

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

**Regular Meeting Agenda**

*3:30 P.M. June 13, 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](mailto:susan.gray@sduhsd.net) by 3:00 pm the day of the meeting or, if the meeting is being conducted in-person, you may complete a speaker slip located at the entrance to the meeting room prior to the start of the meeting. We request that you include your name, organization you represent (if applicable) and the nature of your comment including whether it is related to a specific item number on the agenda or a non-agenda item. If your comment is related to an item on the agenda, it will be heard at the time of the item. All non-agenda items will be heard during the public comments portion of the meeting. In accordance with Government Code §54954.2(3), no action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of the commission, or the commission itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.

Complaints or charges against an employee are not permitted in an open meeting of the Personnel Commission. Instead, such matters should be provided in writing to the Commission through the Classified Personnel Office.

**AGENDA POSTING REQUIREMENTS**

In accordance with the Brown Act and Personnel Commission Rules, agenda for Regular Personnel Commission Meetings will be posted at least 72 hours prior to the meeting. Agendas for Special Meetings will be posted at least 24 hours prior to the meeting.

**PUBLIC INSPECTION OF DOCUMENTS**

A copy of this agenda with all the supporting documents is available for review on the district website, [www.sduhsd.net](http://www.sduhsd.net). In addition, a copy of the Personnel Commission Rules and Regulations may also be found on the district website. If you are unable to access the agenda packet on the website, please email [susan.gray@sduhsd.net](mailto:susan.gray@sduhsd.net) to receive a copy.

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### **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](mailto: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., June 13, 2023

**MEETING/OPEN SESSION**

1. Call to Order ..... Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the June 13, 2023, Personnel Commission Regular Meeting.  
*Public Comments, if any*  
Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve the agenda for the June 13, 2023, Personnel Commission Regular Meeting.
4. Approval of the Minutes for the May 9, 2023, Personnel Commission Regular Meeting.  
*Public Comments, if any*  
Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve the minutes of the May 9, 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 an Eligibility List for Facilities Planning Analyst, SR62, Open/Promotional-Dual Certification, effective 05/09/2023, eligibility valid for six months.
- B. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant - SpEd, SR37, Open/Promotional-Dual Certification, updated 05/12/2023, individual eligibility valid for six months.
- C. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated 05/16/2023, individual eligibility valid for six months.
- D. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd - Behavior Intervention, SR36, Open/Promotional-Dual Certification, updated 05/18/2023, individual eligibility valid for six months.
- E. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a Merged Eligibility List for Administrative Assistant II, SR40, Open/Promotional-Dual Certification, updated 05/23/2023, individual eligibility valid for six months.
- F. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, effective 05/26/2023, individual eligibility valid for six months.
- G. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a Merged Eligibility List for Secretary, SR36, Open/Promotional-Dual Certification, updated 05/30/2023, individual eligibility valid for six months.
- H. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a Merged Eligibility List for Interpreter for the Deaf and Hard-of-Hearing, SR60, Open/Promotional-Dual Certification, updated 05/30/2023, individual eligibility valid for six months.
- I. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd – Behavior Intervention, SR36, Open/Promotional-Dual Certification, updated 06/01/2023, individual eligibility valid for six months.
- J. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility Filing List for Executive Assistant to the Superintendent, Confidential, SR2, Promo Only, effective 06/05/2023, eligibility valid for six months.
- K. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility Filing List for Administrative Assistant III, SR42, Open/Promotional-Dual Certification, effective 06/06/2023, eligibility valid for six months.
- L. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated 06/06/2023, individual eligibility valid for six months.
- M. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a Continuous Filing Eligibility List for Custodian-Floater, SR33, Open/Promotional-Dual Certification, updated 06/07/2023, individual eligibility valid for six months.

### 7. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

*Public Comments, if any*

- A. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish Director of Maintenance & Operations, Management, SR12, Open/Promotional-Dual Certification.

- B. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish Executive Assistant to the Superintendent, Confidential, SR2 (Pending Board Approval), Promo Only.
  - C. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish Receptionist, SR32, Open/Promotional-Dual Certification.
  - D. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish Instructional Assistant - Bilingual, SR31, Open/Promotional-Dual Certification.
8. CLASSIFICATION REVIEWS (See Supplements)  
*Public Comments, if any*
- A. Learning Commons Technician I – Revised Job Description  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to revise the job description for Learning Commons Technician I as proposed.
  - B. Learning Commons Technician II – Revised Job Description  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to revise the job description for Learning Commons Technician II as proposed.
  - C. Systems Integration Analyst - New Classification  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to adopt the new classification of Systems Integration Analyst with the proposed job description and recommended salary range.

**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

10. CORRESPONDENCE  
*Public Comments, if any*

11. NEXT PERSONNEL COMMISSION MEETING  
The next Regular meeting of the Personnel Commission is scheduled for Tuesday, July 11, 2023, at 3:30 P.M.

12. ADJOURNMENT

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

***Regular Meeting Minutes***

*3:30 P.M., May 9, 2023*

**MEETING/OPEN SESSION**

1. Call to Order

The meeting was called to order at 3:32 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 May 9, 2023 Personnel Commission Regular Meeting.

*Public Comments- None*

Moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the agenda for the May 9, 2023, Personnel Commission Regular Meeting.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

4. Approval of the Minutes for the April 11, 2023, Personnel Commission Special Meeting.

*Public Comments - None*

Moved by JEFF CHARLES, seconded by JOHN BEARD, to approve the minutes of the April 11, 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 a Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated 04/10/2023, individual 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 Instructional Assistant - Sped, SR34, Open/Promotional-Dual Certification, updated 04/11/2023, individual eligibility valid for six months

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- C. Moved with comment by JOHN BAIRD (*Inquired if district was moving forward with interviews with only 1 rank. Susan Gray confirmed that we were.*), seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 04/14/2023, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

D. Moved by JEFF CHARLES, seconded with comment by JOHN BAIRD (*Inquired if district was moving forward with interviews with 2 ranks. Susan Gray confirmed that we were*), to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 04/19/2023, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

E. Moved with comment by JOHN BAIRD (*Inquired if district was moving forward with interviews with 2 ranks. Susan Gray confirmed that we were.*), seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Interpreter for the Deaf and Hard-of-Hearing, SR60, Open/Promotional-Dual Certification, updated 04/27/2023, individual 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. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Administrative Assistant II, SR 40, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

B. Moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Campus Supervisor, SR 32, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

C. Moved by JEFF CHARLES, seconded by JOHN BARD, to establish a six-month Eligibility List for Secretary, SR 36, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

D. Moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Irrigation Specialist, SR 41, Open/Promotional-Dual Certification.

Justin Cunningham



Jeff Charles  
John Baird  
Passed with Three Ayes

8. 2023-2024 PROPOSED PERSONNEL COMMISSION BUDGET APPROVAL
  - A. Opened Public Hearing
  - B. Called for Public Comment
  - C. Closed Public Comment at 3:42 pm
  - D. Moved by JEFF CHARLES, seconded by JOHN BAIRD to approve the 2023-2024 Personnel Commission Budget as proposed.

**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. RECOGNITION OF CLASSIFIED EMPLOYEES OF THE YEAR

The Commission would like to recognize the following site Classified Employees of the Year:

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

The Commission would also like to recognize the San Dieguito Union High School District Employee of the Year:

- |  |                             |
|--|-----------------------------|
| • Patti Pike, Administrative Assistant I | Carmel Valley Middle School |
|--|-----------------------------|

11. CORRESPONDENCE  
*Public Comments - None*

12. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, June 13, 2023, at 3:30 P.M.

13. ADJOURNMENT – 3:51 P.M.

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

**Facilities Planning Analyst**

Eligibility List

Open/Promo-Dual Certification

Date: 5/9/2023

Applicant ID	Rank	Expiration Date	Source
1510170	1	11/9/2023	Open
4517769	2	11/9/2023	Promo
7110071	3	11/9/2023	Open

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

S. Gray

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

**Instructional/Personal Care Assistant SpEd**

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 5/12/2023

Applicant ID	Rank	Expiration Date	Source
3796662	1	11/12/2023	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**

**Custodian**

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 5/16/2023

Applicant ID	Rank	Expiration Date	Source
6458065	1	9/23/2023	Promo
3785390	2	10/10/2023	Open
3925178	3	9/10/2023	Open
7076555	4	11/16/2023	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-Behavior Intervention**

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 5/18/2023

Applicant ID	Rank	Expiration Date	Source
6460258	1	11/18/2023	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**

**Administrative Assistant II**

Eligibility List-Merged

Open/Promo-Dual Certification

Updated Date: 5/23/2023

Applicant ID	Rank	Expiration Date	Source
2579180	1	8/22/2023	Promo
6441715	2	8/22/2023	Promo
6721064	3	11/23/2023	Open
6997132	4	8/22/2023	Open
7125597	4	11/23/2023	Open
453137	5	8/22/2023	Open
1208163	5	11/23/2023	Open
6714044	6	8/22/2023	Promo
6224418	7	8/22/2023	Open
7007223	8	11/23/2023	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**

**Campus Supervisor**

Eligibility List

Open/Promo-Dual Certification

Date: 5/26/2023

Applicant ID	Rank	Expiration Date	Source
2173978	1	11/26/2023	Open
6692035	2	11/26/2023	Open
7061171	3	11/26/2023	Open

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

S.Gray



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

**Secretary**

Eligibility List - Merged

Open/Promo-Dual Certification

Effective Date: 5/30/2023

Applicant ID	Rank	Expiration Date	Source
6423896	1	11/30/2023	Open
7047297	2	8/17/2023	Open
7081134	3	11/30/2023	Open
1518611	4	8/17/2023	Promo
6514723	5	11/30/2023	Open
2936313	6	8/17/2023	Open
6763716	7	8/17/2023	Open
3073053	8	11/30/2023	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**

**Interpreter for the Deaf and Hard-of-Hearing**

Eligibility List-Merged

Open/Promo-Dual Certification

Updated Date: 5/30/2023

Applicant ID	Rank	Expiration Date	Source
7060160	1	8/17/2023	Open
7157371	1	11/30/2023	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-Behavior Intervention**

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 6/1/2023

Applicant ID	Rank	Expiration Date	Source
6460258	1	11/18/2023	Open
7155871	2	12/1/2023	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**

**Executive Assistant to the Superintendent**

Eligibility List

Promo Only

Effective Date: 6/5/2023

Applicant ID	Rank	Expiration Date	Source
751897	1	12/5/2023	Promo
2579180	2	12/5/2023	Promo
1144429	3	12/5/2023	Promo

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

S. Gray

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

**Administrative Assistant III**

Eligibility List

Open/Promo-Dual Certification

Date: 6/6/2023

Applicant ID	Rank	Expiration Date	Source
6423896	1	12/6/2023	Open
6721064	2	12/6/2023	Open
7102217	2	12/6/2023	Open
6514723	2	12/6/2023	Open
2795654	3	12/6/2023	Promo
2579180	4	12/6/2023	Promo
2805550	5	12/6/2023	Promo
6973542	6	12/6/2023	Open

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

S. Gray

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

**Instructional Assistant SpEd**

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 6/6/2023

Applicant ID	Rank	Expiration Date	Source
7046745	1	8/7/2023	Open
3566853	2	12/6/2023	Open
7149812	3	12/6/2023	Open
529991	4	9/28/2023	Open
3585680	5	10/11/2023	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**

**Custodian**

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 6/7/2023

Applicant ID	Rank	Expiration Date	Source
2624756	1	12/7/2023	Open

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

S.Gray



**Board of Trustees**  
 Michael Allman  
 Phan Anderson  
 Jane Lea Smith  
 Rimga 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

<b>Classification Review Report</b>	
Classification	Learning Commons Technician I Learning Commons Technician II
Classification Type	Classified
Salary Range	<b>40</b> <b>42</b>
Submission to Classification Advisory Committee	May 30, 2023
Submission to Personnel Commission	June 13, 2023
Agenda Item	Classification Reviews

**Background Information**

Personnel Commission staff worked with the Associate Superintendent, Educational and Student Services to update the job descriptions for Learning Commons Technician I (LCT I) and the Learning Commons Technician II (LCT II) classifications.

**Learning Commons Technician I**

The proposed revisions to the LCT I job description reflect a reduction in the required experience needed for the position which will expand the pool of eligible candidates for this hard to fill position. The revisions also clarify the responsibility of the LCT I regarding district-provided student devices and accessories (i.e., Chromebooks).

**Learning Commons Technician II**

The proposed changes reflect that the LCT II’s will work in collaboration with both the Education and Student Services and Technology departments. The job description also clarifies that the LCT II will act as the direct resource for Learning Common Technician I’s (LCT I). The changes also reflect that the LCT II have higher responsibility for district issued devices (i.e., Chromebooks). The job description also reflects the LCT II’s responsibility for the cultivation of library and eBook (Sora) collections.

Other minor changes to verbiage and the organization of the job description have also been made.

Personnel Commission staff reviewed the proposed changes with an LCT I and the Learning Commons Technician II’s (LCT II).



**Sources of Information**

Bryan Marcus, Associate Superintendent, Educational & Student Services  
 Jessica Richards, Learning Commons Technician I  
 Ian Richards, Learning Commons Technician II  
 Stephanie Dresti, Learning Commons Technician II  
 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.

A review of the standard comparison school districts found that most districts do not have two levels of Learning Commons Technicians, except in some instances where Technician I’s are at the elementary or middle school level and Technician II’s are at the high school level. This is likely due to those districts having the Librarian classification. SDUHSD, however, does not have a Librarian classification, instead relying on the San Diego County Office of Education to provide Librarian support. As such the LCT II’s are unique to SDUHSD’s structure.

**Learning Commons Technician I – Salary Comparison**

District	Salary Range	Job Title	Minimum	Midpoint	Maximum
Carlsbad USD	19	Library Media Technician	\$21.29	\$23.44	\$25.83
Escondido UHSD	25	Library Media Technician	\$20.04	\$23.20	\$26.85
Grossmont UHSD	40	Library Technician	\$22.42	\$25.81	\$28.44
Oceanside USD	21	Library Media Technician	\$20.12	\$23.09	\$25.68
Poway USD	28	Library Media Technician - Secondary	\$20.66	\$23.96	\$26.45
Ramona USD	18	Library Technician	\$16.90	\$19.01	\$20.56
San Marcos USD	45	Library Media Technician III <i>(II is K-8, III is HS)</i>	\$24.33	\$28.17	\$31.03
Vista USD	47	Library Media Technician II-MS/HS	\$21.56	\$25.00	\$28.99
		<b>Average</b>	<b>\$20.92</b>	<b>\$23.96</b>	<b>\$26.73</b>
San Dieguito UHSD	40	Learning Commons Technician I	\$23.58	\$27.30	\$31.60
		<b>Delta</b>	<b>13%</b>	<b>14%</b>	<b>18%</b>

The salary review reflects that SDUHSD’s current salary range for the LCT I is well above market.

When the LCT II classification was established in 2017, the recommendation was to set the salary at range 42, consistent with other positions in the district that performed administrative/support duties. The LCT II is 2 pay ranges higher than the LCT I and the additional responsibilities continue to warrant this range placement.

**Recommendation**

It is recommended the job descriptions for the classification of Learning Commons Technician I and Learning Commons Technician II be updated as proposed. Based on the salary of comparison districts, there is no recommendation for salary range reallocation.

Vote by Committee Members:

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

## LEARNING COMMONS TECHNICIAN I

### JOB SUMMARY

Under the direction of a site administrator and with the support of the Learning Commons Technicians II, the job of a Learning Commons Technician is coordinating the work at a site Learning Commons, performing a variety of complex technical and clerical services and duties in support of the acquisition, processing, cataloging, use, maintenance, circulation and record-keeping associated with print and digital materials in the Learning Commons; assisting with the operation and support of electronic materials (namely district-provided student devices and accessories), cultivating library collections including processing and cataloging acquisitions; and providing guidance and direction to assist students and teachers in utilizing learning commons resources.

### REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

### ESSENTIAL FUNCTIONS

- Coordinates and organizes the functions and tasks of a site Learning Commons in support of the site's overall educational program as directed by a site administrator with the support of the Learning Commons Technicians II.
- Provides a welcoming, inclusive environment for all students and staff.
- Coordinates with District Librarian or Librarian of Record, Learning Commons Technicians II, site administrators and department chairs to requisition materials designated for addition to the site's collection.
- Communicates with District personnel to exchange information, to coordinate activities, and to resolve issues or concerns related to learning commons activities, purchase orders, instructional support materials, and equipment usage.
- Supports activities which raise student and staff awareness, engagement and use of the Learning Commons resources. Identifies/corrects minor technical issues with Learning Commons resources and district-provided student devices, where appropriate. Provides guidance and direction to students and staff regarding available resource materials, how to source materials, and how to operate various equipment and electronic devices available in the Learning Commons. Demonstrates media systems and equipment (e.g., print stations, on-line catalogs, subject-specific web sites on the internet, care of materials) to students to educate them on the proper use of the learning commons resources.
- Distributes various resources and materials to provide requested classroom reference materials.
- Inventories equipment and materials in learning commons collection and monitors levels to document losses and maintain availability of materials and adequate quantities for optimal operations.
- Monitors student behavior and usage of digital devices in the Learning Commons to enforce standards that contribute to the use of the facility in accordance with policies and practices.
- Performs circulation activities (e.g., item check-in and check-out, prepare circulation count, lists of overdue items) to control the use, location and availability of items in the collection.
- Prepares and maintains files, lists and records as needed.

## LEARNING COMMONS TECHNICIAN I

- Assists the Learning Commons Technicians II with preparing reports by providing statistical and operational information.
- Assists students with assigned projects by researching availability of materials and media and providing suggestions for appropriate resources.
- Coordinates and participates in cataloging and processing library materials using appropriate software to integrate new materials into the collection. Where appropriate, conducts research and collaborates with the Librarian of Record and/or Learning Commons Technicians II to ensure materials ordered are appropriate. Ensures accuracy and currency of collection catalogs and resources to provide maximum benefit to students.
- Schedules and assists with the distribution of electronic and media-related equipment and materials to ensure the effectiveness of media programs and services.
- Ensures repair or replacement of damaged materials and/or equipment to maintain operational readiness of the learning commons.
- Attends district meetings and workshops and engages in other forms of district-provided professional development to increase knowledge of the field and to keep current with the resources available to students and staff.
- Performs other job-related duties as assigned.

## JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

### KNOWLEDGE OF:

- Basic math principles
- Familiarity with current trends in library environments
- Relevant literature-related websites
- How to identify and locate valid research sources
- Current literary trends, Young Adult literature, and a familiarity with classical literature and their authors
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Operation and use of office equipment, computer software, hardware and associated applications, the Internet and associated tools and electronic media devices
- Effective research strategies and available resources
- Record-keeping techniques
- Basic information literacy
- Basic understanding of computers, Chromebooks, printers, and general office equipment

### ABILITY TO:

- Independently work with others in a wide variety of circumstances, under pressure and with frequent interruptions
- Work with diverse individuals and groups
- Consult appropriate resources to assist with the acquisition of new materials.
- Schedule activities and meetings to ensure maximum use of the facility
- Gather, collate, and classify data

### LEARNING COMMONS TECHNICIAN I

- Work under limited supervision
- Work with data utilizing specific, defined processes
- Analyze situations to define issues and draw conclusions
- Solve problems independently including moderate problems with Learning Commons equipment
- Provide customer service
- Assign and coordinate work activities and create action plans.
- Perform a variety of technical duties related to the cataloging and processing of print and non-print library materials
- Present information to others
- Perform complex clerical work with speed and accuracy
- Prepare documents following prescribed formats
- Read a variety of materials
- Catalog materials according to established rules and regulations
- Adapt easily and readily to new technologies, keep current with trends in instructional technology and the application of new information technologies
- Direct and assist students and staff with their information needs
- Address student behavior issues
- Understand and follow written and oral directions
- Establish and maintain effective working relationships with others and work cooperatively with others
- Maintain records
- Communicate effectively both orally and in writing

### EDUCATION AND EXPERIENCE

High school diploma or equivalent. Completion of coursework in Library Technology is preferred. Experience performing clerical and technical duties in a library, media center, learning and/or information commons operation, including assisting users with their research requests and use of other library print and electronic resources. Experience in a school library, media center, learning and/or information commons is highly preferred. Experience in a bookstore (or similar setting) may also be considered.

### DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: the Learning Commons Technician series is responsible for the processing of new items, searching for appropriate resource materials to locate relevant and current information, directly assisting and guiding students and staff, and accounting for district-provided student devices and accessories. Incumbents must be knowledgeable about available resources and appropriate materials to support educational activities such as current trends in young adult literature, basic media literacy and research skills, and be comfortable learning and using basic software programs to maintain library and resource record, in order to assist students and teachers to identify and locate appropriate materials to support learning activities. The class of Learning Commons Technician works with minimal supervision and is responsible for work coordination and oversight of program functions. The Learning Commons Technicians are

## LEARNING COMMONS TECHNICIAN I

responsible for showing students and staff how to use the collection and databases effectively to undertake research and to select library materials for both class projects and personal interest.

This position is distinguished from the Learning Commons Technician II position which has additional responsibilities, including being a resource for Learning Commons Technicians I and overseeing and performing a number of administrative functions.

### REQUIRED TESTING

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

### CERTIFICATES/LICENSES

California Class C driver's license. Position is occasionally required to travel to the District Office, other school sites, or the County Office of Education in order to attend meetings, seminars and other training.

### 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's functions require working in a learning commons environment which is a large space or another district site to conduct work. 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:

Seldom = 1-10% (<45 minutes)

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

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

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

Seldom or Occasionally	lifting and carrying more than 50 pounds with/without assistance at waist height up to 10 feet; sitting up to 15 minutes
Occasionally	stooping/bending, squatting/crouching, twisting back, hand controls, shelving books, climbing, balancing, neck flexion/rotation, fingering/fine manipulation, power/firm grasping, reach at, above and below shoulder height
Occasionally/Frequently	pushing/pulling carts, tables, chairs; lifting and carrying up to 50 pounds with/without assistance at waist height up to 25 feet, handling/simple grasping
Frequently/Continuously	intervals: walking up to 30 minutes, standing up to 20 minutes

**LEARNING COMMONS TECHNICIAN I**

**AUDITORY OR VISUAL REQUIREMENTS**

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

**ENVIRONMENTAL CONDITIONS**

There is the potential for exposure to dust on shelves/books; uses a ladder or step stool to reach for objects.

## CLASSIFIED

### LEARNING COMMONS TECHNICIAN I

#### OVERALL JOB PURPOSE STATEMENT

##### JOB SUMMARY

Under the direction of a site administrator and ~~for the technical review of the District Library Media Coordinator with the support of the Learning Commons Technicians II~~, the job of a Learning Commons Technician is coordinating the work at a site Learning Commons, performing a variety of complex technical and clerical services and duties in support of the acquisition, processing, cataloging, use, maintenance, circulation and record-keeping associated with print and digital materials in the Learning Commons; assisting with the operation and support of electronic ~~media and devices materials (namely district-provided student devices and accessories)~~, ~~maintaining cultivating~~ library ~~and media~~ collections including processing and cataloging acquisitions; and providing guidance and direction to assist students and teachers in utilizing learning commons resources.

#### REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

#### DISTINGUISHING CHARACTERISTICS

~~This job is distinguished from similar jobs by the following characteristics: the Learning Commons Technician series is responsible for the processing of new items, and searching for appropriate resource materials to locate relevant and current information, directly assisting and guiding students and staff, and monitoring and maintaining electronic devices. Incumbents must be knowledgeable about available resources and appropriate materials to support educational activities such as the Internet, online databases, eBook access, various software applications, and electronic media in order to assist students and teachers to identify and locate appropriate materials to support educational learning activities. The class of Learning Commons Technician functions with great independence and has full responsibility for work coordination, and oversight of program functions and leadership in ensuring students and staff understand and use the collection and databases effectively to undertake research.~~

#### ESSENTIAL FUNCTIONS

- ~~Coordinates and organizes the functions and tasks of a site Learning Commons in support of the site's overall educational program as directed by a site administrator and the District Library Media Coordinator with the support of the Learning Commons Technicians II.~~
- ~~Works to provide~~ Provides a welcoming, inclusive environment for all students and staff.
- Coordinates with ~~District Librarian or Librarian of Record, Learning Commons Technicians II-District Library Media Coordinator~~, site administrators and department chairs to requisition ~~educational~~ materials designated for addition to the site's collection.
- Communicates with District personnel to exchange information, to coordinate activities, and to resolve issues or concerns related to learning commons activities, purchase orders, instructional support materials, and equipment usage.
- Supports activities which raise student and staff awareness, engagement and use of the Learning Commons resources, ~~such as maintaining and updating the website, promoting learning opportunity programs (e.g., tutoring, student academic partnerships) and other engagement initiatives.~~

Commented [BB1]:



## CLASSIFIED

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### LEARNING COMMONS TECHNICIAN I

- ~~Identifies/corrects minor technical problems and user operation errors to provide continuity of use.~~ Identifies/corrects minor technical issues with Learning Commons resources and district-provided student devices, where appropriate.
- ~~Provides~~ Provides guidance and direction to students and staff regarding available resource materials, how to source materials, and how to operate various equipment and electronic devices available in the Learning Commons.
- Demonstrates media systems and equipment (e.g., ~~classification system~~ print stations, on-line catalogs, subject-specific web sites on the internet, care of materials) to students to educate them on the proper use of the learning commons resources.
  
- Directs activities of student aides and parent volunteers for the purpose of orienting them and monitoring their adherence to learning commons procedures and tasks. Distributes various resources and materials to provide requested classroom reference materials.
- Inventories equipment and materials in learning commons collection and monitors levels to document losses and maintain availability of materials and adequate quantities for optimal operations.
- Monitors student behavior and usage of digital devices in the Learning Commons to enforce standards that contribute to the use of the facility in accordance with policies and practices.
- Performs circulation activities (e.g., item check-in and check-out, prepare circulation count, lists of overdue items) to control the use, location and availability of items in the collection.
- Prepares and maintains files, lists and records as needed.
- Assists the Learning Commons Technicians II District Library Media Coordinator with preparing reports by providing statistical and operational information.
- Assists students with assigned projects by researching availability of materials and media and providing suggestions for appropriate resources.
- Coordinates and participates in cataloging and processing library materials using appropriate software to integrate new materials into the collection. ~~Where appropriate, conducts research and collaborates with the Librarian of Record and/or Learning Commons Technicians II to ensure materials ordered are appropriate. In collaboration with the District Library Media Coordinator, ensures that materials ordered are age appropriate, conducting research as needed.~~
- Ensures accuracy and currency of collection catalogs and resources to provide maximum benefit to students.
- Schedules and ~~assists with the distribution of~~ distributes electronic and media-related equipment and materials to ensure the effectiveness of media programs and services.
- Ensures repair or replacement of damaged materials and/or equipment to maintain operational readiness of the learning commons. ~~Calculates and collects fees for lost or damaged items.~~
- Attends ~~district~~ meetings and workshops and engages in other forms of ~~district-provided~~ professional development to increase knowledge of the field and to keep current with the ~~evolving delivery systems that provide access to information and the~~ resources available to students and staff.
- Performs other job-related duties as assigned.

## CLASSIFIED

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### LEARNING COMMONS TECHNICIAN I JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

#### KNOWLEDGE AND ABILITIES

##### KNOWLEDGE OF:

- Basic math principles
- ~~Technical library processes related to the acquisition and classification of materials~~
- ~~Library terminology and standard practices~~
- ~~Software related to digital collections~~
- ~~Internet sites relevant to the collection and activities~~
- ~~Standard reference sources~~
- ~~Familiarity with current trends in library environments~~
- ~~Relevant literature-related websites~~
- ~~How to identify and locate valid research sources~~
- ~~Popular, Current literary trends, Young Adult literature, and a familiarity with classical literature and their authors.~~
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Operation and use of office equipment, computer software, hardware and associated applications, the Internet and associated tools and electronic media devices
- Effective research strategies and available resources
- ~~Record-keeping techniques~~
- ~~Basic information literacy~~
- ~~Basic understanding of computers, Chromebooks, printers, and general office equipment~~
- ~~Priorities in a Learning Commons~~

##### ABILITY TO:

- ~~Independently work with others in a wide variety of circumstances, under pressure and with frequent interruptions~~
- ~~Work with diverse individuals and groups~~
- ~~Consult appropriate resources to assist with the acquisition of new materials.~~
- Schedule activities and meetings to ensure maximum use of the facility
- Gather, collate, and classify data
- ~~Independently work with others in a wide variety of circumstances, under pressure and with frequent interruptions~~
- Work under limited supervision
- Work with data utilizing specific, defined processes
- ~~Operate equipment using standardized methods~~
- ~~Work with diverse individuals and groups~~
- Analyze situations to define issues and draw conclusions
- Solve problems independently including moderate ~~equipment~~ problems with Learning Commons equipment
- Provide customer service

## CLASSIFIED

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### LEARNING COMMONS TECHNICIAN I

- Assign and coordinate work activities and create action plans.
- Perform a variety of technical duties related to the cataloging and processing of print and non-print library materials
- Present information to others
- Perform complex clerical work with speed and accuracy
- Prepare documents following prescribed formats
- Read a variety of materials
- Catalog materials according to established rules and regulations
- Adapt easily and readily to new technologies, keep current with trends in instructional technology and the application of new information technologies
- Direct and assist students and staff with their information needs
- Address student behavior issues
- ~~Train and provide work direction to others~~
- ~~Perform reference and research work~~
- Understand and follow written and oral directions
- Establish and maintain effective working relationships with others and work cooperatively with others
- Maintain records
- Communicate effectively both orally and in writing

### RESPONSIBILITY

~~Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of~~

~~some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.~~

### WORKING ENVIRONMENT

~~The usual and customary methods of performing the job's functions require working in a learning commons environment which is a large space or another district site to conduct work. 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:~~

~~Seldom = 1-10% (<45 minutes)~~

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

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

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

~~Seldom or Occasionally = lifting and carrying more than 50 pounds with/without assistance at waist height up to 10 feet; sitting up to 15 minutes~~

~~Occasionally = stooping/bending, squatting/crouching, twisting back, hand controls, shelving books, climbing, balancing, neck flexion/rotation, fingering/fine~~

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San Dieguito Union High School District

Adopted: July 19, 2007

Revised: June 9, 2015

Revised: February 14, 2017

Revised: June 13, 2017

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## CLASSIFIED

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### LEARNING COMMONS TECHNICIAN I

~~manipulation, power/firm grasping, reach at, above and below shoulder height~~  
Occasionally/Frequently ~~pushing/pulling carts, tables, chairs; lifting and carrying up to 50 pounds with/without assistance at waist height up to 25 feet, handling/simple grasping~~  
Frequently/Continuously ~~intervals: walking up to 30 minutes, standing up to 20 minutes~~

#### **AUDITORY OR VISUAL REQUIREMENTS**

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

#### **ENVIRONMENTAL CONDITIONS**

~~There is the potential for exposure to dust on shelves/books; uses a ladder or step stool to reach for objects.~~

#### **EDUCATION AND EXPERIENCE**

~~High school diploma or equivalent. Completion of coursework in Library Technology is preferred. This classification requires a minimum of two years of Experience performing clerical and technical duties in a library, media center, learning and/or information commons operation, including assisting users with their research requests and use of other library print and electronic resources. Experience in a school library, media center, learning and/or information commons is highly preferred. Experience in a bookstore (or similar setting) will may also be considered.~~

#### **EDUCATION**

~~High school diploma or equivalent. Completion of coursework in Library Technology is preferred.~~

#### **DISTINGUISHING CHARACTERISTICS**

~~This job is distinguished from similar jobs by the following characteristics: the Learning Commons Technician series is responsible for the processing of new items, searching for appropriate resource materials to locate relevant and current information, directly assisting and guiding students and staff, and accounting for district-provided student devices and accessories. Incumbents must be knowledgeable about available resources and appropriate materials to support educational activities such as current trends in young adult literature, basic media literacy and research skills, and be comfortable learning and using basic software programs to maintain library and resource record, in order to assist students and teachers to identify and locate appropriate materials to support learning activities. The class of Learning Commons Technician functions with great independence works with minimal supervision and is responsible for work coordination and oversight of program functions. as well as leadership in ensuring The LCTs Learning Commons Technicians are responsible for showing students and staff understand and how to use the collection and databases effectively to undertake research and the selection of to select library materials for both class projects and personal interest.~~

~~This position is distinguished from the Learning Commons Technician II position which has additional responsibilities, including being a resource for Learning Commons Technicians I and overseeing and performing a number of administrative functions.~~

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San Dieguito Union High School District  
Adopted: July 19, 2007  
Revised: June 9, 2015  
Revised: February 14, 2017  
Revised: June 13, 2017

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## CLASSIFIED

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### LEARNING COMMONS TECHNICIAN I

#### REQUIRED TESTING

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

#### CERTIFICATES/LICENSES

California Class C driver's license. Position is occasionally required to travel to the District Office, other school sites, or the County Office of Education in order to attend meetings, seminars and other training.

#### 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's functions require working in a learning commons environment which is a large space or another district site to conduct work. 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:

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)

<u>Seldom or Occasionally</u>	<u>lifting and carrying more than 50 pounds with/without assistance at waist height up to 10 feet; sitting up to 15 minutes</u>
<u>Occasionally</u>	<u>stooping/bending, squatting/crouching, twisting back, hand controls, shelving books, climbing, balancing, neck flexion/rotation, fingering/fine manipulation, power/firm grasping, reach at, above and below shoulder height</u>
<u>Occasionally/Frequently</u>	<u>pushing/pulling carts, tables, chairs; lifting and carrying up to 50 pounds with/without assistance at waist height up to 25 feet, handling/simple grasping</u>
<u>Frequently/Continuously</u>	<u>intervals: walking up to 30 minutes, standing up to 20 minutes</u>

#### AUDITORY OR VISUAL REQUIREMENTS

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

#### ENVIRONMENTAL CONDITIONS

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San Dieguito Union High School District

*Adopted: July 19, 2007*

*Revised: June 9, 2015*

*Revised: February 14, 2017*

*Revised: June 13, 2017*

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**CLASSIFIED**

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**LEARNING COMMONS TECHNICIAN I**

There is the potential for exposure to dust on shelves/books; uses a ladder or step stool to reach for objects.

## LEARNING COMMONS TECHNICIAN II

### JOB SUMMARY

Under the combined direction of a site administrator and working in collaboration with the Education and Student Services and Technology departments, the Learning Commons Technician II coordinates the work at a site Learning Commons, performs a variety of complex technical and clerical services and duties in support of the acquisition, processing, cataloging, use, maintenance, circulation and record-keeping associated with print and digital materials in the Learning Commons; assists with the operation and support of electronic materials, cultivates library and eBook (Sora) collections including processing and cataloging acquisitions; provides guidance and direction to assist students and teachers in utilizing learning commons resources; serves as a point of contact and liaison for information and communication between Learning Commons Technician I's, District and County Office of Education personnel and outside vendors; and performs administrative support duties to monitor usage of collections and equipment, secure orders, ensure appropriate quantity and quality of supplies and collections, and ensure accessibility to online accounts.

### REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

### ESSENTIAL FUNCTIONS

- Coordinates and organizes the functions and tasks of a site Learning Commons in support of the site's overall educational program as directed by a site administrator.
- Provides a welcoming, inclusive environment for all students and staff.
- Serves as a point of contact and liaison for information and communication between Learning Commons Technician I's and District personnel and outside vendors including: providing updates to and from vendors; working with vendors and companies to resolve problems related to a product or service; communicating technology related problems to IT staff for student accounts and subsequent solutions to Learning Commons Technicians; establishing and maintaining relationships with public library and other community agency staff; and identifying, researching and presenting potential topics for staff meetings or trainings.
- Performs administrative support duties to facilitate the operations of multiple Learning Commons including: reviewing orders and collections where appropriate, and monitoring the usage of collections and equipment.
- Coordinates with the Librarian of Record, department chairs and other certificated personnel to requisition educational materials designated for addition to the site's collection.
- Communicates with District personnel to exchange information, to coordinate activities, and to resolve issues or concerns related to learning commons activities, purchase orders, instructional support materials, and equipment usage.
- Supports activities which raise student and staff awareness, engagement and use of the Learning Commons resources, such as maintaining and updating relevant websites, promoting learning opportunity programs and other engagement initiatives.
- Identifies/corrects minor technical problems with Learning Commons resources and student District-provided devices, where appropriate, as well as user operation errors to provide continuity of use.
- Distributes various resources and materials in order to provide requested classroom references materials.

### **LEARNING COMMONS TECHNICIAN II**

- Provides guidance and direction to students and staff regarding available resource materials, how to source materials, and how to operate various equipment and electronic devices available in the Learning Commons.
- Demonstrates media systems and equipment (e.g., print stations, on-line catalogs, subject-specific web sites on the internet, care of materials) to students to educate them on the proper use of the learning commons resources.
- Liaise with District Technology department to ensure up to date information and practices are in place, including plans for mass collection/distribution of District-provided devices across the District and other major projects/undertakings.
- Distributes various resources and materials to provide requested classroom reference materials.
- Inventories equipment and materials in Learning Commons collection and monitors levels to document losses and maintain availability of materials and adequate quantities for optimal operations.
- Monitors student behavior and usage of digital devices in the Learning Commons to enforce standards that contribute to the use of the facility in accordance with policies and practices.
- Performs circulation activities (e.g., item check-in and check-out, prepare circulation count, lists of overdue items) to control the use, location and availability of items in the collection.
- Prepares and maintains files, lists and records as needed.
- Assists administration or other appropriate staff with preparing reports by providing statistical and operational information.
- Assists students with assigned projects by researching availability of materials and media and providing suggestions for appropriate resources.
- Coordinates and participates in cataloging and processing library materials using appropriate software to integrate new materials into the collection. In collaboration with the Librarian of Record and conducting research as needed, ensures that materials ordered are appropriate.
- Ensures accuracy and currency of collection catalogs and resources to provide maximum benefit to students.
- Schedules and assists with the distribution of electronic and media-related equipment and materials to ensure the effectiveness of media programs and services.
- Ensures repair or replacement of damaged materials and/or equipment to maintain operational readiness of the learning commons.
- Schedules, organizes and attends meetings and workshops and engages in other forms of professional development to increase knowledge of the field and to keep current with the resources available to students and staff.
- Performs other job-related duties as assigned.

### **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

#### **KNOWLEDGE OF:**

- Basic math principles
- Familiarity with current trends in library environments.
- Software related to digital collections
- Relevant literature-related websites
- How to identify and locate valid research sources



### LEARNING COMMONS TECHNICIAN II

- Current literary trends in Young Adult literature, and a familiarity with classical literature and their authors
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Operation and use of office equipment, computer software, hardware and associated applications, the Internet and associated tools and electronic media devices
- Effective research strategies
- Record-keeping techniques
- Basic information literacy
- Basic understanding of computers, Chromebooks, printers, and general office equipment.

### ABILITY TO:

- Consult appropriate resources to assist with the acquisition of new materials
- Schedule activities and meetings to ensure maximum use of the facility
- Gather, collate, and classify data
- Independently work with others in a wide variety of circumstances, under pressure and with frequent interruptions
- Work under limited supervision
- Work with data utilizing specific, defined processes
- Operate equipment using standardized methods
- Work with diverse individuals and groups
- Analyze situations to define issues and draw conclusions
- Solve problems independently including moderate equipment problems
- Provide customer service
- Assign and coordinate work activities and create action plans.
- Perform a variety of technical duties related to the cataloging and processing of print and non-print library materials
- Present information to others
- Perform complex clerical work with speed and accuracy
- Prepare documents following prescribed formats
- Read a variety of materials
- Catalog materials according to established rules and regulations
- Adapt easily and readily to new technologies, keep current with trends in instructional technology and the application of new information technologies
- Direct and assist students and staff with their information needs
- Address student behavior issues
- Train and provide work direction to others
- Perform reference and research work and assist staff and students in performing research work
- Understand and follow written and oral directions
- Establish and maintain effective working relationships with others and work cooperatively with others
- Maintain records
- Communicate effectively both orally and in writing

## LEARNING COMMONS TECHNICIAN II

### EDUCATION AND EXPERIENCE

High school diploma or equivalent. Completion of coursework in Library Technology is preferred. A minimum of two years of experience performing clerical and technical duties in a school library/media center/learning commons operation, including assisting users with their research requests and use of other library print and electronic resources is required.

### DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: the Learning Commons Technician series is responsible for the processing of new items, searching for appropriate resource materials to locate relevant and current information, directly assisting and guiding students and staff, and accounting for District-provided student devices. Incumbents must be knowledgeable about available resources and appropriate materials to support educational activities such as current trends in your adult literature, basic media literacy and research skills, and using software to maintain library and resource records in order to assist students, teachers, and Learning Commons Technicians I to identify and locate appropriate materials to support educational learning activities. The class of Learning Commons Technician works with minimal supervision and is responsible for work coordination and oversight of program functions. The Learning Commons Technicians are responsible for showing students, staff, and Learning Commons Technicians I how to use the collection and databases effectively to undertake research and to select library materials for both class project and personal interest.

A Learning Commons Technician II has additional responsibilities related to serving as a primary point of contact for a group of Learning Commons Technicians I and overseeing and performing a number of administrative support functions for the SDUHSD Learning Commons. These functions include: budget and payment monitoring and reporting; contract review and follow up; review and organization of inventories; and coordination of communication between Learning Commons Technicians, other staff members, District personnel, and vendors. In addition, the Learning Commons Technician II may serve as a resource to Learning Commons Technician I's for troubleshooting or best practices.

### REQUIRED TESTING

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

### CERTIFICATES/LICENSES

California Class C driver's license. Position is occasionally required to travel to the District Office, other school sites, or the County Office of Education in order to attend meetings, seminars and other training.

### 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.

**LEARNING COMMONS TECHNICIAN II**

**WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions require working in a learning commons environment which is a large space or another district site to conduct work. 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:

Seldom = 1-10% (<45 minutes)

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

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

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

Seldom or Occasionally	lifting and carrying more than 50 pounds with/without assistance at waist height up to 10 feet; sitting up to 15 minutes
Occasionally	stooping/bending, squatting/crouching, twisting back, hand controls, shelving books, climbing, balancing, neck flexion/rotation, fingering/fine manipulation, power/firm grasping, reach at, above and below shoulder height
Occasionally/Frequently	pushing/pulling carts, tables, chairs; lifting and carrying up to 50 pounds with/without assistance at waist height up to 25 feet, handling/simple grasping
Frequently/Continuously	intervals: walking up to 30 minutes, standing up to 20 minutes

**AUDITORY OR VISUAL REQUIREMENTS**

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

**ENVIRONMENTAL CONDITIONS**

There is the potential for exposure to dust on shelves/books; uses a ladder or step stool to reach for objects.

## LEARNING COMMONS TECHNICIAN II

### OVERALL JOB PURPOSE STATEMENT

#### JOB SUMMARY

Under the combined direction of ~~an Associate Superintendent and~~ a site administrator and working in collaboration with the Education and Student Services and Technology departments, the Learning Commons Technician II coordinates the work at a site Learning Commons, performs a variety of complex technical and clerical services and duties in support of the acquisition, processing, cataloging, use, maintenance, circulation and record-keeping associated with print and digital materials in the Learning Commons; assists with the operation and support of electronic ~~media and devices materials~~, maintains cultivates library ~~and media and eBook (Sora)~~ collections including processing and cataloging acquisitions; provides guidance and direction to assist students and teachers in utilizing learning commons resources; serves as a point of contact and liaison for information and communication between Learning Commons Technician I's, District and County Office of Education personnel and outside vendors; and performs administrative support duties to monitor usage of collections and equipment, secure orders, ensure appropriate quantity and quality of supplies and collections, and ensure accessibility to online accounts.

#### REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

#### DISTINGUISHING CHARACTERISTICS

~~This job is distinguished from similar jobs by the following characteristics: the Learning Commons Technician series is responsible for the processing of new items, and searching for appropriate resource materials to locate relevant and current information, directly assisting and guiding students and staff, and monitoring and maintaining electronic devices. Incumbents must be knowledgeable about available resources and appropriate materials to support educational activities such as the Internet, online databases, eBook access, various software applications, and electronic media in order to assist students and teachers to identify and locate appropriate materials to support educational learning activities. Positions in this series function with great independence and have full responsibility for work coordination, and oversight of program functions and leadership in ensuring students and staff understand and use the collection and databases effectively to undertake research.~~

~~A Learning Commons Technician II has additional responsibilities related to serving as a primary point of contact for a group of learning commons and overseeing and performing a number of administrative support functions for those learning commons. These functions include: budget and payment monitoring and reporting; contract review and follow up including warranties; review and organization of inventories; and coordination of communication between Learning Commons Technicians and other staff members and vendors. In addition, the Learning Commons Technician II may serve as a resource to Learning Commons Technician I's for troubleshooting or best practices.~~

#### ESSENTIAL FUNCTIONS

- ~~•~~ Coordinates and organizes the functions and tasks of a site Learning Commons in support of the site's overall educational program as directed by a site administrator or with guidance from other certificated personnel.
- ~~•~~ Works to pProvides a welcoming, inclusive environment for all students and staff.

## LEARNING COMMONS TECHNICIAN II

- Serves as a point of contact and liaison for information and communication between Learning Commons Technician I's and District personnel and outside vendors including: providing updates to and from vendors; working with vendors and companies to resolve problems related to a product or service; communicating technology related problems to IT staff for student accounts ~~and contracts~~ and subsequent solutions to Learning Commons Technicians; establishing and maintaining relationships with public library and other community agency staff; and identifying, researching and presenting potential topics for staff meetings or trainings.
- Performs administrative support duties to facilitate the operations of multiple Learning Commons including: reviewing orders and collections where appropriate, and monitoring the usage of collections and equipment.
- Coordinates with ~~the site administrators~~ Librarian of Record, department chairs and other certificated personnel to requisition educational materials designated for addition to the site's collection.
- Communicates with District personnel to exchange information, to coordinate activities, and to resolve issues or concerns related to learning commons activities, purchase orders, instructional support materials, and equipment usage.
- Supports activities which raise student and staff awareness, engagement and use of the Learning Commons resources, such as maintaining and updating the relevant websites, promoting learning opportunity programs ~~(e.g., tutoring, student academic partnerships)~~ and other engagement initiatives.
- Identifies/corrects minor technical problems with Learning Commons resources and student District-provided devices, where appropriate, as well as ~~and~~ user operation errors to provide continuity of use.
- Distributes various resources and materials in order to provide requested classroom references materials.
- Provides guidance and direction to students and staff regarding available resource materials, how to source materials, and how to operate various equipment and electronic devices available in the Learning Commons.
- Demonstrates media systems and equipment (e.g., ~~classification system~~ print stations, on-line catalogs, subject-specific web sites on the internet, care of materials) to students to educate them on the proper use of the learning commons resources.
- Liaise with District Technology department to ensure up to date information and practices are in place, including plans for mass collection/distribution of District-provided devices across the District and other major projects/undertakings.
- ~~Directs activities of student aides and parent volunteers to orient them and monitor their adherence to learning commons procedures and tasks.~~ Distributes various resources and materials to provide requested classroom reference materials.
- Inventories equipment and materials in Learning Commons collection and monitors levels to document losses and maintain availability of materials and adequate quantities for optimal operations.
- Monitors student behavior and usage of digital devices in the Learning Commons to enforce standards that contribute to the use of the facility in accordance with policies and practices.

# CLASSIFIED

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## LEARNING COMMONS TECHNICIAN II

- Performs circulation activities (e.g., item check-in and check-out, prepare circulation count, lists of overdue items) to control the use, location and availability of items in the collection.
- Prepares and maintains files, lists and records as needed.
- Assists administration or other appropriate staff with preparing reports by providing statistical and operational information.
- Assists students with assigned projects by researching availability of materials and media and providing suggestions for appropriate resources.
- Coordinates and participates in cataloging and processing library materials using appropriate software to integrate new materials into the collection. In collaboration with [the Librarian of Record appropriate certificated staff, and conducting research as needed](#), ensures that materials ordered are ~~age appropriate, conducting research as needed~~.
- Ensures accuracy and currency of collection catalogs and resources to provide maximum benefit to students.
- Schedules ~~and distributes and assists with the distribution of~~ electronic and media-related equipment and materials to ensure the effectiveness of media programs and services.
- Ensures repair or replacement of damaged materials and/or equipment to maintain operational readiness of the learning commons. ~~Calculates and collects fees for lost or damaged items.~~
- ~~Schedules, organizes and A~~ attends meetings and workshops and engages in other forms of professional development to increase knowledge of the field and to keep current with ~~the evolving delivery systems that provide access to information and~~ the resources available to students and staff.
- Performs other job-related duties as assigned.

## JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

### KNOWLEDGE AND ABILITIES

#### KNOWLEDGE OF:

- Basic math principles
- ~~Technical library processes related to the acquisition and classification of materials~~
- ~~Library terminology and standard practices~~
- ~~Familiarity with current trends in library environments.~~
- ~~Software related to digital collections~~
- ~~Relevant literature-related websites~~
- ~~How to identify and locate valid research sources~~
- ~~Internet sites relevant to the collection and activities~~
- ~~Standard reference sources~~
- ~~Popular, c~~ Current literary trends, ~~Youngin Young~~ Adult literature, and ~~a familiarity with~~ classical literature and their authors
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Operation and use of office equipment, computer software, hardware and associated applications, the Internet and associated tools and electronic media devices
- Effective research strategies ~~and available resources~~

# CLASSIFIED

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## LEARNING COMMONS TECHNICIAN II

- [Record-keeping techniques](#)
- [Basic information literacy](#)
- [Basic understanding of computers, Chromebooks, printers, and general office equipment.](#)
- [Priorities in a Learning Commons](#)

### ABILITY TO:

- [Consult appropriate resources to assist with the acquisition of new materials](#)
- Schedule activities and meetings to ensure maximum use of the facility
- Gather, collate, and classify data
- Independently work with others in a wide variety of circumstances, under pressure and with frequent interruptions
- Work under limited supervision
- Work with data utilizing specific, defined processes
- Operate equipment using standardized methods
- Work with diverse individuals and groups
- Analyze situations to define issues and draw conclusions
- Solve problems independently including moderate equipment problems
- Provide customer service
- Assign and coordinate work activities and create action plans.
- Perform a variety of technical duties related to the cataloging and processing of print and non-print library materials
- Present information to others
- Perform complex clerical work with speed and accuracy
- Prepare documents following prescribed formats
- Read a variety of materials
- Catalog materials according to established rules and regulations
  
- Adapt easily and readily to new technologies, keep current with trends in instructional technology and the application of new information technologies
- Direct and assist students and staff with their information needs
- Address student behavior issues
- Train and provide work direction to others
- Perform reference and research work [and assist staff and students in performing research work](#)
- Understand and follow written and oral directions
- Establish and maintain effective working relationships with others and work cooperatively with others
- Maintain records
- Communicate effectively both orally and in writing

### EDUCATION AND EXPERIENCE

[High school diploma or equivalent. Completion of coursework in Library Technology is preferred. A minimum of two years of experience performing clerical and technical duties in a school library/media center/learning commons operation, including assisting users with their research requests and use of other library print and electronic resources is required.](#)

## **LEARNING COMMONS TECHNICIAN II**

### **RESPONSIBILITY**

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

### **WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions require working in a learning commons environment which is a large space or another district site to conduct work. 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:

Seldom = 1-10% (<45 minutes)

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

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

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

Seldom or Occasionally = lifting and carrying more than 50 pounds with/without assistance at waist height up to 10 feet; sitting up to 15 minutes

Occasionally = stooping/bending, squatting/crouching, twisting back, hand controls, shelving books, climbing, balancing, neck flexion/rotation, fingering/fine manipulation, power/firm grasping, reach at, above and below shoulder height

Occasionally/Frequently = pushing/pulling carts, tables, chairs; lifting and carrying up to 50 pounds with/without assistance at waist height up to 25 feet, handling/simple grasping

Frequently/Continuously = intervals: walking up to 30 minutes, standing up to 20 minutes

### **AUDITORY OR VISUAL REQUIREMENTS**

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

### **ENVIRONMENTAL CONDITIONS**

There is the potential for exposure to dust on shelves/books; uses a ladder or step stool to reach for objects.

### **EXPERIENCE**

This classification requires a minimum of two years of experience performing clerical and technical duties in a library/media center/learning commons operation, including assisting users with their research requests and use of other library print and electronic resources. Experience in a school library, media center, learning and/or information commons is highly preferred.



# CLASSIFIED

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## LEARNING COMMONS TECHNICIAN II

### EDUCATION

High school diploma or equivalent. Completion of coursework in Library Technology is preferred.

### DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: the Learning Commons Technician series is responsible for the processing of new items, searching for appropriate resource materials to locate relevant and current information, directly assisting and guiding students and staff, and accounting for District-provided student devices. Incumbents must be knowledgeable about available resources and appropriate materials to support educational activities such as current trends in your adult literature, basic media literacy and research skills, and using software to maintain library and resource records in order to assist students, teachers, and Learning Commons Technicians I to identify and locate appropriate materials to support educational learning activities. The class of Learning Commons Technician works with minimal supervision and is responsible for work coordination and oversight of program functions. The Learning Commons Technicians are responsible for showing students, staff, and Learning Commons Technicians I how to use the collection and databases effectively to undertake research and to select library materials for both class project and personal interest.

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### **REQUIRED TESTING**

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

### **CERTIFICATES/LICENSES**

California Class C driver's license. Position is occasionally required to travel to the District Office, other school sites, or the County Office of Education in order to attend meetings, seminars and other training.

### **CONTINUING EDUCATION/TRAINING**

Participation in ongoing job-related training as assigned.

### **CLEARANCES**

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

### WORKING ENVIRONMENT

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**LEARNING COMMONS TECHNICIAN II**

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

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

<u>Seldom or Occasionally</u>	<u>lifting and carrying more than 50 pounds with/without assistance at waist height up to 10 feet; sitting up to 15 minutes</u>
<u>Occasionally</u>	<u>stooping/bending, squatting/crouching, twisting back, hand controls, shelving books, climbing, balancing, neck flexion/rotation, fingering/fine manipulation, power/firm grasping, reach at, above and below shoulder height</u>
<u>Occasionally/Frequently</u>	<u>pushing/pulling carts, tables, chairs; lifting and carrying up to 50 pounds with/without assistance at waist height up to 25 feet, handling/simple grasping</u>
<u>Frequently/Continuously</u>	<u>intervals: walking up to 30 minutes, standing up to 20 minutes</u>

**AUDITORY OR VISUAL REQUIREMENTS**

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

**ENVIRONMENTAL CONDITIONS**

There is the potential for exposure to dust on shelves/books; uses a ladder or step stool to reach for objects.



**Union High School District**

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<b>Classification Review Report</b>	
Classification	Systems Integration Analyst
Classification Type	Classified
Salary Range	<b>60</b>
Submission to Classification Advisory Committee	May 30, 2023
Submission to Personnel Commission	June 13, 2023
Agenda Item	Proposed New Classification

**Background Information**

The Technology Department has requested a new classification of Systems Integration Analyst be created. This position would be responsible for integrating District computing platforms, software, and programs to optimize or automate work processes, reporting capabilities, and system effectiveness. Currently, the District has a number of information systems that are not compatible with each other, resulting in inefficient processes, including duplication of data entry and manual report compilation, which can impact the accuracy of District data.

This position would play a leading role in ensuring the effectiveness of District systems and efficiency of various reporting and operational processes by digitizing existing paper and manual processes. Ultimately, this position would improve accountability and reduce liability to the District.

This position would be an additional position within the Technology Department. The Technology Department currently has 3 Computer Technicians, 4 Network Technicians, and 1 Network Analyst. This additional position would also allow for cross-training with the Network Analyst to allow for adequate coverage in the event of absences or a position vacancy.

**Sources of Information**

Joel Van Hooser, Director of Technology  
Comparable districts in San Diego County and the San Diego County Office of Education

**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.

While the proposed pay range (60) is slightly above the market comparison average, this range is being proposed due to the positioning of other positions within the Technology Department. Specifically, the Network Technician is at pay range 57. Given the significant responsibilities and complexity of this position, a 3 pay range difference would be reasonable.

In addition, the District typically seeks to pay slightly above the market average for hard to fill positions such as this. Lastly, this salary comparison does not take into account the salaries being offered for similar positions in private industry. Inasmuch as the District must compete not only with other school districts, but also the general industry for qualified technology candidates, the difference of 6% above the market midpoint average is justified.

District	Salary Range	Job Title	Min	Midpoint	Max	Education/Experience
Escondido USD	53	Systems Integration Analyst	\$33.62	\$38.27	\$42.91	Bachelor's Degree
Grossmont UHSD	64	Programmer Analyst	\$40.20	\$48.76	\$57.31	Bachelor's Degree
Oceanside USD	44	Systems Analyst	\$34.14	\$39.21	\$44.27	3 years of college courses in computer science
Poway USD	55	Programmer Analyst II	\$40.23	\$45.87	\$51.50	Bachelor's Degree
Sweetwater	73	Programmer Analyst	\$37.44	\$41.76	\$46.07	Bachelor's Degree
SDCOE	60	Programmer Analyst	\$36.28	\$41.29	\$46.30	College level course work
San Diego USD	56	Systems Analyst	\$37.20	\$41.21	\$45.22	Combination of college and/or experience
<b>Average</b>			\$36.99	\$42.52	\$48.06	
SDUHSD	60	Systems Integration Analyst	\$38.64	\$45.21	\$51.78	Bachelor's Degree
			4%	6%	8%	
<b>No Similar Position</b>						
Carlsbad USD						
Escondido UHSD						
Ramona USD						
Vista USD						
San Marcos USD						

## Recommendation

It is recommended the Systems Integration Analyst job description be established as proposed at range 60 on the classified employee salary schedule.

Vote by Committee Members:

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

## SYSTEMS INTEGRATION ANALYST

### JOB SUMMARY

The Systems Integration Analyst analyzes, integrates, and supports a variety of computing platforms, software, and programs; researches system capabilities and analyzes effectiveness of existing and potential software applications; performs analytical duties in the planning, development, interoperability and optimization of technology systems; develops reporting, automation and export capabilities; modifies and develops various database systems in support of special projects as required; and performs related duties as assigned.

### REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

### ESSENTIAL FUNCTIONS

The System Integration Analyst may perform any combination of the following:

- Performs analysis of new and existing computer systems to enhance capabilities, efficiencies and interoperability; identifies opportunities for the integration of data between database systems; plans, manages and facilitates the migration of data between systems; expands and modifies systems to improve functionality in reflection of district processes and requirements.
- Assists in the development and optimization of computer systems; conducts application testing; plans and implements system integration and interoperability; identifies and diagnoses data and system inaccuracies and anomalies; ensures compliance with District, State and Federal student database requirements.
- Inputs and compiles data from a wide variety of sources; manages large data sets; submits data and reports to governmental and oversight agencies as directed; coordinates and supports the implementation of customized databases using data extracts from multiple sources; improves functionality of designated databases by scripting, automating, and integrating with other computer systems; designs and develops new applications and computer functions as required.
- Assesses end user capabilities of various systems; develops and updates documentation specific to support databases, reporting activities, and other applications; informs related procedures and logistics; provides training, technical assistance, and support to district personnel as required.
- Supports district activities as directed by assisting end-users throughout the district with the installation, configuration, troubleshooting, diagnosis, repair, restoration and maintenance of desktop and laptop computer hardware and software; troubleshoots program and system malfunctions; provides work guidance to staff as assigned to resolve hardware and software problems; instructs users with resolving hardware and software challenges.
- Participates in trainings and workshops to keep informed of emerging trends and technologies; meets with various departments, personnel, school sites and outside agencies to exchange information, provide necessary support, coordinate activities and resolve difficulties; consults with management to plan updates in reflection of district needs and requirements; and collaborates with others to gather information relevant to system integration and optimization duties and support related planning and activities.
- Communicates with vendors, suppliers, District administrators and personnel concerning program operation and new technology; researches, plans, tests, documents, and optimizes new software and hardware configurations for use on the District network and verifies interoperability; backs up, restores, archives and optimizes data as needed.

## **SYSTEMS INTEGRATION ANALYST**

- Establishes processes to improve manageability of desktop assets and creates and automates deployment of system and software updates and computer configurations.
- Ensures compliance with safety regulations; follows instructions; schedules and performs work efficiently; maintains records of work activities; responds to emergency requests for equipment repairs as directed.
- Partners with Network Analyst to share information and expertise in order to provide support during absences.
- Performs other job-related duties as assigned.

## **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

### **KNOWLEDGE OF:**

- Windows computer platforms, applications, operation and peripheral equipment
- Repair and maintenance of PC-based computers, local area networks (LAN) operations and software such as Powershell, SQL, VBA, Java, and javaScript, multiple table relational database concepts, methods, procedures, applications such as Oracle, SQL Server, and Windows Server
- Data processing principles, practices, and capabilities
- Specifications and formatting of reports utilizing student information systems and other database software, spreadsheets and data processing systems
- Computer logic and flow-charting skills
- Principles of training
- Oral and written communication techniques
- Report generation as required
- Interrelationship of district business processes and computerized systems.

### **ABILITY TO:**

- Install, manage, maintain and repair a wide variety of PC-based desktop/laptop computers and peripheral equipment
- Train and provide technical support to users in computer operation, software, networked systems
- Learn and effectively use software specific to District needs
- Maintain records and files
- Schedule and perform work to meet established timelines
- Maintain complex, real-time, District-wide database systems
- Analyze complex data
- Extract data by developing complex queries requiring logic
- Write program and process documentation and user manuals
- Present technical concepts clearly and concisely both orally and in writing; respond to emergencies without delay
- Work independently with minimal supervision
- Establish and maintain effective and cooperative working relationships with others
- Communicate technical information effectively with others unfamiliar with the terminology

**SYSTEMS INTEGRATION ANALYST**

**EDUCATION AND EXPERIENCE**

Bachelor’s Degree (or equivalent combination of education and experience) with major course work in computer science, information systems or related field and at least three years of experience in relational database or software development or at least three years of experience performing multiplatform support, installation and troubleshooting that includes system analysis and development. Experience with student database systems is desirable.

**DISTINGUISHING CHARACTERISTICS**

Systems Integration Analyst performs technical duties in the integration and optimization of a variety of technology systems; is distinguished by its specialization in database design, planning and analysis to ensure system interoperability.

This position is distinguished from the Network Analyst, which is responsible for the planning, installation and ongoing maintenance of the District’s wide area network and local area networks.

**REQUIRED TESTING**

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

**LICENSES/CERTIFICATES**

Possession of a valid California Class C Driver’s License; record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position.

**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)

**SYSTEMS INTEGRATION ANALYST**

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

**AUDITORY OR VISUAL REQUIREMENTS**

Sufficient visual acuity to read manuals, see contents on a computer screen and see circuitry inside a computer system; sufficient hearing to comprehend low level beeps from computers;

**ENVIRONMENTAL CONDITIONS**

Most of the time the job is performed in an office environment under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

**FLSA STATUS**

Non-Exempt

**SALARY RANGE**

60



## Vacancy Summary Report June 7, 2023

Location	Full Time	Part-Time	Grand Total
Carmel Valley Middle School		2	2
Diegueno Middle School	1	1	2
District Office	3		3
Earl Warren Middle School	1		1
Facilities, Planning & Construction	1		1
La Costa Canyon High School	1	4	5
Maintenance & Operations	5		5
Oak Crest Middle School		7	7
Pacific Trails Middle School		3	3
Requeza Education Center		8	8
San Dieguito High School Academy	1	4	5
Spanish South		1	1
Torrey Pines High School	4	5	9
Transportation	1	22	23
<b>Grand Total</b>	<b>18</b>	<b>59</b>	<b>76</b>

Hard to Fill Positions	Count
Bilingual Parent / Community Liaison	1
Bus Driver Trainer	1
Custodian Floater	2
Director of Maintenance & Operations	1
Instructional Assistant - Behavior Intervention	4
Instructional Assistant - Bilingual	3
Instructional Assistant Special Education	7
Instructional/Personal Care Assistant	10
Interpreter for the Deaf and Hard-of-Hearing	1
Nutrition Services Assistant I	5
Nutrition Services Assistant II	1
School Bus Driver	22
Student Health Care Specialist	4
<b>Grand Total</b>	<b>62</b>

Position Status	Count
Hold	4
Interviews scheduled	8
Pending approval	4
Recruitment in progress	53
Selection Clearing	4
Testing in Progress	3
<b>Grand Total</b>	<b>76</b>

<b>VACANCY REPORT</b>							
<b>76 Approved Requisitions</b>							
<b>25 Different Job Classifications</b>							
<b>SITE</b>	<b>SLOT</b>	<b>Position</b>	<b># of Months</b>	<b># of Hours a Week</b>	<b># of Hours a Day</b>	<b>FTE</b>	<b>STATUS</b>
Maintenance & Operations	AJ407	Administrative Assistant II	12	40	8	1.00	Selection Clearing
Earl Warren Middle School	AA016	Administrative Assistant III	10	40	8	1.00	Interviews scheduled
Spanish South	AO142	Bilingual Parent / Community Liaison	10	19.5	3.9	0.49	Testing in Progress
Transportation	AA481	Bus Driver Trainer	12	40	8	1.00	Recruitment in progress
San Dieguito High School Academy	AK190	Campus Supervisor	12	40	8	1.00	Interviews scheduled
Torrey Pines High School	AA150	Custodian	12	40	8	1.00	Interviews scheduled
La Costa Canyon High School	AN209	Custodian	12	40	8	1.00	Interviews scheduled
Maintenance & Operations	AA165	Custodian Floater	12	40	8	1.00	Recruitment in progress
Maintenance & Operations		Custodian Floater	12	40	8	1.00	Recruitment in progress
Maintenance & Operations	AN192	Director of Maintenance & Operations	12	40	8	1.00	Testing in Progress
District Office		Executive Assistant	12	40	8	1.00	HOLD
District Office		Executive Assistant to the Superintendent	12	40	8	1.00	Interviews scheduled
Facilities, Planning & Construction	New Slot	Facilities Planning Analyst	12	40	8	1.00	Selection Clearing
District Office	New Slot	Information Systems Support Technician	10	40	8	1.00	Pending approval
La Costa Canyon High School	AO042	Interpreter for the Deaf and Hard-of-Hearing	10	32.5	6.5	0.81	Recruitment in progress
Oak Crest Middle School	AL628	Instructional Assistant - Bilingual	10	19.5	3.9	0.49	Recruitment in progress
Oak Crest Middle School	AM625	Instructional Assistant - Bilingual	10	19.5	3.9	0.49	Pending approval
San Dieguito High School Academy	AN487	Instructional Assistant - Bilingual	10	19.5	3.9	0.49	Recruitment in progress
La Costa Canyon High School	AH757	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Interviews scheduled
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	AI760	Instructional Assistant Special Education	10	30	6	0.75	Clearing
Carmel Valley Middle School	AI665	Instructional Assistant Special Education	10	30	6	0.75	Clearing
Torrey Pines High School	AJ226	Instructional Assistant Special Education	10	30	6	0.75	Interviews scheduled
Canyon Crest Academy	AA437	Instructional Assistant Special Education	10	30	6	0.75	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
Maintenance & Operations	AN058	Irrigation Specialist	12	40	8	1.00	Testing in Progress
Diegueno Middle School	AG125	Learning Commons Technician	10	40	8	1.00	HOLD
Pacific Trails Middle School	AA243	Nutrition Services Assistant I	10	16.25	3.25	0.41	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
Pacific Trails Middle School	AK203	Nutrition Services Assistant II	10	19.5	3.9	0.49	Recruitment in progress
Torrey Pines High School	AA080	Receptionist	10	40	8	1.00	Recruitment in progress
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
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

<b>VACANCY REPORT</b>							
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	Interviews scheduled
Torrey Pines High School	New Slot	Secretary					Pending approval
Oak Crest Middle School	New Slot	Student Health Care Specialist					Recruitment in progress
Oak Crest Middle School	New Slot	Student Health Care Specialist					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

**Classified Personnel List - May 17, 2023**

Personnel Action	Classification	Last Name	First Name	Job Title	Site	Effective Date	Inactive Date	FTE	Reason
Employment	Coach	Daluiso	Mia	Gymnastics - Junior Varsity Assistant Coach	TPHS	04/12/2023		n/a	Spring Season
Employment	Classified Substitute	Cowan	Kerri	Instructional Assistant Sub/Test Proctor		04/13/2023		n/a	Substitute Pool
Employment	Classified Substitute	Galbraith	Julie	Test Proctor		04/14/2023		n/a	Substitute Pool
Employment	Classified	Koch	Grant	Night Custodian	TPHS	04/17/2023		1	Vacancy
Employment	Classified	Cruz	Eric	Electrician	Maintenance & Opera	04/17/2023		1	Vacancy
Employment	Classified	Velasco Diaz	Jenny	Night Custodian	DNO	04/17/2023		1	Vacancy
Reassignment	Supervisory	Torres Orozco	Graciano	Grounds supervisor	Maintenance & Opera	04/11/2023		1	Vacancy
Resignation	Classified	Cassell	Michael	School Bus Driver	Transportation	05/12/2023		1	Retirement
Resignation	Classified	Sledge	Lisa	Campus Supervisor	SDA	04/21/2023		1	Resignation
Employment	Classified	Drennan	Natalie	Bilingual Parent/Community Liaison - Spanish	District Office	04/19/2023		0.4875	Vacancy
Employment	Artist-in-Residence	Felicetta	Constantino	Woodwind Instructor	SDA	04/20/2023		n/a	School Year Season
Employment	Classified Substitute	Kondragunta	Swarupa	Clerical Substitute		04/14/2023		n/a	Substitute Pool
Employment	Classified Substitute	Nicol	Lindi	Instructional Assistant Sub		04/24/2023		n/a	Substitute Pool
Employment	Classified Substitute	Brown	Judith	Clerical Substitute/Test Proctor		04/14/2023		n/a	Substitute Pool
Employment	Classified Substitute	Kit	Jennie	Clerical Substitute/Test Proctor		04/14/2023		n/a	Substitute Pool
Resignation	Classified	Zhong	Chunmei	Nutrition Assistant I	PTMS-Cafe	04/28/2023		0.406	Vacancy
Reassignment	Classified	Diaz	Nancy	Day Custodian	CCA	05/01/2023		1	Transfer
Employment	Classified	Arora	Sangeeta	Instructional Assistant-SPED	DNO	05/01/2023		0.4875	Vacancy
Employment	Classified Substitute	Rosen	Charlotte	Instructional Assistant Sub/Test Proctor		04/14/2023		n/a	Substitute Pool
Employment	Classified Substitute	Ma	Jinghong	Test Proctor		04/14/2023		n/a	Substitute Pool
Employment	Classified Substitute	Beauvais	Madelayne	Test Proctor		04/14/2023		n/a	Substitute Pool
Employment	Classified Substitute	Baumgartner	Jennifer	Test Proctor		04/14/2023		n/a	Substitute Pool
Employment	Classified Management	Chappell	Jacqueline	Director of Nutrition Services	District Office	05/01/2023		1	Vacancy
Employment	Classified Substitute	Zimmerer	Yunuen	Clerical Sub/Test Proctor		04/26/2023		n/a	Substitute Pool
Resignation	Classified Management	Coy	Michael	Chief Facilities Officer	Facilities-Construction	06/12/2023		1	Retirement
Resignation	Classified	Coy	Robin	Learning Commons Technician I	DNO	06/07/2023		1	Retirement
Resignation	Classified	Koch	Grant	Night Custodian	TPHS	05/05/2023		1	Resignation