

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

Regular Meeting Agenda

3:30 P.M. September 12, 2023

Pacific Trails Middle School - Building C, Room C201 Staff

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., September 12, 2023

MEETING/OPEN SESSION

1. Call to Order Commission Chair

2. Pledge of Allegiance

3. Approval of the Agenda for the September 12, 2023, Personnel Commission Regular Meeting.

Public Comments, if any

Motion by _____, second by _____, to approve the agenda for the September 12, 2023, Personnel Commission Regular Meeting.

4. Approval of the Minutes for the August 8, 2023, Personnel Commission Regular Meeting.

Public Comments, if any

Motion by _____, second by _____, to approve the minutes of the August 8, 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 Information Systems Support Technician, SR44, Open/Promotional-Dual Certification, effective 08/04/2023, individual eligibility valid for six months.
- B. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Student Health Care Specialist, SR40, Open/Promotional-Dual Certification, updated 08/07/2023, individual eligibility valid for six months.
- C. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated 08/11/2023, individual eligibility valid for six months.
- D. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated 08/11/2023, individual eligibility valid for six months.
- E. Motion by_____, second by_____, to approve a Merged Filing Eligibility List for Receptionist, SR32, Open/Promotional-Dual Certification, updated 08/14/2023, individual eligibility valid for six months.
- F. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated 08/16/2023, individual eligibility valid for six months.
- G. Motion by_____, second by_____, to approve an Eligibility List for Nutrition Services Assistant II, SR27, Open/Promotional-Dual Certification, effective 08/16/2023, individual eligibility valid for six months.
- H. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Campus Supervisor (Full Time), SR32, Open/Promotional-Dual Certification, updated 08/18/2023, individual eligibility valid for six months.
- I. Motion by_____, second by_____, to approve a Merged Filing Eligibility List for Receptionist, SR32, Open/Promotional-Dual Certification, updated 08/18/2023, individual eligibility valid for six months.
- J. Motion by_____, second by_____, to approve an Eligibility List for Accounting Assistant - ASB, SR40, Open/Promotional-Dual Certification, effective 08/21/2023, individual eligibility valid for six months.
- K. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Instructional Assistant – Bilingual Spanish, SR31, Open/Promotional-Dual Certification, updated 08/21/2023, 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 08/23/2023, individual eligibility valid for six months.
- M. Motion by_____, second by_____, to approve a Merged Filing Eligibility List for Receptionist, SR32, Open/Promotional-Dual Certification, updated 08/23/2023, individual eligibility valid for six months.
- N. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Instructional Assistant – Bilingual Korean, SR31, Open/Promotional-Dual Certification, updated 08/25/2023, individual eligibility valid for six months.
- O. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Campus Supervisor (Full Time), SR32, Open/Promotional-Dual Certification,

- updated 08/29/2023, individual eligibility valid for six months.
- P. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Campus Supervisor (Part Time), SR32, Open/Promotional-Dual Certification, updated 08/29/2023, individual eligibility valid for six months.
- Q. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated 08/30/2023, individual eligibility valid for six months.
- R. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant – Bilingual Russian, SR31, Open/Promotional-Dual Certification, updated 08/30/2023, individual eligibility valid for six months.
- S. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 09/05/2023, individual eligibility valid for six months.
- T. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated 09/05/2023, individual eligibility valid for six months.
- U. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant – Bilingual Spanish, SR31, Open/Promotional-Dual Certification, updated 09/05/2023, 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 Campus Supervisor, SR32, Open/Promotional-Dual Certification.
- B. Motion by _____, second by _____, to establish a six-month Eligibility List for Human Resources Technician, SR42, Open/Promotional-Dual Certification.
- C. Motion by _____, second by _____, to establish a six-month Eligibility List for Grounds Maintenance Worker II, SR39, Open/Promotional-Dual Certification.
- D. Motion by _____, second by _____, to establish a six-month Eligibility List for Administrative Assistant III, SR42, Open/Promotional-Dual Certification.
- E. Motion by _____, second by _____, to establish a six-month Eligibility List for Electrician, SR49, Open/Promotional-Dual Certification.
- F. Motion by _____, second by _____, to establish a six-month Eligibility List for Theater Technician, SR40, Open/Promotional-Dual Certification.
- G. Motion by _____, second by _____, to establish a six-month Eligibility List for Accounting Assistant - ASB, SR40, Open/Promotional-Dual Certification.
- H. Motion by _____, second by _____, to establish a six-month Eligibility List for Secretary, SR36, Open/Promotional-Dual Certification.
- I. Motion by _____, second by _____, to establish a six-month Eligibility List for Secretary (Part Time), SR36, Open/Promotional-Dual Certification.

8. OUT OF CLASS REPORTS (See Supplements)

Public Comments, if any

A. Secretary

1. Carolyn Kinnare
2. Marielle Bravo Saltzman

Motion by _____, second by _____, to _____.

9. CLASSIFICATION REVIEW (See Supplements)

Public Comments, if any

A. Director of Communications– Revised Job Description

Motion by_____, second by_____, to revise the job description for Director of Communications as proposed.

DISCUSSION/INFORMATION ITEMS (See Supplements)

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments, if any

A. Vacancy Report Summary

B. Vacancy Report

C. Personnel List Report

11. CORRESPONDENCE

Public Comments, if any

12. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, October 10, 2023, at 3:30 p.m.

13. ADJOURNMENT

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

Regular Meeting Minutes

3:30 P.M., August 8, 2023

MEETING/OPEN SESSION

1. Call to Order

The meeting was called to order at 3:43 p.m. by Commissioner JEFF CHARLES.

2. Pledge of Allegiance

Commissioner Charles led the pledge of allegiance.

Personnel Commissioners in Attendance

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 August 8, 2023, Personnel Commission Regular Meeting.

Public Comments - None

Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve the agenda for the August 8, 2023, Personnel Commission Regular Meeting.

John Baird

Jeff Charles

Passed with Two Ayes

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

Public Comments - None

Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve the minutes of the July 11, 2023, Personnel Commission Regular Meeting.

John Baird

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. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated 07/06/2023, individual eligibility valid for six months.
John Baird
Jeff Charles
Passed with Two Ayes

- B. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, 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.
John Baird
Jeff Charles
Passed with Two Ayes

- C. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, 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.
John Baird
Jeff Charles
Passed with Two Ayes

- D. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, 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.
John Baird
Jeff Charles
Passed with Two Ayes

- E. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, 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.

John Baird

Jeff Charles

Passed with Two Ayes

- F. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd– Behavior Intervention, SR36, Open/Promotional-Dual Certification, updated 07/19/2023, individual eligibility valid for six months.

John Baird

Jeff Charles

Passed with Two Ayes

- G. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, 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.

John Baird

Jeff Charles

Passed with Two Ayes

- H. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd– Behavior Intervention, SR36, Open/Promotional-Dual Certification, updated 07/24/2023, individual eligibility valid for six months.

John Baird

Jeff Charles

Passed with Two Ayes

- I. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated 07/25/2023, individual eligibility valid for six months.

John Baird

Jeff Charles

Passed with Two Ayes

- J. Motioned 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 07/25/2023, individual eligibility valid for six months.

John Baird

Jeff Charles

Passed with Two Ayes

- K. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, 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.

John Baird

Jeff Charles

Passed with Two Ayes

- L. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, 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.

John Baird

Jeff Charles

Passed with Two Ayes

- M. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, 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.

John Baird

Jeff Charles

Passed with Two Ayes

- N. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, 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.

John Baird

Jeff Charles

Passed with Two Ayes

- O. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for Executive Assistant, Confidential SR1, Open/Promotional-Dual Certification, effective 08/01/2023, individual eligibility valid for six months.

John Baird

Jeff Charles

Passed with Two Ayes

- P. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Merged Filing Eligibility List for Receptionist, SR32, Open/Promotional-Dual Certification, updated 08/01/2023, individual eligibility valid for six months.

John Baird

Jeff Charles

Passed with Two Ayes

- Q. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, 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.

John Baird

Jeff Charles

Passed with Two Ayes

7. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments- None

- A. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Executive Assistant, Confidential, SR1, Open/Promotional-Dual Certification.

John Baird

Jeff Charles

Passed with Two Ayes

- B. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Instructional Assistant – Bilingual Spanish, SR40, Open/Promotional-Dual Certification.

John Baird

Jeff Charles

Passed with Two Ayes

- C. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Nutrition Services Assistant II, SR27, Open/Promotional-Dual Certification.

John Baird

Jeff Charles

Passed with Two Ayes

8. CLASSIFICATION REVIEW (See Supplements)

Public Comments - None

- A. Director of Communications– New Classification

Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to adopt the new classification of Director of Communications with the proposed job description and recommended salary range.

John Baird

Jeff Charles

Passed with Two Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments - None

- 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 – None

John Baird provided update on AB 1699, including status and discussions with CSPCA and bill sponsors.

11. CORRESPONDENCE

Public Comments - None

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.

Susan, Gray, Director of Classified Personnel advised that the meeting location is most likely at Pacific Trails Middle School but would be confirmed.

13. ADJOURNMENT – 4:45 p.m.

Information Systems Support Technician

Eligibility List

Open/Promo-Dual Certification

Effective Date: 8/4/2023

Applicant ID	Rank	Expiration Date	Source
6650945	1	2/4/2024	Open
6447508	2	2/4/2024	Open

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

S. Gray

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

Student Health Care Specialist

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 08/07/2023

Applicant ID	Rank	Expiration Date	Source
6898274	1	1/31/2024	Open
6991465	1	1/31/2024	Open
2384918	1	2/2/2024	Open
7179979	1	2/7/2024	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**

Custodian

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 8/11/2023

Applicant ID	Rank	Expiration Date	Source
3714277	1	2/11/2024	Promo
7215041	2	2/11/2024	Open
6458065	2	9/23/2023	Promo
1242886	3	1/6/2024	Open
7076555	4	11/16/2023	Open

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

Scores are merged each time the exam is administered.

S. Gray

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

Instructional/Personal Care Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 8/11/2023

Applicant ID	Rank	Expiration Date	Source
3311428	1	2/11/2024	Open
7228746	1	2/11/2024	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**

Receptionist

Eligibility List-Merged

Open/Promo-Dual Certification

Updated Date: 8/14/2023

Applicant ID	Rank	Expiration Date	Source
1499295	1	12/22/2023	Open
7180555	2	2/1/2024	Open
7183004	3	12/22/2023	Open
6603956	4	2/14/2024	Open

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

Scores are merged each time the exam is administered.

S. Gray

Instructional Assistant SpEd
Eligibility List-Continuous Filing
Open/Promo-Dual Certification

Updated Date: 8/16/2023

Applicant ID	Rank	Expiration Date	Source
3566853	1	12/6/2023	Open
1458475	2	1/12/2024	Open
7194838	2	2/16/2024	Open
6937382	3	2/16/2024	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**

Nutrition Services Assistant II

Eligibility List

Open/Promo-Dual Certification

Effective Date: 8/16/2023

Applicant ID	Rank	Expiration Date	Source
2686703	1	2/16/2024	Promo

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

S. Gray

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

Campus Supervisor (Full Time)

Eligibility List-Continuous

Open/Promo-Dual Certification

Date: 8/18/2023

Applicant ID	Rank	Expiration Date	Source
3902604	1	2/18/2024	Open
2173978	2	11/26/2023	Open
7238466	3	2/18/2024	Open
6943722	3	2/18/2024	Open
6692035	4	11/26/2023	Open
7061171	5	11/26/2023	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: 8/18/2023

Applicant ID	Rank	Expiration Date	Source
1499295	1	12/22/2023	Open
7180555	2	2/1/2024	Open
7183004	3	12/22/2023	Open
3732651	4	2/18/2024	Open
6603956	5	2/14/2024	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**

Accounting Assistant-ASB

Eligibility List

Open/Promo-Dual Certification

Effective Date: 8/21/2023

Applicant ID	Rank	Expiration Date	Source
3264849	1	2/21/2024	Promo
6619566	2	2/21/2024	Open
6634346	3	2/21/2024	Promo
7217175	4	2/21/2024	Open

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

S. Gray

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

Instructional Assistant - Bilingual Spanish

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Effective Date: 8/21/2023

Applicant ID	Rank	Expiration Date	Source
1674027	1	1/19/2024	Promo
7221179	2	2/21/2024	Open
7186167	3	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

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 8/28/2023

Applicant ID	Rank	Expiration Date	Source
7257652	1	2/28/2024	Open
1458475	2	1/12/2024	Open
7194838	2	2/16/2024	Open
6937382	3	2/16/2024	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**

Receptionist

Eligibility List-Merged

Open/Promo-Dual Certification

Updated Date: 8/23/2023

Applicant ID	Rank	Expiration Date	Source
1499295	1	12/22/2023	Open
7245587	1	2/23/2024	Open
7180555	2	2/1/2024	Open
7183004	3	12/22/2023	Open
3732651	4	2/18/2024	Open
6603956	5	2/14/2024	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 Assistant - Bilingual Korean

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Effective Date: 8/25/2023

Applicant ID	Rank	Expiration Date	Source
6893658	1	2/25/2024	Open

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

S. Gray

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

Campus Supervisor - (Full Time)

Eligibility List-Conitnuous

Open/Promo-Dual Certification

Date: 8/29/2023

Applicant ID	Rank	Expiration Date	Source
7211352	1	2/29/2024	Open
2173978	2	11/26/2023	Open
3117776	2	2/29/2024	Open
3777457	2	2/29/2024	Open
7238466	3	2/18/2024	Open
2259444	4	2/29/2024	Open
7238317	5	2/29/2024	Open

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

S. Gray

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

Campus Supervisor (Part Time)

Eligibility List
Open/Promo-Dual Certification

Date: 8/29/2023

Applicant ID	Rank	Expiration Date	Source
7087698	1	2/29/2024	Open
7238317	2	2/29/2024	Open

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

S. Gray

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

Custodian

Eligibility List-Continuous Filing
Open/Promo-Dual Certification

Updated Date: 8/30/2023

Applicant ID	Rank	Expiration Date	Source
3714277	1	2/11/2024	Promo
7215041	2	2/11/2024	Open
6458065	2	9/23/2023	Promo
1242886	3	1/6/2024	Open
7024338	4	2/30/2024	Open
7076555	5	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 - Bilingual Russian

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Effective Date: 8/30/2023

Applicant ID	Rank	Expiration Date	Source
6409237	1	2/30/2024	Open

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

S. Gray

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

Nutrition Services Assistant I

Eligibility List-Continuous Filing
Open/Promo-Dual Certification

Updated Date: 9/5/2023

Applicant ID	Rank	Expiration Date	Source
7115371	1	10/14/2023	Open
7061711	2	10/19/2023	Open
3670532	3	3/5/2024	Promo

*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: 9/5/2023

Applicant ID	Rank	Expiration Date	Source
7262135	1	3/5/2024	Open
7257652	2	2/28/2024	Open
1458475	3	1/12/2024	Open
7194838	3	2/16/2024	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 Assistant - Bilingual Spanish

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Effective Date: 9/5/2023

Applicant ID	Rank	Expiration Date	Source
1674027	1	1/19/2024	Promo
7221179	2	2/21/2024	Open
7243413	3	3/5/2024	Open

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

S. Gray

Memorandum

To: Personnel Commission

From: Susan Gray, Director of Classified Personnel

Date: September 7, 2023

Re: Report of Working Out of Classification – Carolyn Kinnare

Introduction:

On August 31, 2023, Carolyn notified the Director of Classified Personnel that she worked “out of class” the previous day. Carolyn reported she performed the duties of the Registrar classification. Carolyn subsequently reported she performed additional “out of class” work as a Registrar on August 31, September 1, September 5, and September 6, 2023.

Pursuant to Personnel Commission Rule 3.9, I conducted an investigation into the report of working out of class. Rule 3.9 further provides that “After review, the Commission shall take such action as necessary based upon the facts.”

Background:

Carolyn works as a Secretary supporting the Counseling Office at Diegueno Middle School. In May 2023, Carolyn, along with 4 other Secretaries who support the Counseling Offices at other middle schools (collectively “Secretaries,” submitted a request for reclassification to Classified Personnel. The Secretaries requested to be reclassified as Registrars, comparing their duties to a high school Registrar. A reclassification review was conducted and considered whether the Secretaries should be reclassified as Registrars or whether a new classification should be established. Carolyn was interviewed as part of the classification review.

On Tuesday, August 29, 2023, a classification review report was shared with the Classification Advisory Committee (CAC) recommending that the position not be reclassified. The Secretaries attended the CAC meeting and objected to the recommendation. While the management representatives supported the recommendation, the CSEA members indicated that they didn’t believe they had sufficient information to support the recommendation at that time. The Director of Classified Personnel agreed to conduct additional research and bring the matter back to the CAC at its next meeting.

On August 31, 2023 Carolyn reported working out of class as a Registrar on August 30, 2023. As part of the investigation into this matter, Carolyn was who, if anyone, directed her to perform the tasks that were reported as being out of class. She reported that she was directed to perform these tasks by the District.

Analysis:

As part of her report, Carolyn provided a list of tasks performed each day which she indicated are “Registrar” duties. A review of these tasks, along with the job description for Secretary, was conducted. Below is a summary of those tasks and the corresponding duties as defined by the Secretary job description.

Date	Task Reported	Essential Duties of Secretary
August 30, 2023	1. Followed up on a records requests.	<ul style="list-style-type: none"> • Monitors assigned activities, operations and/or program components such as student records, attendance, and budget expenditures. • Maintains current, organized, and secure records, complying with established practices and policies. • Provides clerical and secretarial assistance to a department or school program administrator and staff. Clerical and secretarial tasks vary depending upon the program or office needs.
August 30, 2023	2. Opened and reviewed incoming student records. Review consisted of looking through the files “to make sure they were complete, including grade history, health records, discipline, etc.”	<ul style="list-style-type: none"> • Monitors assigned activities, operations and/or program components such as student records, attendance, and budget expenditures. • Provides clerical and secretarial assistance to a department or school program administrator and staff. Clerical and secretarial tasks vary depending upon the program or office needs.
August 30, 2023	3. At the request of a counselor, looked at a student’s prior grade and reported that information back to the counselor.	<ul style="list-style-type: none"> • Monitors assigned activities, operations and/or program components such as student records, attendance, and budget expenditures. • Provides clerical and secretarial assistance to a department or school program administrator and staff. Clerical and secretarial tasks vary depending upon the program or office needs. • Provides information and directs inquiries to appropriate staff.

August 30, 2023	4. Ran a data validation report and corrected any errors in Aeries.	<ul style="list-style-type: none"> • Compiles, enters and verifies data and produces reports. • Prepares and processes program-related information and transactions.
August 31, 2023	5. Ran a data validation report and corrected errors in Aeries.	<ul style="list-style-type: none"> • See Item 4
August 31, 2023	6. Flagged two students in Aeries per parent contact.	<ul style="list-style-type: none"> • Monitors assigned activities, operations and/or program components such as student records, attendance, and budget expenditures. • Prepares and processes program-related information and transactions. • Compiles, enters and verifies data and produces reports.
August 31, 2023	7. Received student records from another district and filed them into the appropriate student file.	<ul style="list-style-type: none"> • Monitors assigned activities, operations and/or program components such as student records, attendance, and budget expenditures. • Provides clerical and secretarial assistance to a department or school program administrator and staff. Clerical and secretarial tasks vary depending upon the program or office needs.
August 31, 2023	8. Ran data confirmation report to contact parents who had not yet completed their confirmation.	<ul style="list-style-type: none"> • Compiles, enters and verifies data and produces reports. • Prepares and processes program-related information and transactions. • Monitors assigned activities, operations and/or program components such as student records, attendance, and budget expenditures.

August 31, 2023	9. Emailed 3 parents to request documentation of change of address.	<ul style="list-style-type: none"> • Composes written communications. • Provides clerical and secretarial assistance to a department or school program administrator and staff. Clerical and secretarial tasks vary depending upon the program or office needs. • Prepares and processes program-related information and transactions. • Applies and clearly explains District and worksite policies and procedures.
August 31, 2023	10. Processed a records request for a student transferring to another school, including making copies of the records, entering information into Aeries, and mailing records.	<ul style="list-style-type: none"> • Monitors assigned activities, operations and/or program components such as student records, attendance, and budget expenditures. • Prepares and processes program-related information and transactions. • Provides clerical and secretarial assistance to a department or school program administrator and staff. Clerical and secretarial tasks vary depending upon the program or office needs. • Maintains current, organized, and secure records, complying with established practices and policies.
September 1, 2023	11. Ran a data validation report and corrected errors in Aeries.	<ul style="list-style-type: none"> • See item 4.
September 1, 2023	12. Ran Data Confirmation Status Report.	<ul style="list-style-type: none"> • See item 8.
September 1, 2023	13. Drafted email to parents regarding annual residency verification process.	<ul style="list-style-type: none"> • Prepares and processes program-related information and transactions. • Composes written communications. • Applies and clearly explains District and worksite policies and procedures.
September 1, 2023	14. Emailed parents requesting documentation for change of address.	<ul style="list-style-type: none"> • See item 9.

September 1, 2023	15. Received a residency verification outside of district boundary. Emailed Lori Wilson, Information Systems Support Technician, for guidance.	<ul style="list-style-type: none"> • Monitors assigned activities, operations and/or program components such as student records, attendance, and budget expenditures. • Prepares and processes program-related information and transactions. • Evaluates situations and determines appropriate action to take.
September 1, 2023	16. Received phone call from a Counselor regarding a new student. Contacted family to provide instructions on enrollment process.	<ul style="list-style-type: none"> • Prepares and processes program-related information and transactions. • Receives, screens and processes visitors, telephone calls, and mail. • Provides information and directs inquiries to appropriate staff. • Provides clerical and secretarial assistance to a department or school program administrator and staff. Clerical and secretarial tasks vary depending upon the program or office needs. • Applies and clearly explains District and worksite policies and procedures.
September 5, 2023	17. Ran a data validation report and corrected errors in Aeries.	<ul style="list-style-type: none"> • See item 4.
September 5, 2023	18. Reviewed responses to emails to parents regarding address changes and reviewed and validated the changes in Aeries. Called the District to confirm the procedure for those out of the Diegueño boundary. Emailed parents a district form for transfer.	<ul style="list-style-type: none"> • Receives, screens and processes visitors, telephone calls, and mail. • Prepares and processes program-related information and transactions. • Applies and clearly explains District and worksite policies and procedures. • Composes written communications
September 5, 2023	19. Responded and helped parents who were having difficulty with Data Confirmation.	<ul style="list-style-type: none"> • Applies and clearly explains District and worksite policies and procedures. • Provides information and directs inquiries to appropriate staff.

September 5, 2023	20. Reviewed a parent request to transfer from Oakcrest Middle School and confirmed with Lori Wilson that they can do this. Informed the parent and got further information from them.	<ul style="list-style-type: none"> • Prepares and processes program-related information and transactions. • Applies and clearly explains District and worksite policies and procedures. • Provides information and directs inquiries to appropriate staff.
September 5, 2023	21. Received a cume file from out of state, checked for completeness, checked off received on the list, and filed in the cume file cabinet.	<ul style="list-style-type: none"> • Monitors assigned activities, operations and/or program components such as student records, attendance, and budget expenditures. • Receives, screens and processes visitors, telephone calls, and mail. • Maintains current, organized, and secure records, complying with established practices and policies.
September 5, 2023	22. Discussed Intra District transfers with the Principal	<ul style="list-style-type: none"> • Provides information and directs inquiries to appropriate staff. • Evaluates situations and determines appropriate action to take.
September 5, 2023	23. Data Confirmation Emails. Open, evaluate, forward, and file electronically. Emailed three parents regarding the change of address.	<ul style="list-style-type: none"> • Prepares and processes program-related information and transactions. • Receives, screens and processes visitors, telephone calls, and mail. • Composes written communications.
September 6, 2023	24. Ran a data validation report and corrected errors in Aeries.	<ul style="list-style-type: none"> • See item 4.
September 6, 2023	25. Reviewed responses to emails to parents regarding address changes and reviewed and validated the changes in Aeries	<ul style="list-style-type: none"> • See item 18.
September 6, 2023	26. Assisted a parent considering transfer to Diegueno Middle School from Oakcrest Middle School	<ul style="list-style-type: none"> • Applies and clearly explains District and worksite policies and procedures. • Provides information and directs inquiries to appropriate staff
September 6, 2023	27. Worked on a spreadsheet of incoming 7th graders tested for Math placement	<ul style="list-style-type: none"> • Compiles, enters and verifies data and produces reports.
September 6, 2023	28. Transferred a student from Oakcrest after confirming with parent and Oakcrest registrar	<ul style="list-style-type: none"> • Prepares and processes program-related information and transactions.

The Secretary is a broad-based classification and is part of the administrative support job family. A Secretary provides clerical and secretarial assistance to department or program administrators and staff. Secretaries may be assigned to a school counseling office, a high school athletics program, a school attendance office, or a District-wide department. Clerical and secretarial assistance varies depending upon the program or office needs. Examples of essential functions include composing written communications, entering data and generating reports, coordinating events, meetings, and schedules, and explaining District and worksite policies.

The tasks that were reported include data entry, copying of records, mailing of records, sending emails, answering inquiries via phone, in person, or email, scheduling, running standard reports, and looking up information in databases. These are clerical/administrative related duties that fall within the scope of the Secretary classification.

When interviewed as part of the classification review, Carolyn shared that she previously worked as a Secretary supporting the Athletic Department. She reported that in that role she performed a number of tasks that while different from her current duties, did have similarities. For example, she had to register athletes, follow up with parents and athletes on required documents, enter information into AERIES, and produce certificates.

With regard to the Registrar classification, which falls in the technical/specialized job family, there are some tasks that overlap with a Secretary who supports a Counseling Office, such as issuing work permits, maintaining records/files, providing records to other schools/districts, running reports, and some enrollment activities. However, these tasks tend to be clerical in nature and are more transactional, following standardized guidelines.

Whereas a Registrar also has higher level responsibilities that include evaluation, analysis, and independent judgment. These duties include evaluating course credits, evaluating graduation requirements and deficiencies, interpreting transcripts, discussing credits/grades with counselors and students, and reviewing senior graduation status. In addition, while Secretaries run standardized reports such as student rosters, Registrars are responsible for complex reporting to both the State and colleges and universities. These include reports to the State for financial aid (Cal Grants & FAFSA) and GPA reporting to the UC and CSU systems. Registrars are also responsible for evaluating and tracking repeat courses, off campus courses (including dual credit programs), tracking graduation status, which includes tracking the various program tracts, and coding credits appropriately.

None of the reported tasks correlate to the higher level duties of a Registrar.

Findings and Recommendation:

As detailed above, for each of the tasks reported as being “out of class,” there is at least one corresponding essential duty in the Secretary job description. As such, the duties fall within the scope of the current classification and it is therefore recommended that the Commission find that no out of class work was performed.

Memorandum

To: Personnel Commission

From: Susan Gray, Director of Classified Personnel

Date: September 7, 2023

Re: Report of Working Out of Classification – Marielle Bravo Saltzman

Introduction:

On August 30, 2023, Marielle notified the Director of Classified Personnel that she worked “out of class” that day. Marielle reported she performed the duties of the Registrar classification. Marielle subsequently reported she performed additional “out of class” work as a “Registrar” on August 31, September 1, and September 5, 2023.

Pursuant to Personnel Commission Rule 3.9, I conducted an investigation into the report of working out of class. Rule 3.9 further provides that “After review, the Commission shall take such action as necessary based upon the facts.”

Background:

Marielle works as a Secretary supporting the Counseling Office at Pacific Trails Middle School. In May 2023, Marielle, along with 4 other Secretaries who support the Counseling Offices at other middle schools (collectively “Secretaries,” submitted a request for reclassification to Classified Personnel. The Secretaries requested to be reclassified as Registrars, comparing their duties to a high school Registrar. A reclassification review was conducted and considered whether the Secretaries should be reclassified as Registrars or whether a new classification should be established. Marielle was interviewed as part of the classification review.

On Tuesday, August 29, 2023, a report was shared with the Classification Advisory Committee (CAC) recommending that the position not be reclassified. The Secretaries attended the CAC meeting and objected to the recommendation. While the management representatives supported the recommendation, the CSEA members indicated that they didn’t believe they had sufficient information to support the recommendation at that time. The Director of Classified Personnel agreed to conduct additional research and bring the matter back to the CAC at its next meeting.

The following day, Marielle reported working out of class as a Registrar. As part of the investigation into this matter, Marielle was asked who, if anyone, directed her to perform the tasks that reported as being out of class. She reported that her supervisor, Principal Scott Wild, directed her to perform the tasks in question.

Principal Wild was interviewed regarding this matter. Principal Wild stated that several weeks ago Marielle came to him for permission to complete several tasks. He didn't remember specifically what the tasks were, but believed they were related to enrollment and other duties that Marielle normally performs. He stated he gave her permission to perform the tasks.

Analysis:

As part of her report, Marielle provided a list of tasks performed each day which she indicated are "Registrar" duties. A review of these tasks, along with the job description for Secretary, was conducted. Below is a summary of those tasks and the corresponding duties as defined by the Secretary job description.

Date	Task Reported	Essential Duties of Secretary
August 30, 2023	1. Provided student records to a school for a student who promoted last year.	<ul style="list-style-type: none"> • Monitors assigned activities, operations and/or program components such as student records, attendance, and budget expenditures. • Maintains current, organized, and secure records, complying with established practices and policies. • Provides clerical and secretarial assistance to a department or school program administrator and staff. Clerical and secretarial tasks vary depending upon the program or office needs.
August 30, 2023	2. Enrolled a student and reached out to the parent to set up an intake interview for testing.	<ul style="list-style-type: none"> • Monitors assigned activities, operations and/or program components such as student records, attendance, and budget expenditures. • Prepares and processes program-related information and transactions. • Provides clerical and secretarial assistance to a department or school program administrator and staff. Clerical and secretarial tasks vary depending upon the program or office needs. • Coordinates activities such as events, meetings, and schedules.
August 30, 2023	3. Requested the records for an incoming student from out of state and evaluated his Math level to compare it with the math classes we offer. Emailed Math Department	<ul style="list-style-type: none"> • Monitors assigned activities, operations and/or program components such as student records, attendance, and budget expenditures.

	Head to confirm the test needed for placement.	<ul style="list-style-type: none"> • Provides clerical and secretarial assistance to a department or school program administrator and staff. Clerical and secretarial tasks vary depending upon the program or office needs. • Provides information and directs inquiries to appropriate staff. • Composes written communications.
August 30, 2023	4. Ran the Data Confirmation Status Report to find out which of our families have not completed the Data Confirmation required by our district.	<ul style="list-style-type: none"> • Compiles, enters and verifies data and produces reports. • Prepares and processes program-related information and transactions.
August 30, 2023	5. Contacted the families who have not completed the Data Confirmation.	<ul style="list-style-type: none"> • Prepares and processes program-related information and transactions. • Provides clerical and secretarial assistance to a department or school program administrator and staff. Clerical and secretarial tasks vary depending upon the program or office needs. • Composes written communications.
August 31, 2023	6. Communicated with a parent who will be relocating to our area. Provided the information required for when they arrive and sent some follow up questions that will help with the proper placement such as English language knowledge, current classes.	<ul style="list-style-type: none"> • Monitors assigned activities, operations and/or program components such as student records, attendance, and budget expenditures. • Provides clerical and secretarial assistance to a department or school program administrator and staff. Clerical and secretarial tasks vary depending upon the program or office needs. • Prepares and processes program-related information and transactions. • Receives, screens and processes visitors, telephone calls, and mail.
August 31, 2023	7. Completed a transfer of document requests for a student who moved out of state, including transcript, standardized testing, immunization record, attendance record, searched	<ul style="list-style-type: none"> • Prepares and processes program-related information and transactions. • Monitors assigned activities, operations and/or program components such as student records, attendance, and budget

	for any discipline issues, and included his Elementary cumulative file.	<p>expenditures. Maintains current, organized, and secure records, complying with established practices and policies.</p> <ul style="list-style-type: none"> • Provides clerical and secretarial assistance to a department or school program administrator and staff. Clerical and secretarial tasks vary depending upon the program or office needs.
August 31, 2023	8. Assisted a parent on how to log into AERIES over the phone so that he would be able to complete the Data Confirmation process that is required by the School District.	<ul style="list-style-type: none"> • Receives, screens and processes visitors, telephone calls, and mail. • Provides information and directs inquiries to appropriate staff.
August 31, 2023	9. Spoke with a new student's family. Made copies of all the required documents that including SDGE, Water bill, Passports, and Immunizations. Scheduled the student to come in for Math testing.	<ul style="list-style-type: none"> • Monitors assigned activities, operations and/or program components such as student records, attendance, and budget expenditures. • Prepares and processes program-related information and transactions. • Provides clerical and secretarial assistance to a department or school program administrator and staff. Clerical and secretarial tasks vary depending upon the program or office needs. • Receives, screens and processes visitors, telephone calls, and mail.
September 1, 2023	10. Communicated with a parent regarding enrolling a student. Looked at the documents uploaded, emailed the missing documents, spoke with the parent, and communicated with the counselor and the school health tech regarding concerns raised by the parent.	<ul style="list-style-type: none"> • Monitors assigned activities, operations and/or program components such as student records, attendance, and budget expenditures. • Prepares and processes program-related information and transactions. • Provides clerical and secretarial assistance to a department or school program administrator and staff. Clerical and secretarial tasks vary depending upon the program or office needs.

		<ul style="list-style-type: none"> • Receives, screens and processes visitors, telephone calls, and mail.
September 1, 2023	11. Entered a student into AERIES after the parent filled out all the enrollment forms.	<ul style="list-style-type: none"> • Compiles, enters and verifies data and produces reports. • Monitors assigned activities, operations and/or program components such as student records, attendance, and budget expenditures. • Prepares and processes program-related information and transactions. • Provides clerical and secretarial assistance to a department or school program administrator and staff. Clerical and secretarial tasks vary depending upon the program or office needs.
September 1, 2023	12. Set up a math placement test in the online system, printed the score and gave the score to the counselor.	<ul style="list-style-type: none"> • Provides clerical and secretarial assistance to a department or school program administrator and staff. Clerical and secretarial tasks vary depending upon the program or office needs. • Prepares and processes program-related information and transactions.
September 1, 2023	13. Followed up on an email regarding a records request asking for some documentation to be emailed due to records getting lost in the mail when being sent from California in the past.	<ul style="list-style-type: none"> • Composes written communications. • Receives, screens and processes visitors, telephone calls, and mail. • Provides clerical and secretarial assistance to a department or school program administrator and staff. Clerical and secretarial tasks vary depending upon the program or office needs. • Monitors assigned activities, operations and/or program components such as student records, attendance, and budget expenditures.
September 1, 2023	14. Communicated with a parent who was in the process of enrolling their student. She could not find the enrollment documents that needed to be uploaded.	<ul style="list-style-type: none"> • Receives, screens and processes visitors, telephone calls, and mail. • Provides information and directs inquiries to appropriate staff.

September 5, 2023	15. Set up and tested 2 students for math placement.	<ul style="list-style-type: none"> • See item #12.
September 5, 2023	16. Received legal document regarding temporary legal custody. Followed up with Principal Wild regarding the next step and followed up with the parent to provide proof of enrollment in the new boundary school.	<ul style="list-style-type: none"> • Receives, screens and processes visitors, telephone calls, and mail. • Provides information and directs inquiries to appropriate staff. • Evaluates situations and determines appropriate action to take. • Composes written communications. • Applies and clearly explains District and worksite policies and procedures.
September 5, 2023	17. Enrolled new student and created a cumulative folder. Sent a request for records to the previous school.	<ul style="list-style-type: none"> • Monitors assigned activities, operations and/or program components such as student records, attendance, and budget expenditures. • Prepares and processes program-related information and transactions. • Composes written communications. • Maintains current, organized, and secure records, complying with established practices and policies. • Compiles, enters and verifies data and produces reports.
September 5, 2023	18. Received documents from the previous school for student including IEP and Multidisciplinary reports. Forwarded the documents to the school SpEd coordinator and the SpEd department.	<ul style="list-style-type: none"> • Monitors assigned activities, operations and/or program components such as student records, attendance, and budget expenditures. • Receives, screens and processes visitors, telephone calls, and mail. • Maintains current, organized, and secure records, complying with established practices and policies.
September 5, 2023	19. Ran query in preparation for the Month 1 Attendance Report.	<ul style="list-style-type: none"> • Prepares and processes program-related information and transactions. • Compiles, enters and verifies data and produces reports.

The Secretary is a broad-based classification and is part of the administrative support job family. A Secretary provides clerical and secretarial assistance to department or program administrators and staff. Secretaries may be assigned to a school counseling office, a high school athletics program (including facilities scheduling), a school attendance office, or a District-wide department. Clerical and secretarial assistance varies depending upon the program or office needs. Examples of essential functions include composing written communications, entering data and generating reports, coordinating events, meetings, and schedules, and explaining District and worksite policies.

The tasks that were reported include data entry, copying of records, mailing of records, sending emails, answering inquiries via phone, in person, or email, scheduling, running standard reports, and looking up information in databases. These are clerical/administrative related duties that fall within the scope of the Secretary classification.

When interviewed as part of the classification review, Marielle shared that she had previously worked as a Secretary supporting the Attendance Office. In that position, Marielle reported she performed similar duties, including updating AERIES, following up with teachers regarding attendance, running student rosters and attendance reports, entering and correcting attendance codes, and collecting documentation from parents, which also required follow up communications.

With regard to the Registrar classification, which falls in the technical/specialized job family, there are some tasks that overlap with a Secretary who supports a Counseling Office, such as issuing work permits, maintaining records/files, providing records to other schools/districts, running reports, and some enrollment activities. However, these tasks tend to be clerical in nature and are more transactional, following standardized guidelines.

Whereas a Registrar also has higher level responsibilities that include evaluation, analysis, and independent judgment. These duties include evaluating course credits, evaluating graduation requirements and deficiencies, interpreting transcripts, discussing credits/grades with counselors and students, and reviewing senior graduation status. In addition, while Secretaries run standardized reports such as student rosters, Registrars are responsible for complex reporting to both the State and colleges and universities. These include reports to the State for financial aid (Cal Grants & FAFSA) and GPA reporting to the UC and CSU systems. Registrars are also responsible for evaluating and tracking repeat courses, off campus courses (including dual credit programs), tracking graduation status, which includes tracking the various program tracts, and coding credits appropriately.

None of the reported tasks correlate to the higher level duties of a Registrar.

Findings and Recommendation:

As detailed above, for each of the tasks reported as being “out of class,” there is at least one corresponding essential duty in the Secretary job description. As such, the duties fall within the scope of the current classification and it is therefore recommended that the Commission find that no out of class work was performed.

Classification Review Report	
Classification	Director of Communications
Classification Type	Classified Management
Salary Range	5-2
Submission to Classification Advisory Committee	August 29, 2023
Submission to Personnel Commission	September 12, 2023
Agenda Item	Revision to Job Description

Background Information

On August 8, 2023 and August 15, 2023, the CAC and Personnel Commission respectively, approved the new classification of Director of Communications. On August 17, 2023, the Board of Trustees for the District approved the new classification and recommended several minor revisions.

These revisions have been incorporated in the attached job description.

Recommendation

It is recommended the suggested revisions to the Director of Communications description be approved.

Vote by Committee Members:

Vote	Member	Vote	Member
No	Matt Colwell, CSEA	Yes	Dawn Campbell, Admin
Yes	Margy Lara, CSEA	Yes	Antonio Perez, Admin
Yes	Kalani Crosby	Yes	Tina Peterson, Admin

CLASSIFIED

DIRECTOR OF COMMUNICATIONS

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~~ educational partner 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.

CLASSIFIED

DIRECTOR OF COMMUNICATIONS

- 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~~ foundations.
- 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.
- Diversity, equity, and inclusion principles and culturally responsive communications.
- Trauma informed communication practices.

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CLASSIFIED

DIRECTOR OF COMMUNICATIONS

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.

CLASSIFIED

DIRECTOR OF COMMUNICATIONS

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

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.

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CONTINUING EDUCATION/TRAINING

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AUDITORY OR VISUAL REQUIREMENTS

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ENVIRONMENTAL CONDITIONS

Indoor office work environment and outdoor environment for covering events.

FLSA STATUS

Exempt

Vacancy Summary Report September 12, 2023

Site/Department	Full Time	Part Time	Grand Total
Canyon Crest Academy	4	3	7
Carmel Valley Middle School		5	5
Diegueno Middle School		4	4
District Office	3		3
Earl Warren Middle School		2	2
La Costa Canyon High School	2	7	9
Maintenance & Operations	4		4
Oak Crest Middle School	1	11	12
Pacific Trails Middle School		4	4
Requeza Education Center		12	12
San Dieguito High School Academy	2	7	9
Torrey Pines High School	5	16	21
Transportation	1	21	22
Grand Total	22	92	114

Hard to Fill Positions	Count of Position
Bus Driver Trainer	1
Campus Supervisor	12
Electrician	1
Human Resources Specialist	1
Instructional Assistant - Behavior Intervention	12
Instructional Assistant - Bilingual/KOREAN OR CHINESE OR SPANISH OR RUSSIAN	2
Instructional Assistant - Bilingual/SPANISH	7
Instructional Assistant – Bilingual/CHINESE OR KOREAN	1
Instructional Assistant Special Education	15
Instructional/Personal Care Assistant	14
Nutrition Services Assistant I	7
School Bus Driver	21
Student Health Care Specialist	3
Grand Total	97

Position Status	Count of Status
Hired	5
Hold	1
Interviews conducted	2
Interviews scheduled	4
Job Offer Made	3
Recruitment in progress	95
Selection Clearing	3
Testing in Progress	1
Grand Total	114

VACANCY REPORT							
114 Approved Requisitions							
22 Different Job Classifications							
SITE	SLOT	Position	# of Months	# of Hours a Week	# of Hours a Day	FTE	STATUS
Torrey Pines High School	AA003	Accounting Assistant - ASB	11	40	8	1.00	Interviews scheduled
Canyon Crest Academy	AE347	Accounting Assistant - ASB	11	40	8	1.00	HIRED
Transportation	AA481	Bus Driver Trainer	12	40	8	1.00	Interviews scheduled
San Dieguito High School Academy	AO551	Campus Supervisor	10	40	8	1.00	Job Offer Made
San Dieguito High School Academy	AO550	Campus Supervisor	10	40	8	1.00	Recruitment in progress
Canyon Crest Academy	AO539	Campus Supervisor	10	40	8	1.00	HIRED
Torrey Pines High School	AO536	Campus Supervisor	10	40	8	1.00	Interviews scheduled
Torrey Pines High School	AO535	Campus Supervisor	10	40	8	1.00	Recruitment in progress
La Costa Canyon High School	AO531	Campus Supervisor	10	40	8	1.00	Recruitment in progress
La Costa Canyon High School	AO530	Campus Supervisor	10	40	8	1.00	Interviews scheduled
Pacific Trails Middle School	AO567	Campus Supervisor	10	19.5	3.9	0.49	Recruitment in progress
Earl Warren Middle School	AO532	Campus Supervisor	10	19.5	3.9	0.49	Recruitment in progress
Diegueno Middle School	AO533	Campus Supervisor	10	19.5	3.9	0.49	Recruitment in progress
Oak Crest Middle School	AO537	Campus Supervisor	10	19.5	3.9	0.49	Recruitment in progress
Carmel Valley Middle School	AO538	Campus Supervisor	10	19.5	3.9	0.49	Recruitment in progress
Oak Crest Middle School	AA144	Custodian	12	40	8	1.00	Recruitment in progress
Torrey Pines High School	AA150	Custodian	12	40	8	1.00	Interviews conducted
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	AA180	Electrician	12	40	8	1.00	Recruitment in progress
District Office	AO389	Information Systems Support Technician	12	40	8	1.00	HIRED
Maintenance & Operations	AA197	Grounds Maintenance Worker II	12	40	8	1.00	Selection Clearing
District Office	AI896	Human Resources Technician	12	40	8	1.00	Testing in Progress
District Office	AN991	Human Resources Specialist	12	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	HOLD
Torrey Pines High School	AO602	Instructional Assistant - Bilingual/SPANISH	10	19.5	3.9	0.49	Recruitment in progress
Torrey Pines High School	AO603	Instructional Assistant - Bilingual/SPANISH	10	19.5	3.9	0.49	Recruitment in progress
San Dieguito High School Academy	AO546	Instructional Assistant - Bilingual/SPANISH	10	19.5	3.9	0.49	Recruitment in progress
Pacific Trails Middle School	AO543	Instructional Assistant - Bilingual/CHINESE OR KOREAN	10	19.5	3.9	0.49	Recruitment in progress
Carmel Valley Middle School	AO542	Instructional Assistant - Bilingual/KOREAN OR CHINESE OR SPANISH OR RUSSIAN	10	19.5	3.9	0.49	Recruitment in progress
Carmel Valley Middle School	AO541	Instructional Assistant - Bilingual/KOREAN OR CHINESE OR SPANISH OR RUSSIAN	10	19.5	3.9	0.49	Recruitment in progress
Earl Warren Middle School	AO540	Instructional Assistant - Bilingual/SPANISH	10	19.5	3.9	0.49	Recruitment in progress
La Costa Canyon High School	AK101	Instructional Assistant - Bilingual/SPANISH	10	19.5	3.9	0.49	Job Offer Made
Oak Crest Middle School	AM625	Instructional Assistant - Bilingual/SPANISH	10	19.5	3.9	0.49	Recruitment in progress
San Dieguito High School Academy	AN487	Instructional Assistant - Bilingual/SPANISH	10	19.5	3.9	0.49	Recruitment in progress
Pacific Trails Middle School	AJ965	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
San Dieguito High School Academy	AN155	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
Oak Crest Middle School	AN571	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
Oak Crest Middle School	AO547	Instructional Assistant - Behavior Intervention	10	30	6	0.75	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	Recruitment in progress
La Costa Canyon High School	AH757	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
Requeza Education Center	AN154	Instructional Assistant - Behavior Intervention	10	27.5	5.5	0.69	Recruitment in progress
Torrey Pines High School	AN952	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AJ212	Instructional Assistant - Behavior Intervention	10	30	6	0.75	HIRED
Torrey Pines High School	AO544	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AO568	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AO418	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Carmel Valley Middle School	AN495	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
La Costa Canyon High School	AF620	Instructional Assistant Special Education	10	30	6	0.75	Selection Clearing
La Costa Canyon High School	AO566	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Oak Crest Middle School	AJ757	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AA382	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Oak Crest Middle School	AO549	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AJ266	Instructional Assistant Special Education	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
San Dieguito High School Academy	AO417	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress

VACANCY REPORT							
114 Approved Requisitions							
22 Different Job Classifications							
SITE	SLOT	Position	# of Months	# of Hours a Week	# of Hours a Day	FTE	STATUS
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	Job Offer Made
Canyon Crest Academy	AA437	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Oak Crest Middle School	AO548	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in progress
Carmel Valley Middle School	AJ222	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in progress
Requeza Education Center	AJ543	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AD640	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	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
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
Requeza Education Center	AO416	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AA232	Nutrition Services Assistant I	10	19.5	3.9	0.49	Recruitment in progress
Diegueno Middle School	AJ075	Nutrition Services Assistant I	10	17.5	3.5	0.44	Recruitment in progress
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
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	Interviews conducted
Torrey Pines High School	AA080	Receptionist	10	40	8	1.00	HIRED
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
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
La Costa Canyon High School	AO739	Secretary	10	19.5	3.9	0.49	Recruitment in progress
Torrey Pines High School	AO740	Secretary	10	19.5	3.9	0.49	Recruitment in progress
San Dieguito High School Academy	AO738	Secretary	10	19.5	3.9	0.49	Recruitment in progress
Canyon Crest Academy	AB225	Secretary	11	40	8	1.00	Recruitment in progress
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
Oak Crest Middle School	AN937	Student Health Care Specialist	10	30	6	0.75	Selection Clearing
Canyon Crest Academy	AD286	Theater Technician	10	40	8	1.00	Recruitment in progress

Personnel Action	Classification	Last Name	First Name	Job Title	Site	Effective Date	Inactive Date	FTE	Reason
Change In Assignment	Confidential	Martinez	Shannon	Executive Assistant to the Superintendent	District Office	07/03/2023		1.00	Promotion
Employment	Classified	Greco	Garret	Night Custodian	LCC	07/05/2023		1.00	Vacancy
Employment	Classified	Ponce de Leon	Liliana	Admin Assistant II	Maintenance & Operations	07/07/2023		1.00	Vacancy
Employment	Classified Substitute	Swanson	Daniel	Theater Tech Sub	District Office	07/13/2023		NA	Substitute Pool
Change In Assignment	Classified	Mendoza	Omar	Irrigation Specialist	Maintenance & Operations	07/17/2023		1.00	Vacancy
Employment	Classified Substitute	Teegarden	Ryan	Van Driver Sub	Transportation	07/20/2023		N/A	Substitute Pool
Resignation	Classified	Limon	Rosemarie	Nutrition Services Assistant I	CVMS-Cafe		06/02/2023	0.44	Resignation
Change In Assignment	Classified	Serrano	Marisela	Nutrition Services Assistant II	PTMS-Cafe	08/10/2023		0.49	Transfer
Employment	Coach	Bath	Ryan	Football - Freshmen Assistant Coach	TPHS	07/21/2023		N/A	Fall Season
Employment	Coach	Hargraves	Tucker	G Volleyball - Junior Varsity Head Coach	CCA	07/21/2023		N/A	Fall Season
Resignation	Classified Substitute	Sherstneva	Tatiana	Clerical Substitute	District Office		07/21/2023	N/A	Resignation
Employment	Coach	Pak	Samuel	B Cross Country - Junior Varsity Assistant Coach	CCA	07/24/2023		N/A	Fall Season
Employment	Coach	Harrington	Grant	B Water Polo - Varsity Head Coach	LCC	07/24/2023		N/A	Fall Season
Employment	Coach	Casinelli	Patrick	Football - Junior Varsity Assistant Coach	LCC	07/24/2023		N/A	Fall Season
Employment	Coach	Andranian	Joseph	B Water Polo - Junior Varsity Head Coach	TPHS	07/24/2023		N/A	Fall Season
Employment	Coach	Ott	Julie	Cross Country - Varsity Head Coach	TPHS	07/24/2023		N/A	Fall Season
Employment	Classified Extra-Curricular	Chodorow	Suzanne	Cheer-Sideline - Head Coach	TPHS	07/25/2023		N/A	School Year Season
Employment	Coach	Rokoszewski	Joseph	G Golf - Junior Varsity Head Coach	TPHS	07/25/2023		N/A	Fall Season
Employment	Coach	Chu	Donald	G Tennis - Varsity Head Coach	TPHS	07/25/2023		N/A	Fall Season
Employment	Coach	Montes	Frank	Football - Varsity Assistant Coach	TPHS	07/25/2023		N/A	Fall Season
Employment	Coach	Magnuson	Erik	Football - Varsity Assistant Coach	TPHS	07/25/2023		N/A	Fall Season
Employment	Coach	Mohler	Joseph	Football - Varsity Assistant Coach	TPHS	07/25/2023		N/A	Fall Season
Employment	Coach	Freeman	Daniela	B Water Polo - Junior Varsity Head Coach	SDA	07/25/2023		N/A	Fall Season
Employment	Coach	Tiu	Noah	B Water Polo - Varsity Head Coach	CCA	07/25/2023		N/A	Fall Season
Employment	Coach	Yu	Roland	B Water Polo - Junior Varsity Head Coach	CCA	07/25/2023		N/A	Fall Season
Employment	Coach	Montgomery	Jeffrey	G Tennis - Junior Varsity Head Coach	CCA	07/25/2023		N/A	Fall Season
Employment	Coach	Prince	Nathaniel	B Water Polo - Freshmen Head Coach	LCC	07/26/2023		N/A	Fall Season
Employment	Coach	Kam	Justin	B Water Polo - Varsity Assistant Coach	CCA	07/26/2023		N/A	Fall Season
Employment	Coach	Liu	David	G Tennis - Varsity Assistant Coach	CCA	07/26/2023		N/A	Fall Season
Employment	Coach	Lalone	Joseph	Football - Junior Varsity Assistant Coach	TPHS	07/27/2023		N/A	Fall Season
Employment	Coach	Carman	Brandon	B Water Polo - Varsity Head Coach	TPHS	07/27/2023		N/A	Fall Season
Employment	Coach	Vlasic	Madison	G Volleyball - Freshmen Head Coach	LCC	07/27/2023		N/A	Fall Season
Employment	Coach	Remmling	Christina	B Cross Country - Varsity Assistant Coach	SDA	07/27/2023		N/A	Fall Season
Employment	Coach	Adams Strockis	Melissa	G Volleyball - Varsity Assistant Coach	TPHS	07/27/2023		N/A	Fall Season
Employment	Coach	Haskett	Gordon	B Cross Country - Varsity Head Coach	SDA	07/27/2023		N/A	Fall Season