

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

Regular Meeting Agenda

3:30 P.M. July 11, 2023

Pacific Trails Middle School - Building C, Room C217

5957 Village Center Loop Rd., San Diego, CA 92130

(public may attend in person or virtually)

PUBLIC COMMENTS

Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the commission on any item of interest to the public, before or during the commission's consideration of the item.

If you wish to speak regarding an item on the agenda, we request that you email the Director of Classified Personnel at susan.gray@sduhsd.net by 3:00 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. In addition, a copy of the Personnel Commission Rules and Regulations may also be found on the district website. If you are unable to access the agenda packet on the website, please email susan.gray@sduhsd.net to receive a copy.

RECORDING OF PERSONNEL COMMISSION MEETINGS

All meetings of the Personnel Commission are audio and/or video recorded for record keeping purposes. Individuals may request the audio recording by emailing the director at susan.gray@sduhsd.net after the conclusion of the meeting. Recordings will be kept on file for 90 days following the date of the meeting.

CELL PHONES/ELECTRONIC DEVICES

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

REQUESTS FOR DISABILITY-RELATED MODIFICATIONS OR ACCOMODATIONS

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

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

Regular Meeting Agenda

3:30 P.M., July 11, 2023

MEETING/OPEN SESSION

1. Call to Order Commission Chair

2. Pledge of Allegiance

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

Public Comments, if any

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

4. Approval of the Minutes for the June 13, 2023, Personnel Commission Regular
Meeting.

Public Comments, if any

Motion by_____, second by_____, to approve the minutes of the
June 13, 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 Bilingual Parent-Community Liaison - Spanish, SR36, Open/Promotional-Dual Certification, effective 06/09/2023, eligibility valid for six months.
- B. Motion by _____, second by _____, to approve an Eligibility List for Irrigation Specialist, SR41, Open/Promotional-Dual Certification, effective 06/09/2023, eligibility valid for six months.
- C. Motion by _____, second by _____, to approve a Merged Filing Eligibility List for Interpreter for the Deaf and Hard-of-Hearing, SR60, Open/Promotional-Dual Certification, updated 06/13/2023, individual eligibility valid for six months.
- D. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Student Health Care Specialist, SR40, Open/Promotional-Dual Certification, updated 06/14/2023, individual eligibility valid for six months.
- E. Motion by _____, second by _____, to approve a Merged Filing Eligibility List for Bilingual Parent-Community Liaison - Spanish, SR36, Open/Promotional-Dual Certification, updated 06/22/2023, eligibility valid for six months.
- F. Motion by _____, second by _____, to approve an Eligibility List for Receptionist, SR32, Open/Promotional-Dual Certification, effective 06/22/2023, eligibility valid for six months.
- G. Motion by _____, second by _____, to approve an Eligibility List for Director of Maintenance & Operations, Management, SR12, Open/Promotional-Dual Certification, effective 06/23/2023, eligibility valid for six months.

7. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments, if any

- A. Motion by _____, second by _____, to establish a six-month Eligibility List for Learning Commons Technician I, SR40, Open/Promotional-Dual Certification.
- B. Motion by _____, second by _____, to establish a six-month Eligibility List Executive Assistant to the Superintendent, SR2, Open/Promotional-Dual Certification.
- C. Motion by _____, second by _____, to establish a six-month Eligibility List Information Systems Support Technician, SR44, Open/Promotional-Dual Certification.

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments, if any

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

9. ASSEMBLY BILL 1699

Public Comments, if any

10. CORRESPONDENCE

Public Comments, if any

11. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, August 8, 2023, at 3:30 P.M.

12. ADJOURNMENT

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

Regular Meeting Minutes

3:30 P.M., June 13, 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

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 June 13, 2023 Personnel Commission Regular Meeting.

Public Comments-None

Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the agenda for the June 13, 2023, Personnel Commission Regular Meeting.

Justin Cunningham

Jeff Charles

Passed with Two Ayes

4. Approval of the Minutes for the May 9, 2023, Personnel Commission Regular Meeting.

Public Comments - None

Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the minutes of the May 9, 2023, Personnel Commission Regular Meeting.

Justin Cunningham

Jeff Charles

Passed with Two 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 JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Facilities Planning Analyst, SR62, Open/Promotional-Dual Certification, effective 05/09/2023, eligibility valid for six months.
Justin Cunningham
Jeff Charles
Passed with Two Ayes
- B. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, 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.
Justin Cunningham
Jeff Charles
Passed with Two Ayes
- C. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated 05/16/2023, individual eligibility valid for six months.
Justin Cunningham
Jeff Charles
Passed with Two Ayes
- D. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, 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

Justin Cunningham

Jeff Charles

Passed with Two Ayes

- E. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, 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.

Justin Cunningham

Jeff Charles

Passed with Two Ayes

- F. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, effective 05/26/2023, eligibility valid for six months.

Justin Cunningham

Jeff Charles

Passed with Two Ayes

- G. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Merged Eligibility List for Secretary, SR36, Open/Promotional-Dual Certification, updated 05/30/2023, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

Passed with Two Ayes

- H. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, 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.

Justin Cunningham

Jeff Charles

Passed with Two Ayes

- I. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, 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

Justin Cunningham

Jeff Charles

Passed with Two Ayes

- J. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Executive Assistant to the Superintendent, Confidential, SR2, Promo Only, effective 06/05/2023, eligibility valid for six months.

Justin Cunningham

Jeff Charles

Passed with Two Ayes

- K. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Administrative Assistant III, SR42, Open/Promotional-Dual Certification, effective 06/06/2023, eligibility valid for six months.

Justin Cunningham

Jeff Charles

Passed with Two Ayes

- L. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, 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

Justin Cunningham

Jeff Charles

Passed with Two Ayes

- M. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, 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

Justin Cunningham

Jeff Charles

Passed with Two Ayes

7. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments- None

- A. Motioned by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Director of Maintenance & Operations, Management, SR12, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

Passed with Two Ayes

- B. Motioned by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Executive Assistant to the Superintendent, Confidential, SR2, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

Passed with Two Ayes

- C. Motioned by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Receptionist, SR32, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

Passed with Two Ayes

D. Motioned by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Instructional Assistant - Bilingual, SR31, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

Passed with Two Ayes

8. CLASSIFICATIONS REVIEWS (See Supplements)

Public Comments - None

A. Learning Commons Technician I – Revised Job Description

Motioned by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to revise the job description for Learning Commons Technician I as proposed.

B. Learning Commons Technician II – Revised Job Description

Motioned by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to revise the job description for Learning Commons Technician II as proposed.

C. Systems Integration Analyst – New Classification

Motioned by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, 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 - None

A. Vacancy Report Summary

B. Vacancy Report

C. Personnel List Report

10. CORRESPONDENCE

Public Comments - None

11. NEXT PERSONNEL COMMISSION MEETING

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

12. ADJOURNMENT – 3:51 P.M.

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

Bilingual Parent-Community Liaison-Spanish

Eligibility List

Open/Promo-Dual Certification

Effective Date: 6/9/2023

Applicant ID	Rank	Expiration Date	Source
714748	1	12/9/2023	Open
2380957	2	12/9/2023	Open
3662866	3	12/9/2023	Open

S. Gray

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

Irrigation Specialist

Eligibility List

Open/Promo-Dual Certification

Effective Date: 6/9/2023

Applicant ID	Rank	Expiration Date	Source
6989237	1	12/9/2023	Open
7156315	2	12/9/2023	Open
3249921	3	12/9/2023	Promo

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

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: 6/13/2023

Applicant ID	Rank	Expiration Date	Source
7060160	1	8/17/2023	Open
7157371	1	11/30/2023	Open
7126561	1	12/13/2023	Open

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

Scores are merged each time the exam is administered.

S.Gray

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

Student Health Care Specialist

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 6/14/2023

Applicant ID	Rank	Expiration Date	Source
7158087	1	12/14/2023	Open

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

S.Gray

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

Bilingual Parent-Community Liaison-Spanish

Eligibility List-Merged

Open/Promo-Dual Certification

Updated Date: 6/22/2023

Applicant ID	Rank	Expiration Date	Source
714748	1	12/9/2023	Open
2380957	2	12/9/2023	Open
3662866	3	12/9/2023	Open
717062	4	12/22/2023	Open
7142886	4	12/22/2023	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**

Receptionist

Eligibility List

Open/Promo-Dual Certification

Effective Date: 6/22/2023

Applicant ID	Rank	Expiration Date	Source
1499295	1	12/22/2023	Open
7183004	2	12/22/2023	Open

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

S. Gray

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

Director of Maintenance & Operations

Eligibility List

Open/Promo-Dual Certification

Effective Date: 6/23/2023

Applicant ID	Rank	Expiration Date	Source
2535749	1	6/23/2023	Promo
2571634	2	6/23/2023	Promo
7157905	3	6/23/2023	Open
2246042	3	6/23/2023	Open
6711092	4	6/23/2023	Open
7165886	5	6/23/2023	Open

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

S. Gray

Vacancy Summary Report July 11, 2023

Site/Department	Full - Time	Part-Time	Grand Total
Canyon Crest Academy		1	1
Carmel Valley Middle School		2	2
Diegueno Middle School	1	1	2
District Office	2		2
Facilities, Planning & Construction	1		1
La Costa Canyon High School	1	5	6
Maintenance & Operations	5		5
Oak Crest Middle School		7	7
Pacific Trails Middle School		2	2
Requeza Education Center		8	8
San Dieguito High School Academy	1	2	3
Spanish South		1	1
Torrey Pines High School	4	4	8
Transportation	1	21	22
Grand Total	16	54	70

Hard to Fill Positions	Count
Bus Driver Trainer	1
Custodian Floater	2
Instructional Assistant - Behavior Intervention	4
Instructional Assistant - Bilingual	4
Instructional Assistant Special Education	5
Instructional/Personal Care Assistant	10
Interpreter for the Deaf and Hard-of-Hearing	1
Nutrition Services Assistant I	5
School Bus Driver	21
Student Health Care Specialist	4
Total	57

Position Status	Count
Hired	5
Interviews scheduled	3
Job Offer Made	2
Offer Pending	1
Recruitment in progress	55
Selection Clearing	4
Grand Total	70

VACANCY REPORT							
70 Approved Requisitions							
22 Different Job Classifications							
SITE	SLOT	Position	# of Months	# of Hours a Week	# of Hours a Day	FTE	STATUS
Maintenance & Operations	AJ407	Administrative Assistant II	12	40	8	1.00	Hired
Spanish South	AO142	Bilingual Parent / Community Liaison	10	19.5	3.9	0.49	Selection Clearing
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	Selection Clearing
Torrey Pines High School	AA150	Custodian	12	40	8	1.00	Recruitment in progress
La Costa Canyon High School	AN209	Custodian	12	40	8	1.00	Hired
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	Interviews scheduled
District Office		Executive Assistant	12	40	8	1.00	Recruitment in progress
Facilities, Planning & Construction	New Slot	Facilities Planning Analyst	12	40	8	1.00	Hired
District Office	AO389	Information Systems Support Technician	10	40	8	1.00	Recruitment in progress
La Costa Canyon High School	AO042	Interpreter for the Deaf and Hard-of-Hearing	10	32.5	6.5	0.81	Interviews scheduled
La Costa Canyon High School	AK101	Instructional Assistant - Bilingual	10	19.5	3.9	0.49	Recruitment in progress
Oak Crest Middle School	AL628	Instructional Assistant - Bilingual	10	18.75	3.75	0.47	Recruitment in progress
Oak Crest Middle School	AM625	Instructional Assistant - Bilingual	10	19.5	3.9	0.49	Recruitment in progress
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	Selection Clearing
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	Selection Clearing
Carmel Valley Middle School	AI665	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AJ226	Instructional Assistant Special Education	10	30	6	0.75	Interviews scheduled
Canyon Crest Academy	AA437	Instructional Assistant Special Education	10	30	6	0.75	Job Offer Made
Pacific Trails Middle School	AN548	Instructional Assistant Special Education	10	30	6	0.75	Hired
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	Job Offer Made
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	Offer Pending
Diegueno Middle School	AG125	Learning Commons Technician	10	40	8	1.00	Recruitment in progress
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
Torrey Pines High School		Receptionist	10	40	8	1.00	Recruitment in progress
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
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

VACANCY REPORT							
70 Approved Requisitions							
22 Different Job Classifications							
SITE	SLOT	Position	# of Months	# of Hours a Week	# of Hours a Day	FTE	STATUS
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	Hired
Oak Crest Middle School	AO341	Student Health Care Specialist	10	30	6	0.75	Recruitment in progress
Oak Crest Middle School	AO340	Student Health Care Specialist	10	30	6	0.75	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 - JUNE 15, 2023

Personnel Action	Classification	Last Name	First Name	Job Title	Site	Effective Date	Inactive Date	FTE	Reason
Termination	Confidential	Baylon Garcia	Fabiola	Assistant to the Board & Superintendent	District Office	05/03/2023		1	Exhausted Leave
Resignation	Classified	Mealy	Linda	Instructional Assistant	Requeza		06/02/2023	0.75	Retirement
Employment	Classified	Ongtangco	King Peter Paolo	Night Custodian	CVMS	05/15/2023		1	Vacancy
Employment	Artist-in-Residence	Rivera	Alexis	Colorguard Coach	LCC	05/09/2023		0	School Year Season
Employment	Coach	Mon	Noly	Boy's Volleyball - Varsity Assistant Coach	TPHS	05/10/2023		0	Spring Season
Employment	Coach	Turner	Drew	Boy's Volleyball - Varsity Assistant Coach	TPHS	05/10/2023		0	Spring Season
Reassignment	Classified	Li	Ling	Nutritional Services Assistant I	CVMS-Cafe	05/15/2023		0.31	Voluntary Demotion
Reassignment	Classified	Limon	Rosemarie	Nutritional Services Assistant I	CVMS-Cafe	05/15/2023		0.44	Transfer
Employment	Classified Substitute	Baruch	Frank	Instructional Assistant-Special Education		05/15/2023		n/a	Substitute Pool
Resignation	Classified Substitute	Carrino	Kathryn	Classified Sub - Nutrition			06/02/2023	n/a	Resignation
Resignation	Classified	Herrera Fraga	Miguel	Instructional Assistant - Bilingual	SDA		06/02/2023	0.487	Resignation
Resignation	Confidential	Herrera	Diane	Executive Assistant	District Office		06/15/2023	1	Retirement
Resignation	Classified Substitute	Field	Marie	Classified Substitute			06/02/2023	n/a	Resignation
Employment	Classified Substitute	Ryoo	Kyung	Nutrition Assistant I Substitute		05/24/2023		n/a	Substitute Pool
Employment	Classified Substitute	Duguay	Diana	Instructional Assistant Substitute		06/01/2023		n/a	Substitute Pool

AMENDED IN ASSEMBLY MAY 18, 2023

CALIFORNIA LEGISLATURE—2023–24 REGULAR SESSION

ASSEMBLY BILL

No. 1699

**Introduced by Assembly Member McCarty
(Coauthors: Assembly Members ~~Addis Addis~~, *Bonta*, and Schiavo)**

February 17, 2023

An act to add Sections 45139.5 and 88039 to the Education Code, relating to classified employees.

LEGISLATIVE COUNSEL'S DIGEST

AB 1699, as amended, McCarty. K–14 classified employees: part-time or full-time vacancies: public postings.

Existing law requires the governing boards of school districts and community college districts to employ persons for positions not requiring certification qualifications or that are not academic, as applicable, and to classify those employees and positions, and requires that they be known as the classified service, as provided. Existing law also applies those provisions to county offices of education.

Existing law requires the above-described provisions to apply only to county offices of education, school districts, and community college districts, as applicable, not incorporating the merit system.

This bill would, notwithstanding any other law, require vacancies for part-time or full-time positions of an education employer, as defined, to be ~~open only~~ *offered with priority, as specified*, to current regular and hourly employees, as provided, before the vacancy may be posted publicly for the general public to apply. The bill would require an interested part-time employee who does not meet the minimum qualifications for a vacancy to be offered paid on-the-job training for that vacancy: *nonprobationary classified employees who meet the*

minimum job qualifications of the position or who could meet the minimum job qualifications after 10 or fewer hours of paid training that is paid for by the education employer, unless otherwise negotiated by the education employer and the exclusive representatives of the applicable employees, and would require the education employer to adhere to specified requirements, including, among others, that the education employer provides all of its classified employees notice of, and instructions for applying for, any new classified position at least 10 business days before the general public is authorized to apply for the position. The bill would authorize an employee who accepts a new assignment to elect to either add the hours for the new assignment to their current assignment, if feasible, or, if the new assignment is more hours than their current assignment, the employee may replace their current assignment with the new assignment, and would require the education employer to provide reasonable modifications to the assignment schedules to allow the employee to work both assignments, as provided. The bill would require an education employer to accept a current part-time employee's number of years of service with the education employer, regardless of the capacity in which they were earned, when that part-time employee applies for an additional part-time assignment that requires a certain number of years of service. The bill would require classified employees who work part-time assignments that equal the number of hours for a full-time assignment for the same education employer to receive the same benefits as employees who work a full-time assignment. The bill would expressly prohibit retaliation against classified employees for either refusing or accepting a vacancy. The bill would prohibit applicants from being offered a vacancy if the total of the 2 positions would violate the federal Fair Labor Standards Act of 1938 or any other state or federal law.

This bill would apply these provisions to county offices of education, school districts, community college districts, and joint powers authorities comprising county offices of education, school districts, or community college districts, as applicable, regardless of whether the county office of education, school district, community college district, or joint powers authority comprising county offices of education, school districts, or community college districts, as applicable, has adopted the merit system.

Vote: majority. Appropriation: no. Fiscal committee: no.
State-mandated local program: no.

The people of the State of California do enact as follows:

1 SECTION 1. Section 45139.5 is added to the Education Code,
2 to read:

3 45139.5. (a) Notwithstanding any other law, vacancies for
4 part-time and full-time positions of an education employer shall
5 ~~be open only offered with priority~~ to current regular ~~and hourly~~
6 ~~nonprobationary classified employees before the vacancy may be~~
7 ~~posted publicly, pursuant to all of the following:~~ *who meet the*
8 *minimum job qualifications of the position, or who could meet the*
9 *minimum job qualifications after 10 or fewer hours of paid training*
10 *that is paid for by the education employer, unless otherwise*
11 *negotiated by the education employer and the exclusive*
12 *representatives of the applicable employees. The education*
13 *employer shall adhere to the following requirements:*

14 ~~(1) If an employee currently works in the same classification,~~
15 ~~that employee shall automatically be eligible to add the new~~
16 ~~assignment to their current assignment.~~

17 ~~(2) If there is not an employee who works within the same~~
18 ~~classification who elects to take the additional assignment, the~~
19 ~~education employer shall offer the position to other classified~~
20 ~~employees for whom the position would represent an increase in~~
21 ~~hours, so long as the employee can reasonably perform the new~~
22 ~~assignment with reasonable accommodation.~~

23 ~~(3) An interested part-time employee who does not meet the~~
24 ~~minimum qualifications for a vacancy shall be offered reasonable~~
25 ~~paid on-the-job training for that vacancy.~~

26 ~~(4) If no current employees want to accept the new assignment,~~
27 ~~meet the minimum requirements, or will accept reasonable paid~~
28 ~~on-the-job training for the vacancy, only then may the job be posted~~
29 ~~for the general public to apply.~~

30 *(1) The education employer shall provide all of its classified*
31 *employees notice of, and instructions for applying for, any new*
32 *classified position at least 10 business days before the general*
33 *public is authorized to apply for the position, and exclusive*
34 *representatives of classified employees shall be given notice before*
35 *the education employer posts the position publicly. If no qualified,*
36 *internal candidate applies for the new position within at least 10*
37 *business days after the education employer provides notice, or if*

1 no internal candidate accepts the new position, only then may the
2 education employer offer the new position to an external applicant.

3 (2) An education employer shall grant the new position to a
4 current regular nonprobationary classified employee who applies
5 for the position and who meets the minimum job qualifications of
6 the position or who could meet the minimum job qualifications
7 after ten or fewer hours of training paid for by the education
8 employer. Priority among those applicants shall be given in the
9 following order:

10 (A) By seniority among applicants currently working in the
11 same classification as the new position for whom the new position
12 would represent an increase in hours or wages.

13 (B) By seniority among applicants in other classifications for
14 whom the new position would represent an increase in hours or
15 wages.

16 (3) An employee who accepts a new assignment may elect to
17 either add the hours for the new assignment to their current
18 assignment, if feasible, or, if the new assignment is more hours
19 than their current assignment, the employee may replace their
20 current assignment with the new assignment. If the employee elects
21 to add the new assignment to their current assignment and the
22 hours for the new assignment overlap with the hours for their
23 current assignment, the education employer shall provide
24 reasonable modifications to the assignment schedules to allow the
25 employee to work both assignments. This paragraph shall not be
26 construed as to require an education employer to grant additional
27 hours that would qualify the employee for overtime pay.

28 (b) An education employer shall accept a current part-time
29 employee's number of years of service with the education
30 employer, regardless of the capacity in which they were earned,
31 when that part-time employee applies for an additional part-time
32 assignment that requires a certain number of years of service.

33 (c) Classified employees who work part-time assignments that
34 equal the number of hours for a full-time assignment for the same
35 education employer shall receive the same benefits as employees
36 who work a full-time assignment.

37 (d) Classified employees shall not be retaliated against for either
38 refusing a vacancy or accepting a vacancy.

~~(e) Education employers shall not disqualify an applicant who may need reasonable scheduling accommodations to complete more than one assignment.~~

~~(f)~~

(e) Notwithstanding subdivision (a), applicants shall not be offered a vacancy if the total of the two positions would violate the federal Fair Labor Standards Act of 1938 (29 U.S.C. Sec. 201 et seq.) or any other state or federal law.

~~(g)~~

(f) This section shall apply to county offices of education, school districts, and joint powers authorities comprising county offices of education or school districts, regardless of whether the county office of education, school district, or joint powers authority comprising county offices of education or school districts has adopted the merit system.

~~(h)~~

(g) For purposes of this section, “education employer” means a county office of education, school district, or joint powers authority comprised of county offices of education or school districts.

SEC. 2. Section 88039 is added to the Education Code, to read:

88039. (a) Notwithstanding any other law, vacancies for part-time and full-time positions of an education employer shall ~~be open only~~ *offered with priority to current regular and hourly nonprobationary employees before the vacancy may be posted publicly, pursuant to all of the following: who meet the minimum job qualifications of the position, or who could meet the minimum job qualifications after 10 or fewer hours of paid training that is paid for by the education employer, unless otherwise negotiated by the education employer and the exclusive representatives of the applicable employees. The education employer shall adhere to the following requirements:*

~~(1) If an employee currently works in the same classification, that employee shall automatically be eligible to add the new assignment to their current assignment.~~

~~(2) If there is not an employee who works within the same classification who elects to take the additional assignment, the education employer shall offer the position to other classified employees for whom the position would represent an increase in~~

1 hours, so long as the employee can reasonably perform the new
 2 assignment with reasonable accommodation.

3 ~~(3) An interested part-time employee who does not meet the~~
 4 ~~minimum qualifications for a vacancy shall be offered reasonable~~
 5 ~~paid on-the-job training for that vacancy.~~

6 ~~(4) If no current employees want to accept the new assignment,~~
 7 ~~meet the minimum requirements, or will accept reasonable paid~~
 8 ~~on-the-job training for the vacancy, only then may the job be posted~~
 9 ~~for the general public to apply.~~

10 *(1) The education employer shall provide all of its classified*
 11 *employees notice of, and instructions for applying for, any new*
 12 *classified position at least 10 business days before the general*
 13 *public is authorized to apply for the position, and exclusive*
 14 *representatives of classified employees shall be given notice before*
 15 *the education employer posts the position publicly. If no qualified,*
 16 *internal candidate applies for the new position within at least 10*
 17 *business days after the education employer provides notice, or if*
 18 *no internal candidate accepts the new position, only then may the*
 19 *education employer offer the new position to an external applicant.*

20 *(2) An education employer shall grant the new position to a*
 21 *current regular nonprobationary classified employee who applies*
 22 *for the position and who meets the minimum job qualifications of*
 23 *the position or who could meet the minimum job qualifications*
 24 *after ten or fewer hours of training paid for by the education*
 25 *employer. Priority among those applicants shall be given in the*
 26 *following order:*

27 *(A) By seniority among applicants currently working in the*
 28 *same classification as the new position for whom the new position*
 29 *would represent an increase in hours or wages.*

30 *(B) By seniority among applicants in other classifications for*
 31 *whom the new position would represent an increase in hours or*
 32 *wages.*

33 *(3) An employee who accepts a new assignment may elect to*
 34 *either add the hours for the new assignment to their current*
 35 *assignment, if feasible, or, if the new assignment is more hours*
 36 *than their current assignment, the employee may replace their*
 37 *current assignment with the new assignment. If the employee elects*
 38 *to add the new assignment to their current assignment and the*
 39 *hours for the new assignment overlap with the hours for their*
 40 *current assignment, the education employer shall provide*

1 *reasonable modifications to the assignment schedules to allow the*
2 *employee to work both assignments. This paragraph shall not be*
3 *construed as to require an education employer to grant additional*
4 *hours that would qualify the employee for overtime pay.*

5 (b) An education employer shall accept a current part-time
6 employee’s number of years of service with the education
7 employer, regardless of the capacity in which they were earned,
8 when that part-time employee applies for an additional part-time
9 assignment that requires a certain number of years of service.

10 (c) Classified employees who work part-time assignments that
11 equal the number of hours for a full-time assignment for the same
12 education employer shall receive the same benefits as employees
13 who work a full-time assignment.

14 (d) Classified employees shall not be retaliated against for either
15 refusing a vacancy or accepting a vacancy.

16 ~~(e) Education employers shall not disqualify an applicant who~~
17 ~~may need reasonable scheduling accommodations to complete~~
18 ~~more than one assignment.~~

19 ~~(f)~~

20 (e) Notwithstanding subdivision (a), applicants shall not be
21 offered a vacancy if the total of the two positions would violate
22 the federal Fair Labor Standards Act of 1938 (29 U.S.C. Sec. 201
23 et seq.) or any other state or federal law.

24 ~~(g)~~

25 (f) This section shall apply to community college districts and
26 joint powers authorities comprising community college districts,
27 regardless of whether a community college district or joint powers
28 authority comprising community college districts has adopted the
29 merit system.

30 ~~(h)~~

31 (g) For purposes of this section, “education employer” means
32 a community college district or joint powers authority comprising
33 community college districts.

O