHS	2/13/2023	Spring Season
Employment	Coach	Washuta	Nicholas	Boy's Lacrosse, Varsity Assistant Coach	TPHS	2/13/2023	Spring Season
Employment	Coach	Song	Jin Yu	Badminton, Varsity Head Coach	TPHS	2/17/2023	Spring Season
Employment	Coach	Doucette	Kaitlin	Girl's Lacrosse, Varsity Head Coach	TPHS	2/22/2023	Spring Season
Employment	Coach	Tudor	Kenyon	Swim & Dive, Junior Varsity Head Coach	TPHS	2/23/2023	Spring Season
Employment	Classified Substitute	Emig	Steven	Van Driver	District Office	2/9/2023	Substitute Pool

San Dieguito Union High School District

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