

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

Regular Meeting Agenda

3:30 P.M. October 10, 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., October 10, 2023

MEETING/OPEN SESSION

1. Call to Order, Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the October 10, 2023, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the agenda for the October 10, 2023, Personnel Commission Regular Meeting.
4. Approval of the Minutes for the September 12, 2023, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the minutes of the September 12, 2023, Personnel Commission Regular Meeting.
5. PUBLIC COMMENTS ON NON-AGENDA ITEMS
No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of the commission, or the body itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the commission at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.
 - A. California School Employees Association
 - B. San Dieguito Union High School District
 - C. Public

ACTION ITEMS (See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments, if any

- A. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 09/07/2023, individual eligibility valid for six months.
- B. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated 09/07/2023, individual eligibility valid for six months.
- C. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated 09/08/2023, individual eligibility valid for six months.
- D. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated 09/11/2023, individual eligibility valid for six months.
- E. Motion by _____, second by _____, to approve an Eligibility List for Human Resources Technician, SR42, Open/Promotional-Dual Certification, effective 09/12/2023, individual eligibility valid for six months.
- F. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated 09/15/2023, individual eligibility valid for six months.
- G. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant Bilingual Spanish, SR37, Open/Promotional-Dual Certification, updated 09/15/2023, individual eligibility valid for six months.
- H. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated 09/19/2023, individual eligibility valid for six months.
- I. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant Bilingual Chinese, SR37, Open/Promotional-Dual Certification, updated 09/19/2023, individual eligibility valid for six months.
- J. Motion by _____, second by _____, to approve an Eligibility List for Bus Driver Trainer, SR44, Open/Promotional-Dual Certification, effective 09/19/2023, individual eligibility valid for six months.
- K. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated 09/21/2023, individual eligibility valid for six months.
- L. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated 09/25/2023, individual eligibility valid for six months.

- M. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd – Behavior Intervention, SR36, Open/Promotional-Dual Certification, updated 09/25/2023, individual eligibility valid for six months.
- N. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant Bilingual Spanish, SR37, Open/Promotional-Dual Certification, updated 09/27/2023, individual eligibility valid for six months
- O. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Custodian-Floater, SR33, Open/Promotional-Dual Certification, updated 09/28/2023, individual eligibility valid for six months
- P. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated 09/28/2023, individual eligibility valid for six months.
- Q. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 09/28/2023, individual eligibility valid for six months.
- R. Motion by _____, second by _____, to approve an Eligibility List for Electrician, SR49, Open/Promotional-Dual Certification, effective 10/02/2023, individual eligibility valid for six months.
- S. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd – Behavior Intervention, SR36, Open/Promotional-Dual Certification, updated 10/02/2023, individual eligibility valid for six months.
- T. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 10/02/2023, individual eligibility valid for six months.
- U. Motion by _____, second by _____, to approve an Eligibility List for Theater Technician, SR41, Open/Promotional-Dual Certification, effective 10/02/2023, individual eligibility valid for six months.

7. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments, if any

- A. Motion by _____, second by _____, to establish a six-month Eligibility List for Student Support Facilitator, SR39, Open/Promotional-Dual Certification.
- B. Motion by _____, second by _____, to establish a six-month Eligibility List for Nutrition Services Assistant I-Floater, SR26, Open/Promotional-Dual Certification.

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. RECLASSIFICATION REQUEST/OUT OF CLASS UPDATE
Public Comments, if any

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES
Public Comments, if any
A. Vacancy Report Summary
B. Vacancy Report

10. CORRESPONDENCE
Public Comments, if any

11. NEXT PERSONNEL COMMISSION MEETING
The next Regular meeting of the Personnel Commission is scheduled for
Tuesday, November 14, 2023, at 3:30 p.m.

12. ADJOURNMENT

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

Regular Meeting Minutes

3:30 P.M., September 12, 2023

MEETING/OPEN SESSION

1. Call to Order
The meeting was called to order at 3:31 p.m. by Commission JUSTIN CUNNINGHAM.
2. Pledge of Allegiance
Commissioner Cunningham led the pledge of allegiance.

Personnel Commissioners in Attendance

Justin Cuning
John Baird
Jeff Charles

Personnel Commission Staff in Attendance

Susan Gray, Director of Classified Personnel
Barbara Bass, Human Resources Analyst
Jennifer Laity, Human Resources Technician

3. Approval of the Agenda for the September 12, 2023, Personnel Commission Regular Meeting.
Public Comments - None
Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to approve the agenda for the September 12, 2023, Personnel Commission Regular Meeting.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes
4. Approval of the Minutes for the August 8, 2023, Personnel Commission Regular Meeting.
Public Comments - None
Motioned by JOHN BAIRD, second by JEFF CHARLES, to approve the minutes of the August 8, 2023, Personnel Commission Regular Meeting.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes

5. PUBLIC COMMENTS ON NON-AGENDA ITEMS

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

A. California School Employees Association - *None*

B. San Dieguito Union High School District - *None*

C. Public –

There were 3 public speakers for non-agenda items.

John Baird

Brooke Barney

Carolyn Kinnare

ACTION ITEMS (See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments- None

A. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, 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.

Justin Cunningham

John Baird

Jeff Charles

Three Ayes

B. 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 08/07/2023, individual eligibility valid for six months.

Justin Cunningham

John Baird

Jeff Charles

Three Ayes

C. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated 08/11/2023, individual eligibility valid for six months.

Justin Cunningham

John Baird

Jeff Charles

Three Ayes

- D. 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 08/11/2023, individual eligibility valid for six months.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes
- E. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Merged Filing Eligibility List for Receptionist, SR32, Open/Promotional-Dual Certification, updated 08/14/2023, individual eligibility valid for six months.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes
- F. 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 08/16/2023, individual eligibility valid for six months.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes
- G. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, 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.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes
- H. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, 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.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes
- I. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Merged Filing Eligibility List for Receptionist, SR32, Open/Promotional-Dual Certification, updated 08/18/2023, individual eligibility valid for six months.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes
- J. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for Accounting Assistant - ASB, SR40, Open/Promotional-Dual Certification, effective 08/21/2023, individual eligibility valid for six months.
Justin Cunningham
John Baird

- Jeff Charles
Three Ayes
- K. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, 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.
Justin Cunningham
John Baird
Jeff Charles
Three 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 08/23/2023, individual eligibility valid for six months
Justin Cunningham
John Baird
Jeff Charles
Three Ayes
- M. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Merged Filing Eligibility List for Receptionist, SR32, Open/Promotional-Dual Certification, updated 08/23/2023, individual eligibility valid for six months.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes
- N. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, 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.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes
- O. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, 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.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes
- P. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, 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.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes
- Q. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification,

updated 08/30/2023, individual eligibility valid for six months.

Justin Cunningham

John Baird

Jeff Charles

Three Ayes

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

Justin Cunningham

John Baird

Jeff Charles

Three Ayes

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

Justin Cunningham

John Baird

Jeff Charles

Three Ayes

- T. 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 09/05/2023, individual eligibility valid for six months.

Justin Cunningham

John Baird

Jeff Charles

Three Ayes

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

Justin Cunningham

John Baird

Jeff Charles

Three 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 Campus Supervisor, SR32, Open/Promotional-Dual Certification.

Justin Cunningham

John Baird

Jeff Charles

Three Ayes

- B. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Human Resources Technician, SR42, Open/Promotional-Dual Certification.

Justin Cunningham

John Baird
Jeff Charles
Three Ayes

- C. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Grounds Maintenance Worker II, SR39, Open/Promotional-Dual Certification.

Justin Cunningham
John Baird
Jeff Charles
Three Ayes

- D. Motioned by JEFF CHARLES seconded by JOHN BAIRD, to establish a six-month Eligibility List for Administrative Assistant III, SR42, Open/Promotional-Dual Certification.

Justin Cunningham
John Baird
Jeff Charles
Three Ayes

- E. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Electrician, SR49, Open/Promotional-Dual Certification.

Justin Cunningham
John Baird
Jeff Charles
Three Ayes

- F. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Theater Technician, SR40, Open/Promotional-Dual Certification. Justin

Cunningham
John Baird
Jeff Charles
Three Ayes

- G. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Accounting Assistant - ASB, SR40, Open/Promotional-Dual Certification.

Justin Cunningham
John Baird
Jeff Charles
Three Ayes

- H. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Secretary, SR36, Open/Promotional-Dual Certification

Justin Cunningham
John Baird
Jeff Charles
Three Ayes

- I. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Secretary (Part Time), SR36, Open/Promotional-Dual Certification.

Justin Cunningham
John Baird
Jeff Charles
Three Ayes

8. OUT OF CLASS REPORTS (See Supplements)

Public Comments – There were 5 public speakers for agenda items.

Anne Van Winkle

Tracy Ngo

Marielle Bravo-Saltzman

Carmen Blum

Brooke Barney

Secretary

1. Carolyn Kinnare

2. Marielle Bravo-Saltzman

Motion by JEFF CHARLES, second by JOHN BAIRD, table the reclassification report item until the CAC has reviewed it and makes a recommendation and then we will discuss at the next Personnel Commission meeting.

Justin Cunningham

John Baird

Jeff Charles

Three Ayes

9. CLASSIFICATION REVIEW (See Supplements)

Public Comments - None

A. Director of Communications– Revised Job Description

Motion by JOHN BAIRD, second by JEFF CHARLES, to table the job description for Director of Communications as revised and request it go back to the Board.

Justin Cunningham

John Baird

Jeff Charles

Three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments - None

A. Vacancy Report Summary

B. Vacancy Report

C. Personnel List Report

11. CORRESPONDENCE

Public Comments - None

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 – 5:51 p.m.

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

Nutrition Services Assistant I

Eligibility List-Continuous Filing
Open/Promo-Dual Certification

Updated Date: 9/7/2023

Applicant ID	Rank	Expiration Date	Source
7061711	1	10/19/2023	Open
3670532	2	3/5/2024	Promo
7241053	2	3/7/2024	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**

Instructional Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 9/7/2023

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
3375589	4	3/7/2024	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**

Instructional/Personal Care Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 9/8/2023

Applicant ID	Rank	Expiration Date	Source
6403018	1	3/8/2024	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 SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 9/11/2023

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
3375589	4	3/7/2024	Open
997838	5	3/11/2024	Open
6659322	6	3/11/2024	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**

Human Resources Technician

Eligibility List

Open/Promo-Dual Certification

Effective Date: 9/12/2023

Applicant ID	Rank	Expiration Date	Source
2579180	1	3/12/2024	Promo
6964657	2	3/12/2024	Open
7233386	3	3/12/2024	Open

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

S. Gray

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

Campus Supervisor

Eligibility List-Continuous

Open/Promo-Dual Certification

Date: 9/15/2023

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
7242693	5	3/15/2024	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: 9/15/2023

Applicant ID	Rank	Expiration Date	Source
1674027	1	1/19/2024	Promo
7221179	2	2/21/2024	Open
1572220	3	3/15/2024	Open
7281639	4	3/15/2024	Open
7243413	5	3/5/2024	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: 9/19/2023

Applicant ID	Rank	Expiration Date	Source
7262135	1	3/5/2024	Open
1458475	2	1/12/2024	Open
7194838	2	2/16/2024	Open
3375589	3	3/7/2024	Open
997838	4	3/11/2024	Open
6659322	5	3/11/2024	Promo
7281639	6	3/19/2024	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 Chinese

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Effective Date: 9/19/2023

Applicant ID	Rank	Expiration Date	Source
6634346	1	3/19/2024	Open

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

S. Gray

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

Bus Driver Trainer

Eligibility List

Open/Promo-Dual Certification

Updated Date: 09/19/2023

Applicant ID	Rank	Expiration Date	Source
2765333	1	3/19/2024	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: 9/21/2023

Applicant ID	Rank	Expiration Date	Source
7262135	1	3/5/2024	Open
1458475	2	1/12/2024	Open
7194838	2	2/16/2024	Open
3375589	3	3/7/2024	Open
6659322	4	3/11/2024	Promo
7246470	4	3/21/2024	Open
7281639	5	3/19/2024	Open

*Please note: individual eligibility list is valid for 6 months.
Scores are merged each time the exam is administered.*

S. Gray

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

Instructional/Personal Care Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 9/25/2023

Applicant ID	Rank	Expiration Date	Source
3730123	1	3/25/2024	Open
6403018	2	3/8/2024	Open

2809946		11/9/2026	Reinstatement
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Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the exam is administered.

S.Gray

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

Instructional Assistant SpEd-Behavior Intervention

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 9/25/2023

Applicant ID	Rank	Expiration Date	Source
3730123	1	3/25/2024	Open

*Please note: individual eligibility list is valid for 6 months.
Scores are merged each time the exam is administered.*

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

Instructional Assistant - Bilingual Spanish

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Effective Date: 9/27/2023

Applicant ID	Rank	Expiration Date	Source
1674027	1	1/19/2024	Promo
1572220	2	3/15/2024	Open
7243413	3	3/5/2024	Open

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

S. Gray

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

Custodian Floater

Eligibility List-Continuous Filing
Open/Promo-Dual Certification

Updated Date: 9/28/2023

Applicant ID	Rank	Expiration Date	Source
6962142	1	3/28/2024	Open
2624756	2	12/7/2023	Open

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

S. Gray

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

Campus Supervisor

Eligibility List-Continuous

Open/Promo-Dual Certification

Date: 9/28/2023

Applicant ID	Rank	Expiration Date	Source
7211352	1	2/29/2024	Open
2173978	2	11/26/2023	Open
3117776	2	2/29/2024	Open
7280115	2	3/28/2024	Open
3777457	2	2/29/2024	Open
2707477	2	3/28/2024	Open
7242693	3	3/15/2024	Open
3926950	4	3/28/2024	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: 9/28/2023

Applicant ID	Rank	Expiration Date	Source
7241053	1	3/7/2024	Open
6462003	1	3/28/2024	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**

Electrician

Eligibility List

Open/Promo-Dual Certification

Effective Date: 10/2/2023

Applicant ID	Rank	Expiration Date	Source
7260444	1	4/3/2024	Promo
6929394	2	4/3/2024	Open

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

S. Gray

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

Instructional Assistant SpEd-Behavior Intervention

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 10/2/2023

Applicant ID	Rank	Expiration Date	Source
3730123	1	3/25/2024	Open
2087286	2	4/2/2024	Open

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

Scores are merged each time the exam is administered.

S. Gray

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

Nutrition Services Assistant I

Eligibility List-Continuous Filing
Open/Promo-Dual Certification

Updated Date: 10/02/2023

Applicant ID	Rank	Expiration Date	Source
7241053	1	3/7/2024	Open
6462003	1	3/28/2024	Open
3620492		4/2/2024	Reinstatement

*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**

Theater Technician

Eligibility List

Open/Promo-Dual Certification

Effective Date: 10/02/2023

Applicant ID	Rank	Expiration Date	Source
7298296	1	4/10/2024	Open
728014	1	4/10/2024	Open
6724864	2	4/10/2024	Open

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

S. Gray



Board of Trustees
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Classified Personnel Commission
John Baird, Commissioner
Jeff Charles, Commissioner
Justin Cunningham, Commissioner
Susan Gray, Director

Memorandum

To: Personnel Commission
From: Susan Gray, Director of Classified Personnel
Date: October 4, 2023
Re: Reclassification Request/Out of Classification Update

Secretary Reclassification Request Update:

Following the Personnel Commission meeting held on September 12, 2023, a supplemental reclassification review report was prepared and submitted to the Classification Advisory Committee (CAC) at its September 26, 2023 meeting. The supplemental report provided additional information, as well as two proposed options, regarding the reclassification request made by the Secretaries who support the counseling offices at the middle schools within the District.

One option proposed to revise the current job description of the Secretary classification, including updating the title. This proposal was based upon a review of the previous job description of Secretary. As a reminder, the Secretary job description was revised in 2018 as part of a comprehensive review of the administrative support family of jobs (i.e., Receptionist, Administrative Assistant I, II, III & IV). The prior job description for Secretary included a more detailed description of the job duties, including duties such as student registration, maintaining student records and transcripts, and compiling data and written materials.

The changes in 2018 were intended to streamline the job description and align language along the administrative support family descriptions, but those changes appear to have had unforeseen impacts with regard to clarity around the duties and responsibilities of the position. As sometimes happens when changes are operationalized, it is necessary to relook at the changes to determine their effectiveness.

The proposal presented to the CAC included the option of revising the current job description to include more descriptive job duties, similar to the those listed in the pre-2018 job description to provide applicants for these positions, along with incumbents and supervisors, a clearer description of duties and responsibilities.

The other option presented to the CAC was to establish a new classification for the Secretaries who have requested reclassification. This proposal was based upon a review of other school districts who have established a separate classification for similar positions. Of the 9 comparison districts, 5 use broad based job classifications similar to SDUHSD’s “Secretary” classification, however, 3 have job specific

titles, including Guidance Tech I, Counseling Secretary, and Counseling Assistant. There is one district that has a "Registrar I" classification for middle schools, but that classification may not be a true comparison inasmuch as it does not also support the counseling office. Given that several districts do have a job specific classification for this position, the option of establishing a new specific classification for this position was presented to the CAC.

Following comments by a number of individuals, including the individuals requesting reclassification, the CAC unanimously voted (5-0, 1 member absent) to revise the current job description of Secretary, including updating the job title. I have been tasked to make revisions to the job description, getting input from position incumbents and the District, and to bring a recommended revised job description back to the CAC at their next meeting to be held on October 31, 2023. Following approval by the CAC, the revised job description would be brought to this Commission for consideration at its next meeting on November 7, 2023.

Out of Classification Update:

Since the Personnel Commission's previous meeting, a new report of working out of class has been submitted. On September 24, 2023, Tracy Ngo submitted a report of working out of class as a Registrar from September 11, 2023 through September 22, 2023 (see Attachment 1). The tasks reported as being out of class are similar to those previously reported.

In addition, as of the date of this memorandum, I have received updated reports from Marielle Bravo-Saltzman reporting she performed out of class duties on 8 additional days since the last report on September 5, 2023. Carolyn Kinnare also reported she performed out of class duties on 14 additional days from the date of the previous report on September 6, 2023. The tasks reported are similar to those previously reported.

Attachment 1 - Out of Class Report for Tracy Ngo

Date	Length of Time	Duties	Description
Mon 9/11/2023 (0.75 hour)	0.50 hours	registrar	photocopy cumulative file, print reports from Aeries to send to new school (#7 Registrar duties: provide transcripts as requested by other schools)
	0.25 hours	registrar	dataconfirmation@sduhsd.net (managed by registrar per district): open, review, and move emails to folders, email and provide parents with information for address change (#4 Registrar duties: maintains a variety of student records)
Tue 9/12/2023 (5.50 hours)	1 hour	registrar	current student will move to Poway area: provide mom with interdistrict information to SDUHSD and link (#1 Registrar duties: communicates with various individuals)
	0.75 hours	registrar	new student: meet with parent and student to assist them for first day of school (#1 Registrar duties: communicates with various individuals)
	1.50 hours	registrar	new students: Stu1 - review and verified documents, check with health tech on vaccinations, email parents to provide add'l information to complete registration, schedule math assessment; Stu 2 - email parents status of registration (#5 Registrar duties: performs variety of enrollment activities and #11 schedules appointments for the purpose of registering students)
	0.75 hours	registrar	grading M1: review instructions for grade reporting emailed to all registrar, run complex Aeries query, analyze section tags, provide data to counselor for updating section tags, run query multiple times to ensure section tags are correct, initialize grade reporting; email certificated staff of M1 grading window (#4 Registrar duties: maintains a variety of student records, grade processing is registrar's duties)
	1.5 hours	registrar	dataconfirmation@sduhsd.net -managed by registrar per district: open, review, and move emails to folders, email and provide parents with information for address change (#4 Registrar duties: maintains a variety of student records)
Wed 9/13/2023 (3.25 hours)	1.25 hours	registrar	dataconfirmation@sduhsd.net (managed by registrar per district) 1 - review emails from parents on address change, update address in Aeries for one student, 2 - update mailing address and add flag in Contact; reminder emails for change of address (#4 Registrar duties: maintains a variety of student records)
	0.75 hours	registrar	call other schools for student records, send second/third reminder emails to other schools for student records (#1 Registrar duties: communicates with various individuals)
	0.25 hours	registrar	respond to parent regards to future enrollment (#1 Registrar duties: communicates with various individuals)
	1 hour	registrar	upload records requests to student documents in Aeries, review and copied file, print out documents from Aeries, prepare package to send to next school (#7 Registrar duties: provide transcripts as requested by other schools)
Thurs 9/14/2023 (3 hours)	1.25 hours	registrar	copying student records, print out information from Aeries to provide to next schools

	1.75 hours	registrar	(part 1) run report of students with incomplete data confirmation; put data in excel, review data (#4 Registrar duties: maintains a variety of student records)
Fri 9/15/2023 (3.50 hours)	1 hour	registrar	virtual WORKSHOP with Lori for all registrar (MS and HS registrars): regards to exit discrepancies for accurate reporting to CALPADs (registrar related duties)
	0.25 hours	registrar	discussion with Lori on a no show student (registrar related duties)
	0.5 hour	registrar	instructions from Maritza to all registrars: MS, HS, Academies & OLP to clean up INTRA/U5 Field (registrar related duties)
	1 hour	registrar	(part 2) continue review incomplete data for data confirmation; put data in excel and csv format, and provide student list to assistant principal to email to families (#4 Registrar duties: maintains a variety of student records)
	0.75 hour	registrar	copying student records to provide to next school (#7 Registrar duties: provide transcripts as requested by other schools)
Mon 9/18/2023 (2 hours)	1.50 hours	registrar	copying student records, print information from Aeries to send to next school (#7 Registrar duties: provide transcripts as requested by other schools)
	.25 hours	registrar	respond to parent regarding IMAH and IMBH curriculum (registrar related duties)
	.25 hours	registrar	answer teacher questions regarding grades for M1 (#1 communicates with various individuals)
Tues 9/19/2023			out-of-office
Wed 9/20/2023 (5.25 hours)	0.75 hours	registrar	view import enrollment, reply to emails regarding enrollment (#1 communicates with various individuals and #5 Registrar duties: performs variety of enrollment activities)
	1.50 hours	registrar	check data confirmation emails, respond to emails, review proofs of residencies, update residencies on Demographics and Contacts in Aeries, upkeep dataconfirmation@sduhsd.net; send reminder emails to parents who still need proofs of residency from (#4 Registrar duties: maintains a variety of student records, managed by registrar per district)
	2 hours	registrar	M1 - run a report, review data, check comments and ensure they are only for DsFs students, send a ticket to finalize M1 grading cycle (#4 Registrar duties: maintains a variety of student records, grade processing is registrar's duties)
	0.25 hour	registrar	check pending and partial import enrollment, email to parents (#5 Registrar duties: performs variety of enrollment activities)
	0.75 hour	registrar	communication with HS registrar regarding new student, review documents in import, email parent on required documentation (#1 communicates with various individuals and #5 Registrar duties: performs variety of enrollment activities)
Thurs 9/21/2023 (2.75 hours)	0.75 hour	registrar	CALPADS: check to see where students currently enroll (student was supposed to attend CVMS) (registrar related duties)

	1.75 hours	registrar	view information from parent regarding enrollment and respond to parent emails; review and verify enrollment documents; email parents to schedule MDTP; schedule meetings for student and parents to meet with counselor (#5 Registrar duties: performs variety of enrollment activities and #11 schedules appointments for the purpose of registering students)
	0.25 hour	registrar	run an exceptional report to provide to counselors, principal, and assistant principal; run an exceptional report only for SpEd students to provide SpEd staff at CV only (registrar related duties)
Fri 9/22/2023 (5.50 hours)	0.75 hour	registrar	copy student record to provide to next school (#7 Registrar duties: provide transcripts as requested by other schools)
	1.50 hour	registrar	meet with new students and parents, preparation for MDTP, administer MDTP, meet with parents about missing documents, answer questions from parents, email teachers of new students (#5 Registrar duties: performs variety of enrollment activities)
	1.25 hours	registrar	Daily DATA VALIDATION RESULTS virtual meeting with Lori and other MS & HS registrars (registrar related duties)
	1.50 hour	registrar	DATA CONFIRMATION: run and review report, provide data in csv format to assistant principal to email families with no or incomplete data confirmation (#4 Registrar duties: maintains a variety of student records, managed by registrar per district)
	0.50 hour	registrar	contacting parents regard to "non-English" reporting language field in Aeries (registrar related duties)

Vacancy Summary Report October 3, 2023

Site/Department	Full Time	Part Time	Grand Total
Canyon Crest Academy	3	3	6
Carmel Valley Middle School		5	5
Diegueno Middle School		2	2
District Office	3		3
Earl Warren Middle School		3	3
La Costa Canyon High School	1	5	6
Maintenance & Operations	4		4
Oak Crest Middle School	1	9	10
Pacific Trails Middle School		3	3
Requeza Education Center		13	13
San Dieguito High School Academy	1	7	8
Torrey Pines High School	1	14	15
Transportation	1	21	22
Grand Total	15	85	100

Hard to Fill Positions	Count of Position
Bus Driver Trainer	1
Campus Supervisor	6
Custodian Floater	2
Instructional Assistant - Behavior Intervention	12
Instructional Assistant - Bilingual/KOREAN OR CHINESE OR SPANISH OR RUSSIAN	2
Instructional Assistant - Bilingual/SPANISH	6
Instructional Assistant Special Education	13
Instructional/Personal Care Assistant	14
Interpreter for the Deaf and Hard-of-Hearing	1
Nutrition Services Assistant I	4
Nutrition Services Assistant II	1
School Bus Driver	21
Student Health Care Specialist	3
Grand Total	86

Status	Count of Status
Hired	2
On Hold	1
Interviews Scheduled	15
Job Offer Pending	1
Recruitment in Progress	70
Selection Clearing	6
Testing in Progress	5
Grand Total	100

VACANCY REPORT							
100 Approved Requisitions							
21 Different Job Classifications							
SITE	SLOT	Position	# of Months	# of Hours a Week	# of Hours a Day	FTE	STATUS
District Office	AO580	Administrative Assistant III	12	40	8	1.00	Recruitment in progress
Transportation	AA481	Bus Driver Trainer	12	40	8	1.00	Recruitment in progress
San Dieguito High School Academy	AO551	Campus Supervisor	10	40	8	1.00	Selection Clearing
La Costa Canyon High School	AO530	Campus Supervisor	10	40	8	1.00	Interviews scheduled
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	Interviews scheduled
Torrey Pines High School	AA150	Custodian	12	40	8	1.00	Interviews scheduled
Maintenance & Operations	AA165	Custodian Floater	12	40	8	1.00	Interviews scheduled
Maintenance & Operations	AJ727	Custodian Floater	12	40	8	1.00	Recruitment in progress
Maintenance & Operations	AA180	Electrician	12	40	8	1.00	Interviews scheduled
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	HIRED
District Office	AN991	Human Resources Specialist	12	40	8	1.00	Testing in Progress
La Costa Canyon High School	AO042	Interpreter for the Deaf and Hard-of-Hearing	10	32.5	6.5	0.81	HOLD
Torrey Pines High School	AO602	Instructional Assistant - Bilingual/SPANISH	10	19.5	3.9	0.49	Interviews scheduled
Torrey Pines High School	AO603	Instructional Assistant - Bilingual/SPANISH	10	19.5	3.9	0.49	Interviews scheduled
San Dieguito High School Academy	AO546	Instructional Assistant - Bilingual/SPANISH	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	Interviews scheduled
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
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	Job Offer Pending
Requeza Education Center	AO757	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Interviews scheduled
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	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	Interviews scheduled
Carmel Valley Middle School	AN495	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	Interviews scheduled
Oak Crest Middle School	AJ757	Instructional Assistant Special Education	10	30	6	0.75	Selection Clearing
Torrey Pines High School	AA382	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
Requeza Education Center	AJ187	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AO424	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AO425	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
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	Interviews scheduled
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	Selection Clearing
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

VACANCY REPORT							
100 Approved Requisitions							
21 Different Job Classifications							
SITE	SLOT	Position	# of Months	# of Hours a Week	# of Hours a Day	FTE	STATUS
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
Canyon Crest Academy	AH120	Nutrition Services Assistant -Floater	10	40	8	1.00	Recruitment in progress
Pacific Trails Middle School	AJ950	Nutrition Services Assistant I	10	18.75	3.75	0.47	Interviews scheduled
Diegueno Middle School	AA223	Nutrition Services Assistant I	10	17.5	3.5	0.44	Selection Clearing
Pacific Trails Middle School	AA243	Nutrition Services Assistant I	10	16.25	3.25	0.41	Recruitment in progress
San Dieguito High School Academy	AN339	Nutrition Services Assistant I	10	15	3	0.38	Interviews scheduled
Canyon Crest Academy	AK202	Nutrition Services Assistant II	10	19.5	3.9	0.49	Recruitment in progress
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	Testing in Progress
Torrey Pines High School	AO740	Secretary	10	19.5	3.9	0.49	Testing in Progress
San Dieguito High School Academy	AO738	Secretary	10	19.5	3.9	0.49	Testing in Progress
Canyon Crest Academy	AB225	Secretary	11	40	8	1.00	Testing 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	HIRED
Earl Warren Middle School	AN578	Student Support Facilitator	10	19.5	6.5 (3 days a wk)	0.49	Recruitment in progress
Canyon Crest Academy	AD286	Theater Technician	10	40	8	1.00	Interviews scheduled