

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

Regular Meeting Agenda

3:30 P.M. August 8, 2023

*Pacific Trails Middle School - Building C, Room C201 (Staff Room)
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., August 8, 2023

MEETING/OPEN SESSION

1. Call to Order Commission Chair

2. Pledge of Allegiance

3. Approval of the Agenda for the August 8, 2023, Personnel Commission Regular Meeting.

Public Comments, if any

Motion by_____, second by_____, to approve the agenda for the August 8, 2023, Personnel Commission Regular Meeting.

4. Approval of the Minutes for the July 11, 2023, Personnel Commission Regular Meeting.

Public Comments, if any

Motion by_____, second by_____, to approve the minutes of the July 11, 2023, Personnel Commission Regular Meeting.

5. PUBLIC COMMENTS ON NON-AGENDA ITEMS

No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of the commission, or the body itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the commission at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.

A. California School Employees Association

B. San Dieguito Union High School District

C. Public

ACTION ITEMS (See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments, if any

- A. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated 07/06/2023, individual eligibility valid for six months.
- B. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated 07/11/2023, individual eligibility valid for six months.
- C. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated 07/11/2023, individual eligibility valid for six months.
- D. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated 07/12/2023, individual eligibility valid for six months.
- E. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated 07/12/2023, individual eligibility valid for six months.
- F. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Instructional Assistant – Behavior Intervention, SR36, Open/Promotional-Dual Certification, updated 07/19/2023, individual eligibility valid for six months.
- G. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Instructional Assistant – Bilingual, SR31, Open/Promotional-Dual Certification, updated 07/18/2023, individual eligibility valid for six months.
- H. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Instructional Assistant – Behavior Intervention, SR36, Open/Promotional-Dual Certification, updated 07/24/2023, individual eligibility valid for six months.
- I. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant, SR37, Open/Promotional-Dual Certification, updated 07/25/2023, individual eligibility valid for six months.
- J. 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 07/25/2023, individual eligibility valid for six months.
- K. Motion by_____, second by_____, to approve an Eligibility List for Learning Commons Technician I, SR40, Open/Promotional-Dual Certification, effective 07/25/2023, individual 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 07/26/2023, individual eligibility valid for six months.
- M. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated 07/28/2023, individual eligibility valid for six months.
- N. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Student Health Care Specialist, SR40, Open/Promotional-Dual Certification, updated 07/31/2023, individual eligibility valid for six months.

- O. Motion by _____, second by _____, to approve an Eligibility List for Executive Assistant, Confidential SR1, Open/Promotional-Dual Certification, effective 08/01/2023, individual eligibility valid for six months.
- P. Motion by _____, second by _____, to approve a Merged Filing Eligibility List for Receptionist, SR32, Open/Promotional-Dual Certification, updated 08/01/2023, individual eligibility valid for six months.
- Q. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Student Health Care Specialist, SR40, Open/Promotional-Dual Certification, updated 08/02/2023, 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 a six-month Eligibility List for Executive Assistant, Confidential, SR1, Open/Promotional-Dual Certification.
- B. Motion by _____, second by _____, to establish a six-month Eligibility List for Instructional Assistant - Bilingual, SR40, Open/Promotional-Dual Certification.
- C. Motion by _____, second by _____, to establish a six-month Eligibility List for Nutrition Services Assistant II, SR27, Open/Promotional-Dual Certification.

8. CLASSIFICATION REVIEW (See Supplements)

Public Comments, if any

- A. Director of Communications– New Classification

Motion by _____, second by _____, to adopt the new classification of Director of Communications 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. 2022-23 Annual Report
- B. Vacancy Report Summary
- C. Vacancy Report
- D. Personnel List Report
- E. Review of Eligibility List Information Provided

10. ASSEMBLY BILL 1699

Public Comments, if any

11. CORRESPONDENCE

Public Comments, if any

12. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, September 12, 2023, at 3:30 P.M.

13. ADJOURNMENT

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

Regular Meeting Minutes

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

MEETING/OPEN SESSION

1. Call to Order

The meeting was called to order at 3:34 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 July 11, 2023, Personnel Commission Regular Meeting.

Public Comments- None

Moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the agenda for the July 11, 2023, Personnel Commission Regular Meeting.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

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

Public Comments - None

Moved by JEFF CHARLES, seconded by JOHN BAIRD to approve the minutes of the June 13, 2023, Personnel Commission Regular Meeting.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

5. PUBLIC COMMENTS ON NON-AGENDA ITEMS

No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of the commission, or the body itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the commission at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.

- A. California School Employees Association - *None*
- B. San Dieguito Union High School District – *None*
- C. Public - *None*

ACTION ITEMS (See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments - None

- A. Moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for Bilingual Parent-Community Liaison - Spanish, SR36, Open/Promotional-Dual Certification, effective 06/09/2023, eligibility valid for six months.
Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes
- B. Moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve an Eligibility List for Irrigation Specialist, SR41, Open/Promotional-Dual Certification, effective 06/09/2023, eligibility valid for six months.
Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes
- C. Moved by JOHN BAIRD seconded by JEFF CHARLES, to approve 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.
Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes

D. Moved by JEFF CHARLES, seconded by JOHN BAIRD, 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.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

E. Moved by JOHN BAIRD seconded by JEFF CHARLES, to approve a Merged Filing Eligibility List for Interpreter for Bilingual Parent-Community Liaison – Spanish, SR36, Open/Promotional-Dual Certification, updated 06/22/2023, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

F. Moved by JEFF CHARLES, seconded by JOHN BAIRD, an Eligibility List for Receptionist, SR32, Open/Promotional-Dual Certification, effective 06/22/2023, eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

G. Moved by JOHN BAIRD seconded by JEFF CHARLES, 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.

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 Learning Commons Technician I, SR40, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- B. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to establish a six-month Eligibility List Information Systems Support Technician, SR44, Open/Promotional-Dual Certification.
Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments - None

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

9. ASSEMBLY BILL 1699

Public Comments – None

Susan Gray, Director of Classified Personnel, summarized the bill as it is currently drafted and John Baird, Commissioner, gave an update regarding the San Diego Chapter of the CSPCA and the state CSPCA's review and involvement in discussions regarding the proposed bill.

10. CORRESPONDENCE

Public Comments - None

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.

Susan Gray, Director of Classified Personnel advised that the meeting location is TBD.

12. ADJOURNMENT – 4:10 P.M.

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

Custodian

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 7/6/2023

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 6458065 | 1 | 9/23/2023 | Promo |
| 1242886 | 2 | 1/6/2024 | Open |
| 7076555 | 3 | 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

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 7/11/2023

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 7186539 | 1 | 1/11/2024 | Open |
| 7046745 | 2 | 8/7/2023 | Open |
| 3566853 | 3 | 12/6/2023 | Open |
| 7149812 | 4 | 12/6/2023 | Open |
| 529991 | 5 | 9/28/2023 | Open |
| 3585680 | 6 | 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**

Instructional/Personal Care Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 7/11/2023

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 3914104 | 1 | 1/11/2024 | Promo |
| 3796662 | 2 | 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**

Instructional Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 7/12/2023

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 7186539 | 1 | 1/11/2024 | Open |
| 7046745 | 2 | 8/7/2023 | Open |
| 3566853 | 3 | 12/6/2023 | Open |
| 7149812 | 4 | 12/6/2023 | Open |
| 1458475 | 5 | 1/12/2024 | Open |
| 529991 | 6 | 9/28/2023 | Open |
| 3585680 | 7 | 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**

Instructional/Personal Care Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 7/12/2023

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 7072722 | 1 | 1/12/2024 | Open |
| 3796662 | 2 | 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**

Instructional Assistant SpEd-Behavior Intervention

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Effective: 7/17/2023

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 7193801 | 1 | 1/17/2024 | Open |
| 6460258 | 2 | 11/18/2023 | Open |
| 7155871 | 3 | 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**

Instructional Assistant - Bilingual

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 7/19/2023

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 1674027 | 1 | 1/19/2024 | Promo |
| 7186167 | 2 | 1/19/2024 | Open |

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

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: 7/24/2023

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 3566853 | 1 | 1/24/2024 | Open |
| 7193801 | 2 | 1/17/2024 | 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/Personal Care Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 7/25/2023

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 7072722 | 1 | 1/12/2024 | Open |
| 6486775 | 2 | 1/25/2024 | 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: 7/25/2023

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 7060160 | 1 | 8/17/2023 | Open |
| 7157371 | 1 | 11/30/2023 | Open |
| 7126561 | 1 | 12/13/2023 | Open |
| 7214116 | 1 | 1/25/2024 | 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**

Learning Commons Technician I

Eligibility List

Open/Promo-Dual Certification

Effective Date: 7/25/2023

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 7193944 | 1 | 1/25/2024 | Open |
| 2148841 | 2 | 1/25/2024 | Open |
| 7091641 | 3 | 1/25/2024 | 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: 7/26/2023

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 7186539 | 1 | 1/11/2024 | Open |
| 7046745 | 2 | 8/7/2023 | Open |
| 3566853 | 3 | 12/6/2023 | Open |
| 1458475 | 4 | 1/12/2024 | Open |
| 5482027 | 5 | 1/26/2024 | Open |
| 529991 | 5 | 9/28/2023 | Open |
| 3585680 | 6 | 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**

Instructional Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 7/28/2023

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 7186539 | 1 | 1/11/2024 | Open |
| 7046745 | 2 | 8/7/2023 | Open |
| 3566853 | 3 | 12/6/2023 | Open |
| 1458475 | 4 | 1/12/2024 | Open |
| 7203754 | 5 | 1/28/2024 | Open |
| 5482027 | 6 | 1/26/2024 | Open |
| 529991 | 6 | 9/28/2023 | Open |
| 3585680 | 7 | 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**

Student Health Care Specialist

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 07/31/2023

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 6898274 | 1 | 1/31/2024 | Open |
| 6991465 | 1 | 1/31/2024 | Open |

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

S. Gray

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

Executive Assistant

Eligibility List

Open/Promo-Dual Certification

Effective date: 8/1/2023

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 7191847 | 1 | 2/1/2024 | Open |
| 2579180 | 2 | 2/1/2024 | Promo |
| 3106969 | 3 | 2/1/2024 | Open |
| 2820362 | 3 | 2/1/2024 | Promo |
| 7141253 | 3 | 2/1/2024 | Open |
| 7184142 | 4 | 2/1/2024 | Open |
| 7178696 | 5 | 2/1/2024 | Open |
| 6514723 | 6 | 2/1/2024 | Open |
| 3761768 | 7 | 2/1/2024 | Open |

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

S. Gray

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

Receptionist

Eligibility List-Merged

Open/Promo-Dual Certification

Updated Date: 8/1/2023

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 1499295 | 1 | 12/22/2023 | Open |
| 7102217 | 1 | 2/1/2024 | Open |
| 7180555 | 2 | 2/1/2024 | Open |
| 7183004 | 3 | 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**

Student Health Care Specialist

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 08/02/2023

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 6898274 | 1 | 1/31/2024 | Open |
| 6991465 | 1 | 1/31/2024 | Open |
| 2384918 | 1 | 2/2/2024 | 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

CLASSIFICATION ADVISORY COMMITTEE

Agenda

August 1, 2023
12:30 – 1:00 pm
Google Meet

CAC MEMBERS:

- Matt Colwell (CSEA)
- Margy Lara (CSEA)
- Kalani Crosby (CSEA)
- Dawn Campbell (Admin)
- Antonio Perez (Admin)
- Tina Peterson (Admin)

TOPICS FOR DISCUSSION

1. Proposed New Classification
Director of Communications

| Classification Review Report | |
|---|-----------------------------|
| Classification | Director of Communications |
| Classification Type | Classified Management |
| Salary Range | 5-2 |
| Submission to Classification Advisory Committee | August 1, 2023 |
| Submission to Personnel Commission | August 8, 2023 |
| Agenda Item | Proposed New Classification |

Background Information

The Superintendent has requested a new classification of Director of Communications be created. This position would be responsible for the District’s communication and community relations efforts, including developing and implementing the District’s strategic plan for community relations, public awareness, internal and external communications, and parent and community engagement. This position will be responsible for highlighting the achievements of the District and its students, shining a positive light on the good work of our teachers and classified staff. This position will also assist in applying for grants and awards. A key function of the position will be to attend community forums and events, to build relationships within the community. This position will play a pivotal role in connecting the District, both internally between sites and departments and externally, with our community partners.

This position will supervise the Communications Coordinator and oversee the Coordinator’s responsibilities with regard to website development, social media, and public records responses.

Sources of Information

Dr. Anne Staffieri, Superintendent
 Mary Anne Nuskin, Associate Superintendent of Human Resources
 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. It is recommended that this position be placed on Range 5-2 of the Management salary schedule. The midpoint of

this range is approximately 3% higher than the market midpoint, but aligns with other District Director positions for the purposes of internal equity.

| District | Salary Range | Job Title | Min | Midpoint | Max |
|-----------------|--------------|---|---------------------|---------------------|---------------------|
| Escondido USD | 5-5 | Communications & Public Relations Officer | \$127,155.00 | \$142,977.50 | \$158,800.00 |
| Escondido UHSD | 36 | Community Relations Officer | \$112,467.00 | \$126,290.50 | \$140,114.00 |
| Grossmont UHSD | 13 | Executive Director, Communications | \$144,232.00 | \$158,226.50 | \$172,221.00 |
| Oceanside USD | 17 | Director of Communications/Public Information | \$113,611.00 | \$122,658.50 | \$131,706.00 |
| Poway USD | 24 | Chief Communications Officer & Community Engagement | \$147,984.00 | \$163,650.00 | \$179,316.00 |
| San Marcos USD | 12 | Public Information Officer | \$104,886.00 | \$122,289.50 | \$139,693.00 |
| San Diego COE | 50 | Director, Communication | \$142,169.00 | \$157,489.00 | \$172,809.00 |
| Sweetwater | 3 | Director of Grants & Communications | \$132,656.00 | \$142,830.50 | \$153,005.00 |
| Average | | | \$128,145.00 | \$142,051.50 | \$155,958.00 |
| Proposed SDUHSD | 5-2 | Director of Communications | \$137,136.00 | \$146,720.00 | \$156,304.00 |

Recommendation

It is recommended the Director of Communications description be established as proposed at Range 5-2 on the classified management employee salary schedule.

Vote by Committee Members:

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

JOB SUMMARY

Under general direction of the Superintendent, plans, organizes, coordinates and oversees the comprehensive communications program for both internal and external audiences, which includes elements of community relations and media relations, serving as the District's primary spokesperson with news media. Facilitates cooperative relationships with other city, county, and private organizations to project a positive image of the District. Coordinates marketing, special events, services, programs and other district or assigned community related activities. Oversees the content and effectiveness of the District's print and electronic communication vehicles including publications, web sites, telephone/email alert systems, and social networking media.

The Director of Communications attends Executive Cabinet (Leadership Team) meetings, to assist in the development of a strategic plan related to marketing District events, services, and achievements and the branding of the District; develops methods and processes to ensure the highest level of District communications.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Director of Communications may perform any combination of the following duties:

- Develops and implements the District's strategic plan for community relations, public awareness, internal communication, and parent and community engagement.
- Gathers information, informs District leaders, and offers recommendations for positioning the District on emerging issues.
- Supports the Superintendent in the handling of and communicating about sensitive and/or confidential matters.
- Implements the District's strategic plan for community relations, public awareness, internal communication, and parent and community engagement.
- Executes the work of district communications to ensure quality control, effectiveness, and accuracy in the preparation and dissemination of all print publications and electronic communication vehicles.
- Serves as District spokesperson, maintaining communication and positive relationships with the news media, community stakeholder groups, and other internal and external District audiences, including coordinating media communication in emergencies, critical incidents, and high-profile situations in consultation with the Superintendent or designee; supports administrators in developing and releasing emergency or urgent communications.
- Oversees the coordination of responses on behalf of the District for public records requests and similar requests for information.
- Attends meetings of the Board of Education as well as District and community functions as District representative.
- Coordinates media communication in emergencies, critical incidents, and high-profile situations in consultation with the Superintendent or designee; supports administrators in developing and releasing emergency or urgent communications.
- Oversees and maintains the maintenance, accuracy, and relevancy of District website content.

- Performs research, compiles data, and writes reports, articles, and grants for the Superintendent and other District leaders.
- Identifies grant opportunities for consideration and writes grant proposals as directed.
- Plans and coordinates events and programs to provide recognition for the District, parents, volunteers and employees.
- Maintains liaison with the District's business partners and education foundation.
- Creates and produces newsletters, brochures, articles, publications, promotional materials and other publications.
- Confers with District personnel and members of the educational community regarding newsworthy items and other matters relating to the publicizing of school district activities, achievements and events.
- Gathers and researches information, as needed for communications to school and community constituents.
- Maintains related reports, files and records.
- Assists in writing proposals and applications for conference presentations, school recognition, and similar programs.
- Assists with fund raising efforts in support of district programs.
- Interviews, selects, supervises, develops/coaches, evaluates, and disciplines assigned staff.
- Develops timelines and priorities for communications projects and publications.
- Oversees and manages a budget for communications.
- Monitors local, state, and national legislation as it relates to educational issues and informs the superintendent regarding the implications to the District.
- Coordinates District internal and external special events.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Methods, techniques and procedures pertaining to the preparation of promotional brochures.
- Correct English usage, grammar, punctuation, vocabulary, spelling and editing, and proofreading techniques.
- Standard office practices, procedures and equipment; fundamentals of writing, composition, layout.
- Advanced journalism techniques, modern news media structure, and processes for effective media relations.
- Marketing, reputation management, and public awareness building practices.
- Web page development, use, and maintenance.
- Ability to modify systems, procedures, and programs within area of responsibility.
- Advanced verbal and written communication skills, and techniques in conceptualization and creativity.
- School District organization, rules and regulations; applicable laws and statutes.
- Working effectively with people from different cultures who value the interests of our diverse community.
- Interpersonal skills using tact, patience, courtesy, confidentiality, and the ability to adapt to divergent situations.

ABILITY TO:

- Systematically and skillfully organize, design, layout and edit public information and promotional materials.
- Understand and follow oral and written directions.
- Operate office machines including a computer and applicable software.
- Meet deadlines and work under time constraints. Operate a camera and take quality photographs and videos.
- Work independently with a high degree of self-motivation.
- Effectively articulate complex and sensitive information verbally and in writing.
- Exercise frequent use of discretionary judgment in varied situations.
- Read, understand, apply and explain technical policies and materials.
- Work efficiently as a team member; establish/maintain cooperative, effective working relationships with others.
- Plan and organize projects and workload, complete tasks and assignments with many interruptions.
- Write clear, concise reports, articles, and speeches in easily understood language.

EDUCATION AND EXPERIENCE

Any combination equivalent to: Bachelor's Degree with a major in Mass Communications, Public Relations, Marketing, English, Journalism, or a closely related field and four (4) years of management experience coordinating high level public relations matters. Experience in a public education system or similar public sector environment is preferable. Master's Degree is desirable.

DISTINGUISHING CHARACTERISTICS

This position is responsible for the District's communication plans and community relations with supervisory responsibility over the Communications Coordinator. This position utilizes expertise in public speaking, public/media relations, and social media marketing. The position requires clear and effective oral and written communication skills for all types of audiences. The Director of Communications meets frequently with senior staff, management, school site staff, and the community in order to provide these groups with accurate and timely information.

REQUIRED TESTING

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

LICENSES AND CERTIFICATION REQUIREMENTS

Valid driver's license and evidence of insurability.

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

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

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

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

Never = 0%

Seldom = 1-10% (<45 minutes)

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

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

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

| | |
|-------------------------|--|
| Seldom | 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

Auditory and oral communications ability is required to hear and clearly communicate with others within the course of performing the essential functions of the job. Vision ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Indoor office work environment and outdoor environment for covering events.

FLSA STATUS

Exempt

San Dieguito Union High School District Personnel Commission

ANNUAL REPORT 2022-23

The Annual Report for the 2022-2023 year has been prepared by Personnel Commission staff in compliance with Education Code Section 45266, and Personnel Commission Rule 2.17. The Annual Report describes Commission activities for the preceding fiscal year.

The District has operated under the Merit System since its adoption in 1972. The San Dieguito Union High School District is comprised of five middle schools, four comprehensive high schools and one alternative high school and is located in coastal North San Diego County. The employees in the classified service proudly serve the students and the community in support of high education standards.

The Commission staff thanks each employee of the classified service for their dedication to the students of the San Dieguito Union High School District. Additional appreciation goes to the many individuals who have served as subject matter experts in the development and administration of examinations to ensure the employment of highly qualified individuals and to those employees who provided input for classification description updates.

Merit System

The merit system provides for the selection and retention of employees, promotional opportunities and other related matters on the basis of merit.

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Established:

December 1, 1972

Personnel Commissioners

John Baird

CSEA Appointee

Commissioner

Serving Since 2013

Current Term Expires
12/01/25

Jeffery Charles

Commission Joint Appointee

Commissioner, Vice Chair

Serving Since 2018

Current Term Expires
12/01/24

Justin Cunningham

Board of Trustees Appointee

Commissioner, Chair

Serving Since 2018

Current Term Expires
12/01/23

Personnel Commission Staff

Susan Gray, Director of Classified Personnel

Responsible for the management of the District’s personnel services within the Merit System for classified employees. Critical goals of the director include: enhancing and maintaining a sound recruitment process to identify highly qualified candidates as well as to promote existing employees; conducting classification reviews to ensure job descriptions align with the duties performed by classified employees; and recognizing the outstanding contributions of classified staff.

Barbara Bass, Human Resources Analyst

Responsible for journey-level work in recruitment, test development and administration, classification and other analytical procedures in support of the Merit System.

Jennifer Laity, Human Resources Technician

Responsible for a wide variety of complex clerical functions related to the recruitment, on-boarding and employment processes for the classified service. Additionally, responsible for administrative support to the Personnel Commission.

San Dieguito Union High School District Administration

Board of Trustees:

- Rimga Viskanta, President
- Jane Lea Smith, Vice-President
- Katrina Young, Clerk
- Michael Allman, Trustee
- Phan Anderson, Trustee

District Administration:

- Superintendent*
Anne Staffieri, Ed. D.
- Associate Superintendent, Business Services*
Tina M. Douglas
- Associate Superintendent, Educational Services*
Bryan Marcus
- Associate Superintendent, Human Resources*
Mary Anne Nuskin

Classified Service

| | |
|-------------------------------|------------|
| Classified Employees | 392 |
| Confidential Employees | 3 |
| Classified Supervisors | 14 |
| Classified Management | 13 |
| Total Classified Staff | 422 |

Classified personnel play an important role in supporting our students and our teachers. Most often, it is the friendly face of a classified employee that students and parents first see when they come to our schools.

The Merit System

The fundamental purpose of merit employment for classified employees under California Education Code is to ensure selection, promotion, and retention are without favoritism or prejudice and on the basis of merit and fairness. An independent Personnel Commission administers the Merit System. It is composed of three Commissioners, each appointed for a three-year term. The District appoints one Personnel Commissioner. The classified employees, through their bargaining unit, appoint the second Commissioner. Those two Commissioners then appoint the third member of the Commission.

The Commission has a threefold responsibility:

- To cooperate with the Board of Trustees and District administrators in the quest for high quality employees and sound human resources administration.
- To represent the interests of the general public by providing a personnel system dedicated to hiring and keeping competent employees to perform the classified work in the service of the jurisdiction.
- To ensure that classified employees receive fair and equitable treatment.

The three-way division of responsibilities sometimes places Commissioners in the position of being mediators between conflicting interests of employees, management and the general public. Commissioners must make decisions that are fair and contribute to the overall goal of a personnel program based on merit.

Goals of the Commission

Commissioners have the responsibility to oversee that classified employment is built on, and remains consistent with, core merit principles. The most important of these merit employment principles are best summarized as follows:

- Hiring and promoting employees on the basis of ability, with open competition for initial employment.
- Retaining employees on the basis of performance and separating from the service those whose inadequate performance cannot be corrected.
- Ensuring that employees doing like work are classified the same.
- Providing for fair and impartial rules and consistency of administration of the rules.
- Assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, immigration status, religious beliefs or customs, sexual orientation, parental, pregnancy, family or marital status, military status or association with a person or a group with one or more of these actual or perceived characteristics and with proper regard for their privacy and constitutional rights.

Personnel Commission Meetings

RULE 2.6 REGULAR MEETINGS

Regularly scheduled virtual meetings of the Personnel Commission are held on the second Tuesday of the month at 3:30 p.m. Special meetings are scheduled as needed.

The Personnel Commission held 15 meetings over the 2022-2023 fiscal year. Commissioners received a stipend of \$50.00 per meeting attended. Commissioners do not receive District-paid health and/or dental benefits.



SUMMARY OF PERSONNEL COMMISSION ACTIVITIES



Over the last fiscal year, Personnel Commission staff reviewed nearly 700 applications, an almost 9% increase over the previous year. We also saw a 6 % increase in the number of candidates tested.

While the District did see an increase in resignations over the last year, retirements decreased by nearly 30%.

The Commission also established three new classifications, Bilingual Parent Liaison, Human Resources Specialist, and Systems Integration Analyst. In addition, 8 classification descriptions were revised; a 50% increase over the prior year.

Of the 21 promotions, 3 were classified staff who promoted to supervisor positions and 1 who promoted into a management position. Overall, there was a 20% increase in promotions this past year.

| Recruitment | 2021-22 | 2022-23 | Terminations | 2021-22 | 2022-23 |
|-------------------------------------|---------|---------|-------------------------|---------|---------|
| Promotional Only Exams | 1 | 4 | Resignations | 50 | 60 |
| Open/Promotional Exams | 5 | 2 | Retirements | 21 | 15 |
| Open/Promotional Dual Certification | 42 | 51 | Layoffs/Reductions | 9 | 0 |
| Applications Received | 634 | 693 | Employees Affected | 9 | 0 |
| Candidates Tested | 308 | 326 | Appeals from Discipline | 0 | 0 |
| Candidates Eligible | 255 | 278 | | | |

| Classification Activities | 2021-22 | 2022-23 | Employment | 2021-22 | 2022-23 |
|--------------------------------------|---------|---------|---------------------------|---------|---------|
| New Classifications Established | 2 | 3 | Transfers | 21 | 13 |
| Classification Descriptions Revised | 4 | 8 | Promotions | 17 | 21 |
| Positions/Incumbents Reclassified | 0 | 0 | New Hires | 101 | 66 |
| Classifications Reallocated Upward | 2 | 1 | Re-employments | 0 | 7 |
| Classifications Reallocated Downward | 0 | 0 | Limited Term Appointments | 0 | 0 |
| Reclassification Requests Denied | 0 | 1 | Leave of Absence | 6 | 2 |
| | | | Voluntary Demotions | 9 | 8 |
| | | | Placed in Unpaid Status | 1 | 5 |

Vacancy Summary Report

August 8, 2023

| Site/Department | Full Time | Part Time | Grand Total |
|----------------------------------|-----------|-----------|-------------|
| Canyon Crest Academy | 1 | 3 | 4 |
| Diegueno Middle School | 1 | 2 | 3 |
| District Office | 2 | | 2 |
| La Costa Canyon High School | | 6 | 6 |
| Maintenance & Operations | 3 | | 3 |
| Oak Crest Middle School | | 8 | 8 |
| Pacific Trails Middle School | | 2 | 2 |
| Requeza Education Center | | 10 | 10 |
| San Dieguito High School Academy | 1 | 4 | 5 |
| Spanish South | | 1 | 1 |
| Torrey Pines High School | 4 | 10 | 14 |
| Transportation | 1 | 21 | 22 |
| Grand Total | 13 | 67 | 80 |

| Hard to Fill Positions | Count |
|---|-----------|
| Bus Driver Trainer | 1 |
| Custodian Floater | 2 |
| Instructional Assistant - Behavior Intervention | 6 |
| Instructional Assistant - Bilingual | 4 |
| Instructional Assistant Special Education | 13 |
| Instructional/Personal Care Assistant | 11 |
| Nutrition Services Assistant I | 6 |
| Nutrition Services Assistant II | 1 |
| School Bus Driver | 21 |
| Student Health Care Specialist | 4 |
| Grand Total | 69 |

| Position Status | Count |
|-------------------------|-----------|
| Hired | 4 |
| Interviews scheduled | 6 |
| Job Offer Made | 1 |
| Job Offer Pending | 2 |
| Recruitment in progress | 62 |
| Selection Clearing | 4 |
| Testing in Progress | 1 |
| Grand Total | 80 |

| VACANCY REPORT | | | | | | | |
|---|-------------|---|--------------------|--------------------------|-------------------------|------------|-------------------------|
| 80 Approved Requisitions | | | | | | | |
| 20 Different Job Classifications | | | | | | | |
| SITE | SLOT | Position | # of Months | # of Hours a Week | # of Hours a Day | FTE | STATUS |
| Canyon Crest Academy | AE347 | Accounting Assistant - ASB | 11 | 40 | 8 | 1.00 | Recruitment in progress |
| 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 |
| Maintenance & Operations | AA165 | Custodian Floater | 12 | 40 | 8 | 1.00 | Recruitment in progress |
| Maintenance & Operations | AJ727 | Custodian Floater | 12 | 40 | 8 | 1.00 | Recruitment in progress |
| Maintenance & Operations | AN192 | Director of Maintenance & Operations | 12 | 40 | 8 | 1.00 | Selection Clearing |
| District Office | AA053 | Executive Assistant | 12 | 40 | 8 | 1.00 | Interviews scheduled |
| District Office | AO389 | Information Systems Support Technician | 10 | 40 | 8 | 1.00 | Testing 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 | Job Offer Pending |
| Oak Crest Middle School | AM625 | Instructional Assistant - Bilingual | 10 | 19.5 | 3.9 | 0.49 | Job Offer Pending |
| San Dieguito High School Academy | AN487 | Instructional Assistant - Bilingual | 10 | 19.5 | 3.9 | 0.49 | Recruitment in progress |
| Canyon Crest Academy | AN488 | Instructional Assistant - Behavior Intervention | 10 | 30 | 6 | 0.75 | Recruitment in progress |
| San Dieguito High School Academy | AO407 | Instructional Assistant - Behavior Intervention | 10 | 30 | 6 | 0.75 | Interviews scheduled |
| La Costa Canyon High School | AH757 | Instructional Assistant - Behavior Intervention | 10 | 30 | 6 | 0.75 | Recruitment in progress |
| Requeza Education Center | AN154 | Instructional Assistant - Behavior Intervention | 10 | 27.5 | 5.5 | 0.69 | Recruitment in progress |
| Torrey Pines High School | AN952 | Instructional Assistant - Behavior Intervention | 10 | 30 | 6 | 0.75 | Selection Clearing |
| Torrey Pines High School | AJ212 | Instructional Assistant - Behavior Intervention | 10 | 30 | 6 | 0.75 | Recruitment in progress |
| Torrey Pines High School | AO421 | Instructional Assistant Special Education | 10 | 30 | 6 | 0.75 | Recruitment in progress |
| Torrey Pines High School | AO420 | Instructional Assistant Special Education | 10 | 30 | 6 | 0.75 | Recruitment in progress |
| Torrey Pines High School | AO420 | Instructional Assistant Special Education | 10 | 30 | 6 | 0.75 | Recruitment in progress |
| Torrey Pines High School | AJ839 | Instructional Assistant Special Education | 10 | 30 | 6 | 0.75 | Recruitment in progress |
| San Dieguito High School Academy | AO417 | Instructional Assistant Special Education | 10 | 30 | 6 | 0.75 | Recruitment in progress |
| Requeza Education Center | AJ187 | Instructional Assistant Special Education | 10 | 30 | 6 | 0.75 | Recruitment in progress |
| Torrey Pines High School | AO424 | Instructional Assistant Special Education | 10 | 30 | 6 | 0.75 | Recruitment in progress |
| Torrey Pines High School | AO425 | Instructional Assistant Special Education | 10 | 30 | 6 | 0.75 | Recruitment in progress |
| Oak Crest Middle School | AD721 | Instructional Assistant Special Education | 10 | 30 | 6 | 0.75 | Interviews scheduled |
| La Costa Canyon High School | AI760 | Instructional Assistant Special Education | 10 | 30 | 6 | 0.75 | Hired |
| 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 | Hired |
| Requeza Education Center | AJ187 | Instructional/Personal Care Assistant | 10 | 30 | 6 | 0.75 | Recruitment in progress |
| La Costa Canyon High School | AO419 | Instructional/Personal Care Assistant | 10 | 30 | 6 | 0.75 | Recruitment in progress |
| Requeza Education Center | AH761 | Instructional/Personal Care Assistant | 10 | 27.5 | 5.5 | 0.69 | Recruitment in progress |
| Oak Crest Middle School | AJ217 | 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 | AJ180 | Instructional/Personal Care Assistant | 10 | 27.5 | 5.5 | 0.69 | Recruitment in progress |
| Diegueno Middle School | AG125 | Learning Commons Technician | 10 | 40 | 8 | 1.00 | Job Offer Made |
| Diegueno Middle School | AA223 | Nutrition Services Assistant I | 10 | 17.5 | 3.5 | 0.44 | 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 | Hired |
| 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 |
| Canyon Crest Academy | AK202 | 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 | Interviews scheduled |
| Transportation | AA530 | School Bus Driver | 10 | 30 | 6 | 0.75 | Recruitment in progress |
| Transportation | AA494 | School Bus Driver | 10 | 30 | 6 | 0.75 | Recruitment in progress |

| VACANCY REPORT | | | | | | | |
|---|-------------|--------------------------------|--------------------|--------------------------|-------------------------|------------|-------------------------|
| 80 Approved Requisitions | | | | | | | |
| 20 Different Job Classifications | | | | | | | |
| SITE | SLOT | Position | # of Months | # of Hours a Week | # of Hours a Day | FTE | STATUS |
| Transportation | AA513 | School Bus Driver | 10 | 30 | 6 | 0.75 | Recruitment in progress |
| Transportation | AA531 | School Bus Driver | 10 | 30 | 6 | 0.75 | Recruitment in progress |
| Transportation | AA507 | School Bus Driver | 10 | 30 | 6 | 0.75 | Recruitment in progress |
| Transportation | AA510 | School Bus Driver | 10 | 30 | 6 | 0.75 | Recruitment in progress |
| Transportation | AA515 | School Bus Driver | 10 | 30 | 6 | 0.75 | Recruitment in progress |
| Transportation | AF521 | School Bus Driver | 10 | 30 | 6 | 0.75 | Recruitment in progress |
| Transportation | AJ470 | School Bus Driver | 10 | 30 | 6 | 0.75 | Recruitment in progress |
| Transportation | AA514 | School Bus Driver | 10 | 30 | 6 | 0.75 | Recruitment in progress |
| Transportation | AE711 | School Bus Driver | 10 | 30 | 6 | 0.75 | Recruitment in progress |
| Transportation | AA516 | School Bus Driver | 10 | 30 | 6 | 0.75 | Recruitment in progress |
| Transportation | AA525 | School Bus Driver | 10 | 30 | 6 | 0.75 | Recruitment in progress |
| Transportation | AJ471 | School Bus Driver | 10 | 30 | 6 | 0.75 | Recruitment in progress |
| Transportation | AE717 | School Bus Driver | 10 | 30 | 6 | 0.75 | Recruitment in progress |
| Transportation | AA527 | School Bus Driver | 10 | 30 | 6 | 0.75 | Recruitment in progress |
| Transportation | AA491 | School Bus Driver | 10 | 30 | 6 | 0.75 | Recruitment in progress |
| Transportation | AA495 | School Bus Driver | 10 | 30 | 6 | 0.75 | Recruitment in progress |
| Transportation | AA498 | School Bus Driver | 10 | 30 | 6 | 0.75 | Recruitment in progress |
| Transportation | AA506 | School Bus Driver | 10 | 30 | 6 | 0.75 | Recruitment in progress |
| Transportation | AA512 | School Bus Driver | 10 | 30 | 6 | 0.75 | 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 - JULY 20, 2023

| Personnel Action | Classification | Last Name | First Name | Job Title | Site | Effective Date | Inactive Date | FTE | Reason |
|-------------------------|-----------------------|------------------|-------------------|--------------------------------|-----------------------|-----------------------|----------------------|------------|-----------------|
| Resignation | Classified Substitute | Ho | Yen-Hui | Campus Supervisor Substitute | District Office | | 06/05/2023 | n/a | Resignation |
| Employment | Classified | Black | Stephanie | Admin Assistant III | EWMS | 06/12/2023 | | 1 | Vacancy |
| Change In Assign | Classified | Rey | Tamara | Admin Assistant IV | TPHS | 07/01/2023 | | 1 | Promotion |
| Employment | Classified | Wong | Susan | Facilities Planning Analyst | Facilities-Constructi | 07/05/2023 | | 1 | Vacancy |
| Employment | Classified Substitute | Liu | Xiaowen | Instructional Assistant - SPED | District Office | 06/08/2023 | | n/a | Substitute Pool |