

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

Regular Meeting Agenda

3:30 P.M. November 14, 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., November 14, 2023

MEETING/OPEN SESSION

1. Call to Order, Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the November 14, 2023, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the agenda for the November 14, 2023, Personnel Commission Regular Meeting.
4. Approval of the Minutes for the October 10, 2023, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the minutes of the October 10, 2023, Personnel Commission Regular Meeting.
5. CLOSED SESSION – The commission will convene to closed session per provisions of the Rules & Regulations of Classified Service.
Public Comments, if any
A. Administrative matter relative to commission staff.
6. RECONVENE TO OPEN SESSION
Report of action taken in closed session.
7. 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)

8. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments, if any

- A. Motion by_____, second by_____, to approve a Eligibility List for Campus Supervisor (Part-Time), SR32, Open/Promotional-Dual Certification, updated 10/06/2023, individual eligibility valid for six months.
- B. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Campus Supervisor SR32, Open/Promotional-Dual Certification, updated 10/06/2023, individual eligibility valid for six months.
- C. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Custodian-Floater, SR33, Open/Promotional-Dual Certification, updated 10/06/2023, individual eligibility valid for six months
- D. Motion by_____, second by_____, to approve an Eligibility List for Secretary (Part-Time), SR36, Open/Promotional-Dual Certification, effective 10/06/2023, individual eligibility valid for six months.
- E. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated 10/06/2023, individual eligibility valid for six months.
- F. Motion by_____, second by_____, to approve a Merged Eligibility List for Secretary SR36, Open/Promotional-Dual Certification, effective 10/06/2023, individual eligibility valid for six months.
- G. Motion by_____, second by_____, to approve an Eligibility List for Human Resources Specialist SR46, Open/Promotional-Dual Certification, effective 10/10/2023, individual eligibility valid for six months.
- H. Motion by_____, second by_____, to approve a Merged Eligibility List for Secretary (Part-Time), SR36, Open/Promotional-Dual Certification, effective 10/12/2023, individual eligibility valid for six months.
- I. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Instructional Assistant Bilingual - Russian, SR31, Open/Promotional-Dual Certification, updated 10/16/2023, individual eligibility valid for six months.
- J. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for School Bus Driver, SR38, Open/Promotional-Dual Certification, updated 10/16/2023, individual eligibility valid for six months.
- K. Motion by_____, second by_____, to approve an Eligibility List for

Administrative Assistant III, SR42, Open/Promotional-Dual Certification, effective 10/17/2023, 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 10/18/2023, individual eligibility valid for six months.
- M. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated 10/18/2023, individual eligibility valid for six months.
- N. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 10/18/2023, individual eligibility valid for six months.
- O. Motion by _____, second by _____, to approve an Eligibility List for Student Support Facilitator, SR39, Open/Promotional-Dual Certification, effective 10/18/2023, individual eligibility valid for six months.
- P. Motion by _____, second by _____, to approve a Eligibility List for Nutrition Services Assistant - Floater, SR26, Open/Promotional-Dual Certification, updated 10/20/2023, 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 10/23/2023, individual eligibility valid for six months.
- R. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd – Behavior Intervention, SR36, Open/Promotional-Dual Certification, updated 11/02/2023, 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 11/02/2023, individual eligibility valid for six months.
- T. Motion by _____, second by _____, to approve a Merged Eligibility List for Campus Supervisor SR32, Open/Promotional-Dual Certification, updated 10/07/2023, individual eligibility valid for six months.

9. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments, if any

- A. Motion by _____, second by _____, to establish a six-month Eligibility List for Receptionist, SR32, Open/Promotional-Dual Certification.
- B. Motion by _____, second by _____, to establish a six-month Eligibility List for Grounds Maintenance Equipment Operator, SR41, Open/Promotional-Dual Certification.

10. CLASSIFICATION REVIEW

Public Comments, if any

A. SECRETARY (Job Description Revision)

Motion by _____, second by _____, to approve the recommended revisions to the Secretary job description including revision of job title to Department Assistant.

11. OUT OF CLASSIFICATION REPORT

Public Comments, if any

A. Carolyn Kinnare, Marielle Bravo-Saltzman, Tracy Ngo, Anne Van Winkle

Motion by _____, second by _____, to approve the recommendation that the work reported is not outside the duties of the Secretary job classification.

DISCUSSION/INFORMATION ITEMS (See Supplements)

12. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments, if any

A. Vacancy Report Summary

B. Vacancy Report

C. Personnel List Report

13. CORRESPONDENCE

Public Comments, if any

14. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, December 12, 2023, at 3:30 p.m.

15. ADJOURNMENT

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

Regular Meeting Minutes

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

MEETING/OPEN SESSION

1. Call to Order

The meeting was called to order at 3:32 p.m. by Commission JUSTIN CUNNINGHAM.

2. Pledge of Allegiance

Commissioner Cunningham led the pledge of allegiance.

Personnel Commissioners in Attendance

Justin Cunningham

John Baird

Jeff Charles

Personnel Commission Staff in Attendance

Susan Gray, Director of Classified Personnel

Jennifer Laity, Human Resources Technician

3. Approval of the Agenda for the October 10, 2023, Personnel Commission Regular Meeting.

Public Comments - None

Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve the agenda for the October 10, 2023, Personnel Commission Regular Meeting.

Justin Cunningham

John Baird

Jeff Charles

Three Ayes

4. Approval of the Minutes for the September 12, 2023, Personnel Commission Regular Meeting.

Public Comments - None

Motioned by JEFF CHARLES, second by JOHN BAIRD, to approve the minutes of the September 12, 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
Carlos Magana
Carmen Blum
- B. San Dieguito Union High School District
Tina Peterson
- C. Public – None

ACTION ITEMS (See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

- A. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, 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.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes
- B. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, 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.
Justin Cunningham
John Baird
Jeff Charles
Three 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 09/08/2023, individual eligibility valid for six months.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes

- D. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, 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.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes
- E. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Eligibility List for Human Resources Technician, SR42, Open/Promotional-Dual Certification, updated 09/12/2023, individual eligibility valid for six months.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes
- F. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, 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.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes
- G. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant-Bilingual Spanish, SR31, Open/Promotional-Dual Certification, updated 09/15/2023, individual eligibility valid for six months.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes
- H. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, 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.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes
- I. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant-Bilingual Chinese, SR31, Open/Promotional-Dual Certification, updated 09/19/2023, individual eligibility valid for six months.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes
- J. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to approve an Eligibility List for Bus Driver Trainer, SR44, Open/Promotional-Dual Certification, effective 09/19/2023, individual eligibility valid for six months.
Justin Cunningham

- John Baird
Jeff Charles
Three Ayes
- K. 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 09/21/2023, individual eligibility valid for six months.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes
- L. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, 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
Justin Cunningham
John Baird
Jeff Charles
Three Ayes
- M. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant Sp Ed-Behavior Intervention, SE36, Open/Promotional-Dual Certification, updated 09/25/2023, individual eligibility valid for six months.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes
- N. 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 09/27/2023, individual eligibility valid for six months.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes
- O. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, 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.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes
- P. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, 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.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes

- Q. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, 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.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes
- R. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to approve an Eligibility List for Electrician, SR49, Open/Promotional-Dual Certification, updated 10/02/2023, individual eligibility valid for six months.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes
- S. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd - Behavior Intervention, SR 36, Open/Promotional-Dual Certification, updated 10/02/2023, individual eligibility valid for six months.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes
- T. 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 10/02/2023, individual eligibility valid for six months.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes
- U. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for Theater Technician, SR41, Open/Promotional-Dual Certification, updated 10/02/2023, 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 JEFF CHARLES, seconded by JOHN BAIRD to establish a six-month Eligibility List for Student Support Facilitator, SR39, Open/Promotional-Dual Certification.
Justin Cunningham
John Baird
Jeff Charles
Three Ayes

- B. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Nutrition Services Assistant I-Floater, SR26, Open/Promotional-Dual Certification.

Justin Cunningham

John Baird

Jeff Charles

Three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. RECLASSIFICATION REQUEST/OUT OF CLASS UPDATE

Public Comments – There were 9 public speakers for this agenda item.

Carolyn Kinnare

Tracy Ngo

Anne Van Winkle

Brooke Barney

Marielle Bravo-Saltzman

Carmen Blum

Carlos Magana

Tina Peterson

Lori Wilson

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments - None

A. Vacancy Report Summary

B. Vacancy Report

10. CORRESPONDENCE

Public Comments - None

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 – 5:45 p.m.

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

Campus Supervisor (Part-Time)

Eligibility List

Open/Promo-Dual Certification

Effective Date: 10/6/2023

Applicant ID	Rank	Expiration Date	Source
7283840	1	4/6/2024	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

Effective Date: 10/06/2023

Applicant ID	Rank	Expiration Date	Source
6866910	1	4/6/2024	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**

Custodian Floater

Eligibility List-Continuous Filing
Open/Promo-Dual Certification

Updated Date: 10/6/2023

Applicant ID	Rank	Expiration Date	Source
6962142	1	3/28/2024	Open
2624756	2	12/7/2023	Open
7013684	3	4/6/2024	Open

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

S. Gray

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

Secretary- (Part-Time)

Eligibility List

Open/Promo-Dual Certification

Effective Date: 10/6/2023

Applicant ID	Rank	Expiration Date	Source
1195756	1	4/6/2024	Open
7287577	2	4/6/2024	Open
6716019	3	4/6/2024	Open
6921079	4	4/6/2024	Open
3259703	4	4/6/2024	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: 10/6/2023

Applicant ID	Rank	Expiration Date	Source
7262135	1	3/5/2024	Open
1458475	2	1/12/2024	Open
3375589	3	3/7/2024	Open
3911919	4	3/26/2024	Open
7246470	5	3/21/2024	Open
7284416	5	4/6/2024	Open
6735372	6	4/6/2024	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**

Secretary

Eligibility List - Merged

Open/Promo-Dual Certification

Updated Date: 10/6/2023

Applicant ID	Rank	Expiration Date	Source
1195756	1	4/6/2024	Open
453137	2	4/6/2024	Open
7284410	2	4/6/2024	Open
6716019	3	4/6/2024	Open
1518611	4	4/6/2024	Promo
3073053	5	11/30/2023	Open
3856296	6	4/6/2024	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**

Human Resources Specialist

Eligibility List

Open/Promo-Dual Certification

Effective Date: 10/10/2023

Applicant ID	Rank	Expiration Date	Source
1515688	1	4/10/2024	Open
2704961	2	4/10/2024	Open
2579180	3	4/10/2024	Promo
1665425	4	4/10/2024	Open

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

S. Gray

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

Secretary-Part Time

Eligibility List-Merged
Open/Promo-Dual Certification

Effective Date: 10/12/2023

Applicant ID	Rank	Expiration Date	Source
1195756	1	4/6/2024	Open
7287577	2	4/6/2024	Open
6716019	3	4/6/2024	Open
1518611	4	4/12/2024	Promo
6921079	5	4/6/2024	Open
3259703	5	4/6/2024	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 Russian

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Effective Date: 10/16/2023

Applicant ID	Rank	Expiration Date	Source
7301837	1	4/16/2024	Open
6409237	2	2/30/2024	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**

School Bus Driver

Eligibility List-Continuous

Open/Promo-Dual Certification

Effective Date: 10/16/2023

Applicant ID	Rank	Expiration Date	Source
5004486	1	4/16/2024	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**

Administrative Assistant III

Eligibility List-Merged

Open/Promo-Dual Certification

Date: 10/17/2023

Applicant ID	Rank	Expiration Date	Source
1208163	1	4/17/2024	Promo
6401089	2	4/17/2024	Promo
7102217	3	12/6/2023	Open
2795654	4	12/6/2023	Promo
2579180	5	12/6/2023	Promo
2805550	6	12/6/2023	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/Personal Care Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 10/18/2023

Applicant ID	Rank	Expiration Date	Source
6909434	1	4/18/2024	Open
2809946		11/9/2026	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**

Instructional Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 10/18/2023

Applicant ID	Rank	Expiration Date	Source
1458475	1	1/12/2024	Open
3911919	2	3/26/2024	Open
7284416	3	4/6/2024	Open
3783552	4	4/18/2024	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: 10/18/2023

Applicant ID	Rank	Expiration Date	Source
6409237	1	4/18/2024	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**

Student Support Facilitator

Eligibility List

Open/Promo-Dual Certification

Effective Date: 10/18/2023

Applicant ID	Rank	Expiration Date	Source
2910500	1	4/18/2024	Open
7286761	2	4/18/2024	Open
7185022	3	4/18/2024	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-Floater

Eligibility List

Open/Promo-Dual Certification

Effective Date: 10/20/2023

Applicant ID	Rank	Expiration Date	Source
7304517	1	4/20/2024	Promo
2690552	2	4/20/2024	Promo
6421403	3	4/20/2024	Promo
3370602	4	4/20/2024	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: 10/23/2023

Applicant ID	Rank	Expiration Date	Source
6409237	1	4/18/2024	Open
6568952	1	4/23/2024	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-Behavior Intervention

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 11/2/2023

Applicant ID	Rank	Expiration Date	Source
2087286	1	4/2/2024	Open
455102	1	5/2/2024	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: 11/2/2023

Applicant ID	Rank	Expiration Date	Source
6409237	1	4/18/2024	Open
6421403	1	5/2/2024	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**

Campus Supervisor

Eligibility List-Merged

Open/Promo-Dual Certification

Updated Date: 11/7/2023

Applicant ID	Rank	Expiration Date	Source
7309714	1	5/7/2024	Open
7280115	2	3/28/2024	Open
3777457	2	2/29/2024	Open
3108190	3	5/7/2024	Open
7315268	4	5/7/2024	Open
7314826	5	5/7/2024	Open
3926950	6	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



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

Classification Review Report	
Classification	Secretary – Job Description Revision Proposed New Title: Department Assistant
Classification Type	Classified
Salary Range	36
Submission to Classification Advisory Committee	November 9, 2023
Submission to Personnel Commission	November 14, 2023

Background

At its September 26, 2023 meeting the Classification Advisory Committee (CAC) voted to move forward with revisions to the Secretary job description. As part of the revision process, Secretaries from each department where Secretaries are assigned were interviewed to provide information on their job duties. These interviews included interviews of 1 Secretary who supports Facilities Construction, 2 Secretaries who support middle school attendance, 2 Secretaries who support high school attendance, 2 Secretaries who support Athletics, and 2 Secretaries who support high school counseling offices. The Secretaries who support the middle school counseling offices declined to participate.

From the information provided, a draft revision was developed and shared with supervisors from each of the areas, including all high school and middle school principals for feedback and recommendations. The draft revision was then sent to all Secretaries for any additional feedback and comments.

The proposed revisions include specific examples of duties and responsibilities to provide additional clarity with respect to job duties and to provide applicants, incumbents, and supervisors a more detailed description of the position. It is also recommended that the job title be revised to Department Assistant to align with the Administrative Assistant job series.

Sources of Information

Incumbents in the Secretary classification
 Comparable districts in San Diego County, San Diego Office of Education

Salary Compensation Review

Our standard practice when making salary recommendations is to identify comparable classifications among

comparison school districts to determine the market rate of pay. When reviewing salary allocation, the minimum and maximum of the comparison ranges have been presented to see whether the district is competitive. These districts were selected based upon the negotiated list of comparison districts between CSEA and the SDUHSD.

Inasmuch as this position is a broad-based job description, in conducting the salary review, we considered all positions that included applicable job duties and responsibilities. Many comparison districts have one or more classifications that fit within the scope of duties. As such, we included each comparable position and calculated the blended average to determine the salary comparison for each district. In evaluating the compensation, the data reflects that SDUHSD is currently 5% over the market average for this job classification.

We also reviewed the compensation by position rather than by district. This method reflects even a higher market spread, with SDUHSD 7% over the market average.

Based upon the compensation analysis, no change in salary is recommended at this time.

District	Salary Range	Job Title	Min	Midpoint	Max
Carlsbad USD	16	Attendance Asst	\$ 19.76	\$ 21.88	\$ 23.99
	19	Guidance Tech I	\$ 21.29	\$ 23.56	\$ 25.83
	19	Student Data Tech	\$ 21.29	\$ 23.56	\$ 25.83
		Blended Average	\$ 20.78	\$ 23.00	\$ 25.22
Escondido USD	29	School Clerk	\$ 19.52	\$ 22.22	\$ 24.91
	29	Clerk Typist III	\$ 19.52	\$ 22.22	\$ 24.91
		Blended Average	\$ 19.52	\$ 22.22	\$ 24.91
Escondido UHSD	23	Counseling Secretary	\$ 19.26	\$ 22.54	\$ 25.81
	20	Clerk III	\$ 18.15	\$ 20.77	\$ 23.38
		Blended Average	\$ 18.71	\$ 21.65	\$ 24.60
Grossmont UHSD	42	Administrative Asst I	\$ 25.41	\$ 28.84	\$ 32.26
	40	Attendance Tech	\$ 24.21	\$ 27.46	\$ 30.71
		Blended Average	\$ 24.81	\$ 28.15	\$ 31.49
Oceanside USD	20	School Secretary	\$ 19.64	\$ 22.38	\$ 25.11
	20	Secretary	\$ 19.64	\$ 22.38	\$ 25.11
	18	Attendance Clerk	\$ 18.78	\$ 21.39	\$ 24.00
		Blended Average	\$ 19.35	\$ 22.05	\$ 24.74
Poway USD	25	Counseling Assistant	\$ 20.15	\$ 22.97	\$ 25.78
	26	Office Specialist	\$ 20.65	\$ 23.54	\$ 26.43
		Blended Average	\$ 20.40	\$ 23.25	\$ 26.11
Ramona USD	17	Clerk III	\$ 18.09	\$ 20.59	\$ 23.09

	20	Attendance Tech II	\$ 19.48	\$ 22.17	\$ 24.85
	18	Admin Asst I	\$ 18.54	\$ 21.10	\$ 23.66
		Blended Average	\$ 18.70	\$ 21.29	\$ 23.87
San Diego COE	41	Program Secretary	\$ 24.30	\$ 27.66	\$ 31.01
San Marcos USD	36	Registrar I	\$ 22.85	\$ 26.01	\$ 29.17
	24	Secretary I	\$ 20.87	\$ 23.74	\$ 26.60
		Blended Average	\$ 21.86	\$ 24.87	\$ 27.89
Vista USD	41	School Support Secretary I	\$ 18.59	\$ 21.80	\$ 25.00
	45	Attendance Technician	\$ 20.52	\$ 24.06	\$ 27.60
	45	Attendance/Records Technician	\$ 20.52	\$ 24.06	\$ 27.60
		Blended Average	\$ 19.88	\$ 23.31	\$ 26.73
Sweetwater USD	50	Senior Office Assistant	\$ 21.36	\$ 23.44	\$ 25.52
		Attendance Technician	\$ 21.36	\$ 23.44	\$ 25.52
		Blended Average	\$ 21.36	\$ 23.44	\$ 25.52
		Average of all Districts	\$ 20.88	\$ 23.72	\$ 26.55
SDUHSD	36	Secretary	\$ 21.36	\$ 25.00	\$ 28.63
		Difference	-2%	-5%	-7%

District	Salary Range	Job Title	Min	Midpoint	Max
Carlsbad USD	16	Attendance Asst.	\$ 19.76	\$ 21.88	\$ 23.99
	19	Guidance Tech I	\$ 21.29	\$ 23.56	\$ 25.83
	19	Student Data Tech	\$ 21.29	\$ 23.56	\$ 25.83
Escondido USD	29	School Clerk	\$ 19.52	\$ 22.22	\$ 24.91
	29	Clerk Typist III	\$ 19.52	\$ 22.22	\$ 24.91
Escondido UHSD	23	Counseling Secretary	\$ 19.26	\$ 22.54	\$ 25.81
	20	Clerk III	\$ 18.15	\$ 20.77	\$ 23.38
Grossmont UHSD	42	Administrative Asst. I	\$ 25.41	\$ 28.84	\$ 32.26
	40	Attendance Tech	\$ 24.21	\$ 27.46	\$ 30.71
Oceanside USD	20	School Secretary	\$ 19.64	\$ 22.38	\$ 25.11

	20	Secretary	\$ 19.64	\$ 22.38	\$ 25.11
	18	Attendance Clerk	\$ 18.78	\$ 21.39	\$ 24.00
Poway USD	25	Counseling Assistant	\$ 20.15	\$ 22.97	\$ 25.78
	26	Office Specialist	\$ 20.65	\$ 23.54	\$ 26.43
Ramona USD	17	Clerk III	\$ 18.09	\$ 20.59	\$ 23.09
	20	Attendance Tech II	\$ 19.48	\$ 22.17	\$ 24.85
	18	Admin Asst I	\$ 18.54	\$ 21.10	\$ 23.66
San Diego COE	41	Program Secretary	\$ 24.30	\$ 27.66	\$ 31.01
San Marcos USD	36	Registrar I	\$ 22.85	\$ 26.01	\$ 29.17
	24	Secretary I	\$ 20.87	\$ 23.74	\$ 26.60
Vista USD	41	School Support Secretary I	\$ 18.59	\$ 21.80	\$ 25.00
	45	Attendance Technician	\$ 20.52	\$ 24.06	\$ 27.60
	45	Attendance/Records Technician	\$ 20.52	\$ 24.06	\$ 27.60
Sweetwater UHSD	50	Senior Office Assistant	\$ 21.36	\$ 23.44	\$ 25.52
	50	Attendance Technician	\$ 21.36	\$ 23.44	\$ 25.52
		District Averages	\$ 20.55	\$ 23.35	\$ 26.15
SDUHSD	36	Secretary	\$ 21.36	\$ 25.00	\$ 28.63
		Difference	-4%	-7%	-9%

Recommendation:

It is recommended that the Secretary job description be revised as proposed, including revising the title to Department Assistant, with no change in salary.

Vote by Committee Members:

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

CLASSIFIED

SECRETARY DEPARTMENT ASSISTANT

JOB SUMMARY

The Secretary Department Assistant provides clerical and secretarial-program-related assistance to department or program administrators and staff. Secretaries- Department Assistants may be assigned to a school counseling office, high school athletics program, school attendance office, or a District department, and receive direction from an assigned supervisor.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Secretary Department Assistant may perform any combination of the following:

- Monitors assigned activities, operations and/or program components such as attendance, athletics, facilities scheduling, student registration, and student records (e.g., attendance records, cumulative folders, athletic records, etc.), and budget expenditures.
- Prepares and processes program-related information and transactions, such as student absences, athletic eligibility, student registration, grades, fees/payments, and facilities scheduling.
- Processes documents and materials (e.g., athletic rosters, bank statements, work permits, transcripts, supporting documentation for student registration, mail, agendas, etc.)
- Greets and assists individuals (e.g., visitors, parents, students, staff and teachers) and/or directs individuals to appropriate staff.
- Receives, screens and processes visitors, telephone calls, emails, and regular mail.
- Provides information and directs inquiries to appropriate staff.
- Provides clerical and secretarial-program-related assistance to a department or school program administrator and staff. Clerical and secretarial-program-related tasks vary depending upon the program or office needs.
- Evaluates situations and determines appropriate action to take.
- Composes written communications.
- Maintains current, organized, and secure records, complying with established mandates, practices and policies.
- Compiles, enters and verifies data in student data information system or other systems and produces reports, including running queries and appropriately coding student electronic records (e.g., attendance reports, grade reports, annual data confirmation, residency verifications, enrollment reports, financial reports, payroll data, etc.) for the purpose of ensuring compliance with district, state and federal requirements.
- Coordinates activities such as events, meetings, conferences, appointments, and schedules (e.g., athletic events, 504 meetings, EAP meetings, etc.).
- Applies and clearly explains District and worksite policies and procedures.
- Takes meeting minutes and prepares agendas.
- Assists other office staff in completing work assignments.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

SECRETARY DEPARTMENT ASSISTANT

KNOWLEDGE OF:

- Current, up-to-date office practices and procedures.
- Telephone techniques and etiquette.
- Electronic and manual recordkeeping practices.
- Computer-based applications such as word processing, databases, spreadsheets, calendars, and email.
- Correct workplace math such as arithmetic operations, percents, rounding, and problem solving.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Business writing, proofing and editing.

ABILITY TO:

- Coordinate and schedule activities, meetings and events.
- Compose written communications applying correct English usage, grammar, spelling, punctuation and vocabulary.

- Multi-task and Aadapt to changing work priorities.
- Operate a variety of office equipment.
- Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.
- Keyboard information accurately and at a rate of speed sufficient to complete required tasks.
- Provide information to staff, students, parents and the public.
- Communicate with courtesy, diplomacy and tact.
- Learn, apply and clearly explain District and worksite policies and procedures.
- Understand and resolve issues, complaints and problems.
- Work effectively, independently and as part of a team with minimum supervision.
- Maintain confidentiality of sensitive information.
- Establish and maintain cooperative working relationships with others.
- Organize, safeguard, and comply with recordkeeping practices and policies.
- Compile, enter and verify data and produce reports.
- Perform accurate math calculations.
- Plan, prioritize and organize work, schedules and timelines.
- Work with constant interruptions.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. One year of clerical experience involving recordkeeping and frequent contact with the public is required.

DISTINGUISHING CHARACTERISTICS

CLASSIFIED

SECRETARY DEPARTMENT ASSISTANT

Secretary Department Assistant is a classification within the Administrative Support series. Positions in this series provide clerical and progressively more responsible ~~secretarial and~~ administrative support as the series progresses.

The Secretary Department Assistant performs a variety of clerical and ~~secretarial~~ program-related tasks to support department or school program administrators and staff. Assigned duties require knowledge of policies and procedures related to the department or program.

Differentiation between Secretary Department Assistant and positions above and below are distinguished as follows:

The **Administrative Assistant I** provides ~~secretarial~~ administrative support to a middle school Assistant Principal and staff. Assigned duties require a working knowledge of the program or functions for which the Administrative Assistant I supports. Additionally, the Administrative Assistant I maintains the Associated Student Body (ASB) financial records which requires knowledge of basic bookkeeping and accounting practices and regulations.

The **Receptionist** is the central point of contact for phone calls and visitors and provides general clerical

CLASSIFIED

SECRETARY DEPARTMENT ASSISTANT

support to an office. Assigned duties require general knowledge of office functions, policies and procedures. Tasks and assignments have clear instructions, guidelines and parameters.

REQUIRED TESTING

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

CERTIFICATES

None

CONTINUING EDUCATION/TRAINING

Participation in ongoing -job-related training as needed.

CLEARANCES

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

WORKING ENVIRONMENT

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

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

Never = 0%

Seldom = 1-10% (<45 minutes)

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

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

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

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

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

San Dieguito Union High School District

Adopted: May 7, 1987

Revised: July 1, 2001

Revised: November 13, 2018

Revised:

Page 4 of 5

CLASSIFIED

SECRETARY DEPARTMENT ASSISTANT

None

DRAFT

DEPARTMENT ASSISTANT

JOB SUMMARY

The Department Assistant provides clerical and program-related assistance to department or program administrators and staff. Department Assistants may be assigned to a school counseling office, high school athletics program, school attendance office, or a District department, and receive direction from an assigned supervisor.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Department Assistant may perform any combination of the following:

- Monitors assigned activities, operations and/or program components such as attendance, athletics, facilities scheduling, student registration, and student records (e.g., attendance records, cumulative folders, athletic records, etc.). Prepares and processes program-related information and transactions, such as student absences, athletic eligibility, student registration, grades, fees/payments, and facilities scheduling.
- Processes documents and materials (e.g., athletic rosters, bank statements, work permits, transcripts, supporting documentation for student registration, mail, agendas, etc.)
- Greets and assists individuals (e.g., visitors, parents, students, staff and teachers) and/or directs individuals to appropriate staff.
- Receives, screens and processes telephone calls, emails, and regular mail.
- Provides information and directs inquiries to appropriate staff.
- Provides clerical and program-related assistance to a department or school program administrator and staff. Clerical and program-related tasks vary depending upon the program or office needs.
- Evaluates situations and determines appropriate action to take.
- Composes written communications.
- Maintains current, organized, and secure records, complying with established mandates, practices and policies.
- Compiles, enters and verifies data in student data information system or other systems and produces reports, including running queries and appropriately coding student electronic records (e.g., attendance reports, grade reports, annual data confirmation, residency verifications, enrollment reports, financial reports, payroll data, etc.) for the purpose of ensuring compliance with district, state and federal requirements.
- Coordinates activities such as events, meetings, conferences, appointments, and schedules (e.g., athletic events, 504 meetings, EAP meetings, etc.).
- Applies and clearly explains District and worksite policies and procedures.
- Takes meeting minutes and prepares agendas.
- Assists other office staff in completing work assignments.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

DEPARTMENT ASSISTANT

KNOWLEDGE OF:

- Current, up-to-date office practices and procedures.
- Telephone techniques and etiquette.
- Electronic and manual recordkeeping practices.
- Computer-based applications such as word processing, databases, spreadsheets, calendars, and email.
- Correct workplace math such as arithmetic operations, percents, rounding, and problem solving.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Business writing, proofing and editing.

ABILITY TO:

- Coordinate and schedule activities, meetings and events.
- Compose written communications applying correct English usage, grammar, spelling, punctuation and vocabulary.
- Multi-task and adapt to changing work priorities.
- Operate a variety of office equipment.
- Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.
- Keyboard information accurately and at a rate of speed sufficient to complete required tasks.
- Provide information to staff, students, parents and the public.
- Communicate with courtesy, diplomacy and tact.
- Learn, apply and clearly explain District and worksite policies and procedures.
- Understand and resolve issues, complaints and problems.
- Work effectively, independently and as part of a team with minimum supervision.
- Maintain confidentiality of sensitive information.
- Establish and maintain cooperative working relationships with others.
- Organize, safeguard, and comply with recordkeeping practices and policies.
- Compile, enter and verify data and produce reports.
- Perform accurate math calculations.
- Plan, prioritize and organize work, schedules and timelines.
- Work with constant interruptions.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. One year of clerical experience involving recordkeeping and frequent contact with the public is required.

DISTINGUISHING CHARACTERISTICS

Department Assistant is a classification within the Administrative Support series. Positions in this series provide clerical and progressively more responsible administrative support as the series progresses.

DEPARTMENT ASSISTANT

The **Department Assistant** performs a variety of clerical and program-related tasks to support department or school program administrators and staff. Assigned duties require knowledge of policies and procedures related to the department or program.

Differentiation between Department Assistant and positions above and below are distinguished as follows:

The **Administrative Assistant I** provides administrative support to a middle school Assistant Principal and staff. Assigned duties require a working knowledge of the program or functions for which the Administrative Assistant I supports. Additionally, the Administrative Assistant I maintains the Associated Student Body (ASB) financial records which requires knowledge of basic bookkeeping and accounting practices and regulations.

The **Receptionist** is the central point of contact for phone calls and visitors and provides general clerical support to an office. Assigned duties require general knowledge of office functions, policies and procedures. Tasks and assignments have clear instructions, guidelines and parameters.

REQUIRED TESTING

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

CERTIFICATES

None

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as needed.

CLEARANCES

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

WORKING ENVIRONMENT

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

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

Never = 0%

Seldom = 1-10% (<45 minutes)

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

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

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

DEPARTMENT ASSISTANT

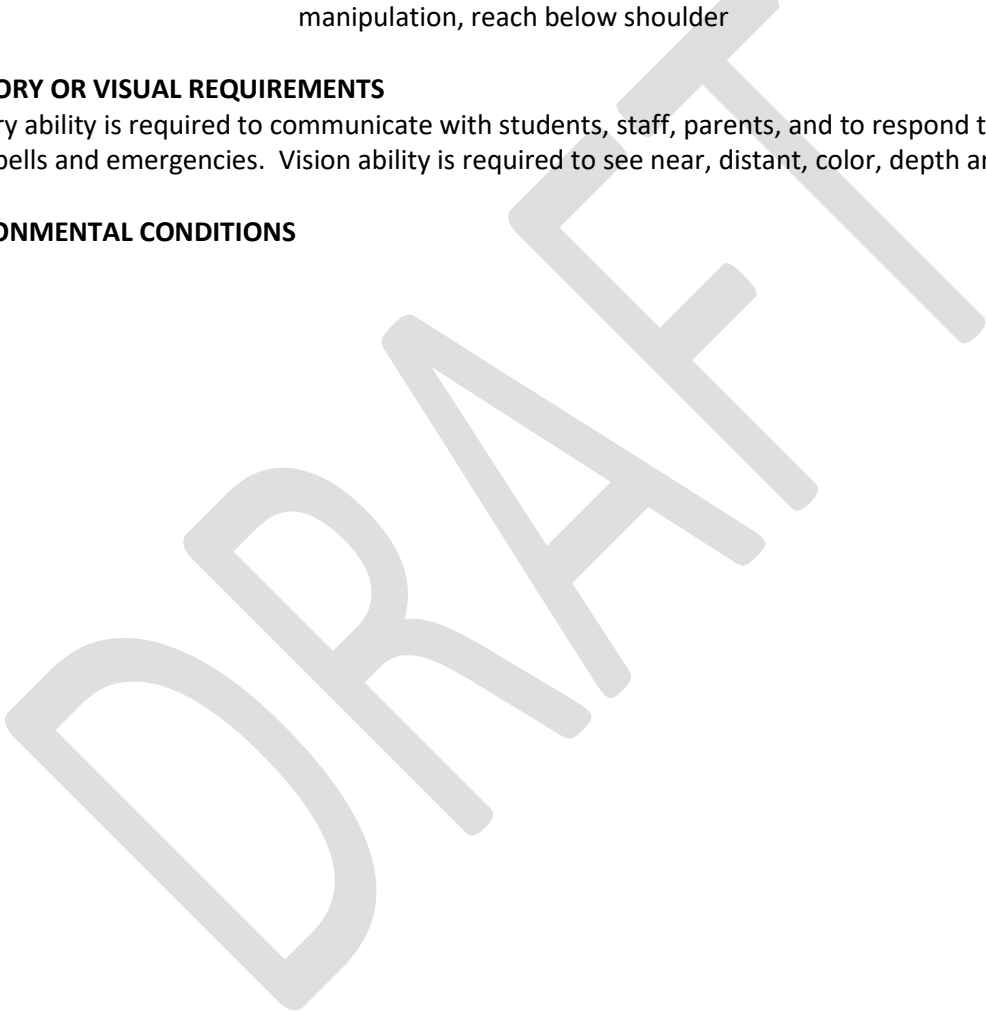
Seldom	stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back
Seldom/Occasionally	pushing and pulling, reach above shoulder, reach at shoulder
Occasionally	walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead 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 ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

None



Initial Classification Review Report – Secretary
August 29, 2023



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 Katrina Young

Superintendent
 Anne L. Staffieri, Ed.D.

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

Classification Review Report	
Classification	Secretary (Request brought by Secretaries who support middle school counseling departments)
Classification Type	Classified
Salary Range	36
Submission to Classification Advisory Committee	August 29, 2023
Submission to Personnel Commission	TBD

Background Information

Secretaries who support the middle school counseling departments ¹ have requested a reclassification review. Specifically, they have requested to be reclassified as “Registrar.” The Secretaries report that they perform similar duties to a Registrar in that they enroll students, along with their counseling secretary duties. In their request, the Secretaries provided sections of the Registrar job description as examples of the duties they perform.

The Secretary classification 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 Registrar classification is part of the specialized/technical job family. The job of Registrar is done for the purpose of preparing, maintaining and monitoring the permanent school records of high school students; reviewing, evaluating and recording course credits and grades earned; conferring with counselors, administrators, faculty, students and parents regarding graduation requirements.

The job description for Registrar indicates its distinguishing characteristics as, “This job is distinguished from similar jobs by the following characteristics: Positions in the secretarial/clerical series provide clerical and progressively more responsible secretarial and administrative support to a supervisor, school or district administrator, in the

¹ Carolyn Kinnare, Anne Van Winkle, Tracy Ngo, Marielle Bravo Saltzman, and Brooke Barney

collection, compiling, processing and reporting of program data and in the day-to-day organization and implementation of program functions and activities. The Registrar is a specialized class which performs variety of responsible, varied and often complex student enrollment and related tasks at a high school or academy. Supervision is from a site administrative position. This class differs from Secretary classes which provide secretarial support to an assigned supervisor and perform a variety of responsible and technical secretarial and clerical work in support of a District and/or school department or program.”

Sources of Information

Current Incumbents, Secretary (Counseling), Middle School
Registrar, High School
Secretary (Counseling), High School
Principal, High School (former Middle School Principal)
Comparable districts in San Diego County, San Diego County Office of Education,

Interview Summaries

Interviews were conducted with 2 of the current Secretaries assigned to middle school counseling departments who reported that in their roles they are responsible for the enrollment of all middle school students, including those promoting from elementary school and those transferring from other middle schools. As part of the enrollment process, they prepare packets from feeder schools, they check that parents have provided the necessary information in AERIES and follow up if information is missing. Once all information is received, they update AERIES (data entry). They also print transcripts and prepare cumulative “cum” folders. This position also receives records requests and prepares records to send to other schools. The secretaries also schedule and proctor math placement tests, issue work permits, create D/F reports, and conduct the annual residency verification. This position also runs reports and enters a variety of information into AERIES.

In addition, this position schedules meetings and events for counselors, assists with the 504 process, greets visitors to the counseling office, and answers phone calls.

As indicated above, the Secretary classification also includes Secretaries who support the athletics program or the attendance function. The 2 current incumbents have also worked either as a Secretary in athletics or attendance were able to share their experience in those roles as well. Both indicated that while the specific tasks in those positions differed from their current roles, they acknowledged that the skills needed for the duties performed were similar in nature. They noted, however, that the counseling secretaries have high volume periods of the year, specifically during the enrollment period and residency verification period.

When questioned about the duties that the Secretaries making this reclassification request cited from the Registrar job description, the current incumbents interviewed were able to provide a generalized description of registrar-related duties but were unable to provide specific examples of those duties (i.e., evaluating credits/courses needed for graduation).

The interview with a Secretary assigned to a high school counseling department found that a number of the duties are similar with those of the Secretaries assigned to a middle school counseling department, including supporting the 504 process, providing clerical assistance to counselors, and scheduling meetings and events. The Secretary assigned to a high school counseling department has also worked temporarily as a Secretary in a middle school counseling department and noted that the Secretaries assigned to high school counseling departments typically support more counselors and have a larger number of students. She also noted that while working as a Secretary

in a middle school counseling department, she did more data entry as compared to her role as high school counseling secretary.

The Registrar, who has previously held several different secretary and administrative assistant roles with the District, including Secretary assigned to a middle school counseling department, was able to share her cumulative experience as part of her interview. The Registrar noted that while middle school secretaries do enrollment, the high school Registrar enrollment process requires significant analysis, including evaluation of transcripts to determine appropriate credits to be awarded. The Registrar also reported that her role requires advanced Excel (or spreadsheet) and reporting skills.

The Registrar shared that in her role, she is responsible for reviewing grade status and meets with counselors to review students who may not be on track to graduate. The Registrar position is also responsible for reports to the State of California and the UC system. This role also provides records in legal situations including to the police, CPS, military or child custody matters. The Registrar is also responsible for reviewing change of transcript requests, adding grades and issuing work permits. A key function of this position is to provide transcripts to colleges, which requires a high level of accuracy.

The information provided by the Registrar was verified by the Principal who was interviewed. The Principal explained that at the high school level, there is “more on the line,” and understanding education requirements is an important function of the job. He stated that the Registrar position has a wide array of responsibilities and requires a broader skill set. He stated that the skills needed to provide required reports are higher and require the ability to use queries and manage data.

Discussion

1. Reclassification to Registrar

After careful review of the job descriptions for Secretary and Registrar, along with information provided through the interview process, it does not appear that Secretaries assigned to middle school counseling departments are performing duties at the level of a Registrar. While they do engage in some similar duties, such as enrolling students, preparing cum folders, issuing work permits, compiling reports, data entry, verifying immunizations and providing transcripts, it appears that they do not perform the higher level duties of a Registrar, including the interpretation and evaluation of transcripts, making recommendations, evaluating credits/courses needed for graduation, reviewing senior graduation status, and preparing reports to the State of California.

Rather, the Secretary duties involve collection of information, data entry, and some limited report running, but they do not evaluate, analyze, recommend, or certify information. While the Secretaries do need to be familiar with district policies and requirements, Registrars require knowledge of more complex requirements.

The qualification examinations for these two positions also differ, with the Registrar examinations requiring advanced knowledge of graduation requirements and evaluation of course credits. Spreadsheet testing (the use of formulas and functions) is also more advanced for the Registrar classification. The advanced testing requirements reflect the advanced skills and knowledge needed to perform the duties of Registrar.

As mentioned above, the Secretaries interviewed reported that they also perform general clerical duties supporting the counseling office, supporting the 504 process, and scheduling events and meetings. These duties are not part of the Registrar’s job duties.

Inasmuch as the duties of the Registrar are more complex and require advanced knowledge and expertise, and given that the Secretaries perform duties that are not part of the Registrar job duties, the reclassification of Secretaries assigned to middle school counseling departments to the “Registrar” classification would not be recommended.

2. Reclassification to New Class

As part of this reclassification review, a review as to whether Secretaries assigned to middle school counseling departments should be reclassified into a new classification was also conducted. The Secretary job description provides that secretaries perform a number of broad job duties. These include:

- Monitors assigned activities, operations and/or program components such as student records, attendance, and budget expenditures.
- Prepares and processes program-related information and transactions.
- Maintains current, organized, and secure records, complying with established practices and policies.
- Compiles, enters and verifies data and produces reports.

The duties described by the Secretaries assigned to middle school counseling departments including the enrollment duties, such as verifying requirements and updating AERIES, providing transcripts, updating transcripts, running reports, and managing records fall within the duties listed in the Secretary job description.

As noted above, upon interview, both current incumbents shared that their previous roles as a Secretary assigned to athletics or attendance required similar skills and performed similar duties, while the specific tasks did differ.

This issue was also previously addressed as part of a re-classification review brought by Secretaries supporting athletic departments in 2019. The Director of Classified Personnel at that time reviewed whether the position had acquired duties that had increased the level of responsibility ((i.e., higher level decision-making, acting on behalf of an administrator) or if there are additional, higher level skills, knowledge and abilities required of the position. The Secretary classification was also reviewed in 2018 and revised in November 2018. The 2019-2020 reclassification review found that the Secretaries supporting the athletic departments essential functions had not changed in level of responsibility, skills, knowledge or abilities since the classification study in 2018 and that the assigned work fell within the work of the Secretary classification. The Classification Advisory Committee approved this recommendation in December 2019 and the Personnel Commission approved the recommendation in January 2020.

There is no indication that the duties of the Secretaries assigned to middle school counseling departments have an increased level of responsibility or that additional, high level skills, knowledge and abilities are being required of the position since the revisions made in 2018 or the classification review in 2019.

Additionally, a review of comparable school districts indicate that while several school districts have created a separate classification for counseling/guidance secretaries, the majority of districts (five out of nine) continue to classify comparable positions as a more broad-based classification (i.e., Clerk, Office Assistant, School Support Secretary, Administrative Assistant – bolded in chart below). Only one district classifies this position as a “Registrar.” However, it should be noted that the district also differentiates the middle school Registrar as a Registrar I and high school Registrars as Registrar II.

It has been the District’s practice to use broad-based classifications and there does not appear to be a compelling business reason to change that practice in this instance.

Based on the foregoing, the creation of a new classification for Secretaries assigned to middle school counseling departments is not recommended.

Salary Compensation Review

Our standard practice when making salary recommendations is to identify comparable classifications among comparison school districts to determine the market rate of pay. When reviewing salary allocation, the minimum and maximum of the comparison ranges have been presented to see whether the district is competitive.

A compensation review of comparable positions (based upon job duties, not solely on job title) indicates that SDUHSD is currently 6% above the market minimum, 8% above the market midpoint, and 10% above the market maximum. This reflects that SDUHSD is paying a rate that is more than competitive based upon positions performing similar duties at comparable districts. Despite SDUHSD currently paying above the market average for this classification, due to internal equity as it relates to other clerical classifications, a salary range decrease is not recommended.

District	Salary Range	Job Title	Min	Midpoint	Max
Carlsbad USD	19	Guidance Tech I	\$ 21.29	\$ 23.56	\$ 25.83
Escondido USD	29	School Clerk	\$ 19.52	\$ 22.22	\$ 24.91
Escondido UHSD	23	Counseling Secretary	\$ 19.26	\$ 22.54	\$ 25.81
Poway USD	25	Counseling Assistant	\$ 20.15	\$ 22.97	\$ 25.78
Ramona USD	17	Clerk III	\$ 18.09	\$ 20.59	\$ 23.09
San Marcos USD	36	Registrar I	\$ 22.85	\$ 26.01	\$ 29.17
Grossmont UHSD	42	Administrative Asst I	\$ 23.53	\$ 26.70	\$ 29.87
Oceanside USD	17	Office Assistant	\$ 18.34	\$ 21.43	\$ 24.51
Vista	41	School Support Secretary I	\$ 18.59	\$ 22.43	\$ 26.27
Average			\$ 20.18	\$ 23.16	\$ 26.14
SDUHSD	36	Secretary	\$ 21.36	\$ 25.00	\$ 28.63
Delta			6%	8%	10%

Recommendation

No change in classification to the existing Secretary classification assigned to support the counseling departments at middle schools.

Vote by Committee Members:

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

Supplemental Classification Review Report – Secretary
(w/ attachments)
September 26, 2023



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 Justin Cunningham, Commissioner
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Classification Review Supplemental Report	
Classification	Secretary (Request brought by Secretaries who support middle school Counseling departments)
Classification Type	Classified
Salary Range	36
Submission to Classification Advisory Committee	September 26, 2023
Submission to Personnel Commission	TBD

At the August 29, 2023 Classification Advisory Committee (CAC) meeting, an initial Classification Review Report was reviewed by the CAC. The report stemmed from a reclassification request made by Secretaries who support middle school Counseling departments (collectively “Secretaries”) who requested to be reclassified as Registrars. At that meeting, several questions/issues were raised. Ultimately, there was not consensus of the CAC regarding the reclassification request. As such, this Supplemental Report is being submitted to provide additional information regarding this reclassification request.

Below are questions or issues that were raised at the August CAC meeting.

1. There was a concern that no one from Information Systems Support (ISS) was interviewed as part of the classification review. It was recommended that Maritza Diaz, Information Systems Support Supervisor be interviewed.

In meeting with Ms. Diaz, who has been with the District 21 years, she explained that in her role she is responsible for managing Aeries and oversees State reporting as the CALPADS Administrator.

Ms. Diaz noted that one of the big differences between the middle schools and high schools is the volume of enrollment. She stated that most students are pre-enrolled by ISS at the high school level and that the Academies don’t do direct enrollment.

When asked what she believes are the key differences between middle school Secretaries and the high school Registrars, Ms. Diaz stated that the District asks a lot more from the Registrars. She stated that they have more grade levels, more students, they are required to code students correctly, and are required to verify significant data. She explained that at the high school level, students can have different pathways for graduation and the

Registrars have to track the different credits for these pathways. She also reported they do transcript evaluation, create diplomas, and do advanced reporting. Ms. Diaz shared that the reporting required at the high school level involves financial aid eligibility (Cal Grant, FASFA), GPA reports to the UC and CSU systems, and that they use reports to track and code students correctly. Ms. Diaz stated that a significant part of the Registrars' job relates to managing graduation status, which does not occur at the middle school level.

Other differences at the high schools include grade placement, evaluating courses, verifying credits, managing and tracking off campus courses including dual enrollment programs, and evaluating repeat courses. She also indicated that Registrars have to evaluate credits and enter grades for transfer students, but that is not necessary at the middle school level.

Ms. Diaz explained that the responsibility and accountability for a Registrar is much higher because if a mistake is made, it can have a serious impact on a student and the District.

Ms. Diaz noted that some tasks at the high school level are actually performed by other administrative support, for example, address verifications may be performed by the Assistant Principal's Administrative Assistant rather than the Registrar.

To assist with the comparison of the Registrar and Secretary job duties, please see Attachment 1 – Duties Comparison.

2. Secretaries attend the quarterly meeting held by ISS for Registrars.

Ms. Diaz explained that she does hold a quarterly meeting and invites both the Secretaries and the Registrars. She reported that there are discussion topics that pertain to both high school and middle school, such as compliance requirements like FERPA and HIPAA, release of records, student documents, and records retention. However, Ms. Diaz noted that she typically excuses the Secretaries after those agenda items and continues the meeting with just Registrars to discuss topics that pertain only to Registrars. She gave as examples, ELC reporting, drop outs, summer grades, transcripts, coding students on different pathways, Academy interest lists, and processing early graduates.

3. Excel skills required to perform the duties of Secretary and Registrar.

Ms. Diaz reported that the Secretaries need to have basic Excel skills, such as sorting and filtering. Whereas the Registrars are required to use pivot tables to build out complex reports and formulas.

4. Only Registrars are able to request records from other school districts,

It was reported that Secretaries are required to include the title "Registrar" in their email signatures so that they will be able to request records from other districts.

I have been unable to validate this as being a requirement. Ms. Diaz was not familiar with such a requirement. I also spoke with several Personnel Commission/Human Resources Directors from other school districts as to whether they were aware of this requirement. All reported that they were unaware of such a requirement and that their elementary and/or middle school employees who request records do not use the Registrar title to request records from other districts.

In addition, I contacted the Special Education Department to inquire if they request records from other schools/districts. The department confirmed they do so and are typically requested by the Administrative Assistant II who supports the department.

5. What information was considered with regard to whether there has been an accretion of duties for the Secretary classification?

The Secretary job description was last revised in 2018 as part of a review of the Office & Administrative Support series. This review included changes to the Secretary, Administrative Secretary, Receptionist, Administrative Assistant - High School and Administrative Assistant – Middle School job descriptions. While the job descriptions and some titles were revised, none of the positions were reclassified to different pay ranges at that time.

A review of the previous Secretary job description shows that the duties reported as being performed by the Secretaries seeking reclassification as Registrars were more clearly delineated in the prior job description. This includes specific references to these duties as highlighted below:

- **Compiles/coordinates/prepares data and written materials from various sources** (e.g. brochures, newsletters, mail, **student information**, absence tracking, **enrollment reports**, school income reports, textbook information, **utility bills**, vacations, substitutes, safety training, **transcripts**, events, etc.) for the purpose of assuring accurate and timely reporting to and/or dissemination to appropriate parties.
- **Monitors assigned activities and/or program components** (e.g. **student and/or staff records**, budget expenditures, etc.) for the purpose of ensuring compliance with financial, legal and/or administrative requirements.
- **Establishes/maintains program files and records of assigned area** (e.g. **student registration**, grade slip for concurrent students, **transcripts**, attendance records, financial records, **cum folders**, **student grades**, **report cards**, master schedules, textbook inventories, construction files, blueprints, MSDS files, accident reports, etc.) for the purpose of ensuring accurate and comprehensive information base for preparing reports and making program decisions.
- **Processes documents and materials** (e.g. **student data**, **transcripts**, **registration schedules**, agendas, **mail**, work orders, contractual work, etc.) for the purpose of completing program-related transactions and/or disseminating information to appropriate parties.

The references highlighted above indicate that the job duties which have been questioned as being out of class have historically been assigned to this job classification and that there has not been an accretion of duties over time.

In addition, as part of the 2018 classification review, Tracy Ngo, was interviewed and also provided an extensive list of duties/timeline. That list is attached as Attachment 2 and reflects that many of the duties reported as being out of class were part of her duties at that time, including registering new students, address verification, managing cum files, data confirmation, and math placement testing. This further supports the finding that these duties have been an expectation of this classification at least as far back as 2018.

6. What data was considered as part of this review?

The initial review consisted primarily of data related to the comparison of this classification to other districts. To provide additional insight, additional data was requested from ISS. See attachment 3 – Enrollment Data.

This data supports the finding that the Secretaries perform the majority of the registration/enrollment activities for the District. It also reflects that that the number of students managed at the high schools is significantly higher than at the middle schools.

Additionally, the number of Secretary positions was also reviewed. The District has a total of 24 filled Secretary positions and 4 vacant positions. These positions support Athletics, Attendance, Counseling, the College and Career program, and Facilities Construction.

7. The District refers to Counseling Secretaries as “Registrars.”

The Secretaries gave a number of examples of where the District refers to their positions as “Registrars,” including having signage posted, email distribution lists, and other communications. I was able to confirm that it seems to be fairly common for the District to refer to these individuals as Registrars. This has created confusion and a lack of clarity with regard to these positions.

Recommendation

Option 1:

The prior Secretary job description contains more detailed duties of the position. As such, one option would be to revise the current job description to include this additional detail. This would provide clarity of responsibilities to both the incumbents, applicants, and supervisors. Additionally, given concerns raised about the “Secretary” title, it is recommended that the title be revised to a more progressive title, such as Department Assistant. This would also align with the Administrative Assistant series, which support Administrators, where this position supports Departments (e.g., Athletics, Counseling, Attendance, Facilities Construction).

If this option is passed, a revised job description would be developed and be brought back to this committee.

Option 2:

As discussed in the original reclassification report, while the majority of districts do use a broad based classification for this position, a number have begun to utilize more specialized job classifications. While this historically has not been the practice of SDUHSD, given the fact that the District has informally referred to this position as Registrar/Counseling Secretary, it would be reasonable to establish a new classification which encompasses all the duties currently performed by this position.

If this option is passed, a new job description would be developed and be brought back to this committee.

Committee Members voted for Option 1 as follows:

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

ATTACHMENT 1 - DUTIES COMPARISON*

Duties	Registrar	Secretary
Incoming 7th grade Enrollment	No (9th grade students are already enrolled in District)	Yes
Enroll new students to the District and transfer students	LCC & TPHS only	Yes
Work Permits	Yes	Yes
Address Verifications	HS Admin Asst manage, Registrars report out to Principal	Yes
Maintaining Student Records	Yes	Yes
Provide Student Records/Transcripts	Yes	Yes
Grading Window Process	HS Secretaries oversee, Registrars make changes	Yes
Data Confirmation Process	Yes	Yes
Update Flags in AERIES	Yes	Yes
Math Placement Testing	No	Yes
Run AERIES Reports	Yes	Yes
ELC Reporting (UC System - GPA Reports)	Yes	No
Financial Aid Reporting (Cal Grant & FAFSA)	Yes	No
Summer School Reporting	Yes	No
Evaluation of courses for Grade Placement	Yes	No
Enter Grades for Transfer Students	Yes	No
Evaluate Repeat Courses	Yes	No
Track credits for off campus courses (dual enrollment programs)	Yes	No
Code students and track credits for various student pathways	Yes	No
Issue Diplomas	Yes	No
Manage early graduates	Yes	No
Academy interest lists	Yes	No
Manage Certificates	Yes	No
Track GPAs	Yes	No
Track Graduation Status	Yes	No
Evaluate College Entrance Requirements and Course Completer Overrides	Yes	No

*List is not intended to be an exhaustive list of duties, but instead to be demonstrative of the different duties performed by Registrars

Attachment 2

TIMELINE REGISTRAR/COUNSELING SECRETARY

AUGUST

- Register new students to the District
- REMIND Karen to include adding emergency contact info on slide for parent orientation
- Coordinate group math placement testing
- File remaining cum files from feeder schools
- Follow up on 7th grade missing forms spreadsheet
- Sort CV Data Confirmation emails – follow up on address change requests

SEPTEMBER

- Register new students to the District
- Follow up on 7th grade missing forms spreadsheet
- Sort CV Data Confirmation emails – follow up on address change requests
- Follow up with families who have not yet “re-registered” on the parent portal
- D/F open and close window (M1) – email teachers that window is open and to only enter D’s & F’s – tell them not to auto populate – See procedures on how to open window
- Parent Portal closes – enter information for families that did not enter updates on line
- Double check: School & District enter dates, Expected Graduation Dates, X for AUP

OCTOBER

- Expected HS Graduation Date (under Transcripts) - run a Query to mass populate the EGD field for 7th and another Query for 8th graders.
- AVID – put last day of school for end date for last year’s College Readiness students. Add code 160 to current year’s College Readiness students.
- 504 Verification. At mid-month print Query for 504 students. Need to verify with counselor if students are still on a 504 plan. If not, need to enter the two end dates in Aeries and remove 504 indicators.
- 1st Quarter Ends (M2) – email teachers ***
- Follow up on 7th grade missing forms spreadsheet
- Sort CV Data Confirmation emails – follow up on address change requests
- 1st Quarter Ends – open window beginning 1st day of school thru end of 1st Quarter date – email teachers that window is open and when it will close

NOVEMBER

- 1st Quarter window closes – follow up that teachers are uploading their grades through Aeries – no I’s, P’s or W’s where an A-F need to be. Ok for TA’s to have a P.
- Follow up on address change requests
- Put message on email that out for Thanksgiving and when returning

Attachment 2

DECEMBER

- Follow up on address change requests
- D/F open and close window (M3) – email teachers that window is open and to only enter D's & F's – tell them not to auto populate – See procedures on how to open window
- Put message on email that out for holidays and when returning
- Principal to send out email to teachers regarding adding new students to their grade books and what grades to give student at the Semester (see Cara's 12/17/14 email titled "New students enrolling by end of semester").
- High School Registration questions - Counselors will host an evening in December, in conjunction w/the Foundation on high school diploma, A-G requirements and a bit about both schools. If no evening meeting, there will definitely do one for the kids.
- Email elementary schools to let them know that I will be emailing them in early January to set dates for 6th Grade Articulation

JANUARY

- Contact Veronica Cortez for group CELDT testing dates and times for enrolling students
- Enroll new students (do not schedule too many in one day or it becomes too crazy)
- Keep a copy of 1st semester final transcripts of New Students so I can AUDIT (remove students from grades) in Aeries
- See copy of email from Principal dated 12/17/14 regarding grades for recently enrolled students
- Grade Reporting – set up for semester grades and email teachers (M4)***
- Begin preparing for 6th Grade Articulation – email admin assistants at elementary schools regarding open dates for Articulation (Deb, Karen & Vicki). Give Solana Pacific first choice and then other feeder schools
- Private HS applications – applications and pre-addressed stamped envelope go directly to teachers and Admin. Transcript requests to me with pre-addressed stamped (2) envelope. No envelope for CCHS since I take them over.

FEBRUARY

- Cathedral Catholic on-line recommendations
- Order 9x12 envelopes and Avery 6 labels/page (Avery 5164) early in month for 6th Grade Articulation
- Receive 6th grade students/teachers names from Lori/Maritza – do not call schools for this info
- Coordinate 6th Grade Articulation paperwork with Counselors, make copies, make teacher packets, stuff the 9x12 envelopes and put label in upper **left** corner. Copy No Shots No Schools labels too.
- Confirm with Elementary school contacts for Articulation meetings and technology set up
- High School Selection – encourage students to attend info nights at CCA and TP
- Counselor works on registration packets for following year and getting them online
- Residency Verification for current student
- D/F open and close window (M5) – email teachers that window is open and to only enter D's & F's – tell them not to auto populate – See procedures on how to open window

Attachment 2

MARCH

- Set date with Ian Richards in Media Center to reserve computer lab for MDTP testing for students currently at private schools or out of district
- Run 3.50 & higher GPAs for current 8th graders – need both 7th grade semesters and 1st semester for 8th grade for Ian Richards, for Presidential Academic awards
- Check Google Drive for intra-district transfers
- Residency Verification for current student
- Create lists for follow up –
 - MDTP testing for students coming from private or out of district schools – set dates and create list with name, phone number and email address
 - Incoming 7th graders in CV boundaries but attending elementary school outside of CV boundaries so I know to look for their packets and pre-enrollment on Aeries
 - IMRT testing – list for students who will miss Spring tests and will need to take IMRT, if they choose to take IMRT
 - Things I need to check on in September (eg. Parents say they might move, etc.)
- Enroll out of district and private school incoming students
- 3rd Quarter Ends (M6) – email teachers***

APRIL

- Email elementary schools a reminder that counselors will be coming to pick up packets
- **Of most importance – pull the elective forms, any class application forms from the envelopes and alphabetize for counselors**
- **Pull again health form, immunizations and forms that I do not enter in Aeries (i.e., Boys & Girls, Rules & Guidelines, Orientation).**
- **Send copy of Enrollment form for every student that states they speak/have spoken another language than English to Maria/Veronica Burciaga**
- Follow up for outstanding Residency Verification of current students and incoming students
- Run Aeries query for incoming 7th and prepare spreadsheet
- Review each incoming packet, record on spread sheet, email parents for missing items. See procedures for *Enrolling Incoming 7th Graders*
- Administer MDTP test for incoming 7th from out of district

MAY

- Continue enrolling incoming students
- Review procedure for students leaving school term early (under Grades in Procedure Binder), discuss with principal if questions
- Create an August calendar for enrolling new students arriving in July/August
- Administer MDTP test for incoming 7th from out of district
- Follow up for outstanding Residency Verification of current students and incoming students
- D/F open and close window (M7) – email teachers that window is open and to only enter D's & F's – tell them not to auto populate – See procedures on how to open window

JUNE

- Grade Reporting – set up for semester grades and email teachers (M8)***

Attachment 2

- Finish enrolling incoming 7th graders
- Follow up for outstanding Residency Verification of current students and incoming students
- Box up 8th grade cum files split between the four high schools. TP gets all remaining (private, out of country, etc.) which can be mixed in with the other TP cum files. Number all boxes. Scan the list to the registrars, split up by box number.
- Email elementary schools for dates that they will be bringing over the cum files and send info to Ramon
- Set phone and email messages for summer break
- Clean off desk and areas so custodians can deep clean
- Begin filing cum files

JULY

Rest, relax, travel and enjoy!

***Example of comment to teacher regarding IEP:

Hi Teachers – Please enter grades for all of your students – don't forget your TA's (they are the only students who can receive a P). *If written in the IEP, a teacher may modify curriculum and give the student a Pass/Fail grade. In those instances, **the teachers need to email Cara, Patti Gaul and Pam Brand that the grade should be posted as a Pass/Fail.** The teacher posts the letter grade and then Patti Gaul goes in and posts the pass/fail and adds the modification comment to the report card. Patti Gaul keeps a hard copy of the notification at the DO.*

Attachment 3 - Enrollment Data

Enrollment by School and grade	Grades								
Row Labels	7	8	9	10	11	12	14	Grand Total	
Pacific Trails	455	524						979	
Carmel Valley	327	365						692	
Diegueno	388	378						766	
Oak Crest	379	390						769	
Earl Warren	221	269						490	
San Dieguito			445	431	537	524		1937	
Torrey Pines			637	612	631	740		2620	
Sunset			3	19	26	36		84	
La Costa Canyon			477	432	357	444		1710	
Canyon Crest			509	582	554	525		2170	
OLP			2	7	10	19		38	
OLP	1	5	4	7	14	14		45	
COAST							48	48	
Grand Total	1771	1931	2077	2090	2129	2302	48	12348	
	Transfers from								
Transfers into	C	D	E	L	O	P	T	Y	total per school
Pacific Trails	309	6	42			4			361
Carmel Valley			1	15		1	8		25
Diegueno						209	1		210
Oak Crest		159	1						160
Earl Warren	35	6				25	5		71
Torrey Pines	59	3	12		1	5	8	2	90
La Costa Canyon								15	15
Grand Total	447	176	80	1	248	27	15	2	932
Enter District Transfers									
School	Total								
Diegueno	5								
Earl Warren	1								
San Dieguito	1								
Torrey Pines	3								
La Costa Canyon	11								
Grand Total	21								

Statement of Maritza Diaz
Information Systems Support Supervisor

The purpose of this communication is to clarify the responsibilities that a high school registrar has in comparison to the middle school counseling secretaries. Although many enrollment-related duties overlap between the two positions, there are additional responsibilities specific to the high school level.

High school registrars are tasked with manually inputting grades on transcripts for students who transfer from other districts. This duty involves extensive research to map out the courses and align them with our district's curriculum.

High schools consist of four distinct grade levels. When a new student enrolls in one of these schools, there are situations in which High School Registrars work in conjunction with counselors to determine grade level placement. This assessment takes into account factors such as previously completed courses and the student's age, especially when students have arrived from other countries.

Regarding college entrance requirements, when a student completes a course outside of our institution that meets the UC/CSU requirements, the registrar must ensure it is documented as a Courses Completer Override.

In our district, we offer multiple graduation pathways. High School Registrars are responsible for coding students if they are pursuing a pathway different from the standard graduation track. This entails understanding the specific credits under which those students will be graduating to accurately code their graduation status for reporting purposes.

Generating repeat course reports, reviewing repeat course tags, and assessing the courses that students have retaken to accurately code them in the transcript, ensuring they do not affect the GPA calculation.

Confirmation of both graduating and non-graduating students, including the count of students who fulfilled UC/CSU requirements for graduation.

Verification and evaluation of the four year graduation status cohort and 5th year seniors. Tracks summer grads.

Generates extracts and tracks Opt Out Data: NCAA submission, 11th Grade Cal Grant, 11th grade UC ELC eligibility letter/portal submission, 12th grade Cal Grant verification/FAFSA/CADAA minus those who opted out.

Manage and upload transcripts in Parchment.

Monitor waivers and exemptions. When credits are waived for a student, the High School Registrar records this information on the student's transcript. Posts the exemption indicator (Y/N) for all seniors and early grads.

Order Diplomas and verify student names.

Collaborates with school administrative staff to create the Graduation program, which encompasses various student lists, including high school graduates, recipients of the Golden State Seal Merit Diploma, State Seal of Biliteracy awards, distinguished students, Da Vinci Award recipients, State of Civic Engagement awardees, and IB Diploma Candidates.

Documents the completion of Career Technical Education Pathways in the "Activities and Awards" section to be displayed on the student's transcripts.

Posts courses taken off campus on the students' transcripts.

Applies the Golden Seal, and Seal of Biliteracy to student diplomas.

Generates list for Navy, Army, Air Force, Marines' College Recruiters and school foundations.

On the other hand, it is my understanding that the middle school Counseling Secretaries are tasked with Data Confirmation and monitoring grade reporting, which are distinct responsibilities compared to those at the high school level. High school Registrars are presently not assigned these duties.

Respectfully,

Maritza Diaz

Student Information Systems Supervisor/CALPADS Administrator



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

Supplemental Report

To: Personnel Commission

From: Susan Gray, Director of Classified Personnel

Date: November 9, 2023

Re: Report of Working Out of Classification – Carolyn Kinnare, Marielle Saltzman, Tracy Ngo, Anne Van Winkle

Since the last update on this matter at the Personnel Commission’s last meeting on October 10, 2023, Tracy Ngo has submitted additional out of class reports for the period of September 25, 2023 through November 3, 2023. The report indicates 18 days of working out of class as a Registrar for part of each of those work days. Carolyn Kinnare also reported 18 days of working out of class for part of each of those work days. The duties reported are similar to those previously reported. Marielle Saltzman has not reported any additional instances of working out of class since the last update.

In addition, Anne Van Winkle, has submitted a new report of working out of class as a Registrar (attached). Anne has reported approximately 32 hours of out of class work since August 2023.

The initial analysis of these out of class reports found that the duties reported fell within the scope of the Secretary job classification. While some of the duties reported may also be performed by Registrars, it is not uncommon for duties to overlap between classifications. Because the duties reported fall within the scope of the Secretary job classification, the work performed would not be considered out of class.

A finding that this work is within the scope of the current classification of Secretary is further supported by the Classification Advisory Committee’s (CAC) unanimous decision to not recommend the establishment of a new classification for the individuals working as Secretaries in the middle school counseling offices as well as its decision to recommend revisions to the job description to include additional detail to clarify the current duties and responsibilities of this class. The CAC has subsequently approved revisions to the Secretary job description along with a change in title to Department Assistant.

As such, it is recommended that the Personnel Commission find that the work reported is not outside of the duties of the Secretary job classification.

date	time (hour)	Work/Duties/Tasks Performed	Corresponds to Registrar Essential Functions (see Registrar Description)
August	7.5	I enrolled 30 students, all but 3 were prior to the start of school (August 15, 2023). This entails meeting with parents for intake interviews, gathering necessary documents to meet district, state and federal requirements, and uploading data into Aeries. Work with parents for Course Requests, have them take our district math assessment and communicate with respect to the start of school.	#5 and #11
	0.42	Pre-Rollover Audit – weekly	#4 .
	0.5	Check Import Portal - daily (or more)	#5
	0.17	Monitor Data Validation error results - daily (data maintenance important for attendance, state & federal reporting).	#4 .
	0.75	Annual Data Confirmation - begin parent communication	#1
	2.5	Receive cumulative files/permanent records for incoming students from DMUSD and SBSB and process and store them in a secure manner to meet state and federal guidelines.	#6
	2	Request for Records - continue with OOD students to request cumulative records from their previous school.	#6
	0.75	McKinney Vento student list for administrators and Site Social Worker - maintenance	#4 and #5
	1	No-Show enrollments, SARB - Exit reasons/codes for no shows. Specific to enrollment for formal counts needed for state and federal guidelines.	#5
	0.75	Release of Student Directory Information - for photography, school events (See 2023-2024 Authorization Queries)	#2
0.75	Authorization Queries - as Data Confirmation completes to provide to yearbook and ASB for photo releases.	#2	
total:	17.09		

date	time (hour)	Work/Duties/Tasks Performed	Corresponds to Registrar Essential Functions (see Registrar Description)
9/18	0.5	Maintained Aeries database followup on disenrolled students and their next school & where their cumulative records are. Utilized CalPADS to cross reference enrollment for students.	#4
	0.17	Helped in Health office	
	0.25	Worked with parent re INTER transfer (Cathy Shroyer & Laura Strachan)	#1 and #5
	0.2	Grade Reporting upkeep followup w/ teachers without comments. Email to staff reminder. Fix query to include more than C1	#1, #2, and #3
	0.25	Check Import Portal - daily (or more)	#5
9/19	0.25	Pre-Rollover Audit listing -- run report in Aeries; review and update codes to comply with CalPADS	#4
	1	Data Confirmation Report - review and call parents to complete with Aeries Parent Portal	#1, #4 and #8
	0.25	Grade Reporting - query & contact teachers that don't do comments correctly	#1, #2, and #3
	0.25	Follow-up w/ INTER transfer	#1 and #5
	0.08	Data Confirmation	#1 and #4
	0.5	Grade Reporting - query & contact teachers that don't do comments correctly	#1 and #4
9/20	0.33	Process Emergency Protective Order	#1 and #4
	0.5	D/F Notification issues (S&T comments for D/F marks and how to communicate to teachers to comply with SDUHSD Board Policy 5121/AR-1. On phone w/ Lori Wilson; worked to update query on M1 reference sheet for all registrars.	#2 and #4
	0.17	communicate with teacher to clear up grade reporting issue (wrong student with comments v student w/ F and no comments)	#1 and #4
	0.17	Finalize Grade Reporting	#2 and #4
	0.25	met with parent regarding naturalization/leaving country for > 1 month (moved them on to counselor/AP)	#1
		cumulative file search for missing files - from feeder school	#5
	0.25	Pick up cumulative files at Skyline	#5
	0.33	Data confirmation	#1, #4 and #8
9/27	0.33	Transcript update for the purpose of ensuring that student records are current and accurate -- 3 students have withdrawn from a class (9/22, 9/26, 9/27)	#12
Total:	6.03		

date	time (hour)	Work/Duties/Tasks Performed	Corresponds to Registrar Essential Functions (see Registrar Description)
10/2	0.42	Pre-Rollover Audit	#4
10/3	0.25	Transcript update -- 3 students have withdrawn from a class	#12
	0.08	Check Import Portal	#5
10/9	0.42	Pre-Rollover Audit	#4
	0.08	Check Import Portal	#5
10/10	0.33	drop stu from EW to OLP (in contact with Carolyn Lee, Kathleen Margiotta, Lisa Rimbach, Jessica Craven)	#5, #7
	0.08	Check Import Portal	
10/11	0.08	email from ISS supervisor to deal with data (Parent Ed Level)	#4
	0.08	email from ISS dept for CalPADS entry for Fall reporting	#4
	0.42	M2 - email addressed to Registrars ... please read & see updates from ISS, Lori Wilson.	#1, #2, #4
	0.5	Master Schedule Maintenance	#2
	0.17	Initialize Grading Cycle in Aeries (create teacher list for grade maintenance)	#2
	0.25	work with parent of student that withdrew (SWR to be signed and loaded to Aeries)	#4
10/12	0.08	Check Import Portal	#5
	0.17	Check drop out list - email from ISS to make sure Aeries is coded correctly	#2
	0.17	Run Grade Reporting maintenance query	#2
	0.3	Pre-Rollover Audit	#4
	0.25	Prep for manual enter of grades for student to receive M2 marks but is not Active (teacher communication, aeries planning)	#2, #4
10/16	0.33	Check Import Portal -- schedule intake interview with parents for incoming 7th grader; prepared cum folder; verify immunizations for the purpose of ensuring that information submitted is complete.	#5
	0.50	Grade Reporting - reminder email to teachers	#1, #2
		Grade Reporting - queries and mark/ comments review	#1, #2
10/17	0.50	Schedule MDTP & new enrollee/parent meeting	#5
	0.08	Check Import Portal	#5
10/18	0.33	communicate with parent regarding student marks required for extracurricular activities (clarified w/ parent & CHSRA Secretary via emails and phone calls).	#1, #9
		Monitor Data Validation error results - daily (data maintenance important for attendance, state & federal reporting).	#13
	0.20	Grade Reporting questions from teacher re: HH student (clarify courses and teacher gradebook)	#4
	0.20	work with teacher & parent to verify student record in Aeries for communications.	#4
	0.75	Authorizations for media, internet & yearbook	#2, #4
10/19	0.75	Grade Reporting issues (re: ISPE)	#1, #2
	0.50	Pre-Rollover Audit (weekly)	#4
	0.25	Grade Reporting issues (re:HH)	#1, #2
Total:	8.52		

REGISTRAR

OVERALL JOB PURPOSE STATEMENT

The job of Registrar is done for the purpose of preparing, maintaining and monitoring the permanent school records of high school students; reviewing, evaluating and recording course credits and grades earned; conferring with counselors, administrators, faculty, students and parents regarding graduation requirements.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: Positions in the secretarial/clerical series provide clerical and progressively more responsible secretarial and administrative support to a supervisor, school or district administrator, in the collection, compiling, processing and reporting of program data and in the day-to-day organization and implementation of program functions and activities. The Registrar is a specialized class which performs variety of responsible, varied and often complex student enrollment and related tasks at a high school or academy. Supervision is from a site administrative position. This class differs from Secretary classes which provide secretarial support to an assigned supervisor and perform a variety of responsible and technical secretarial and clerical work in support of a District and/or school department or program.

ESSENTIAL FUNCTIONS

- #1 • Communicates with various individuals (e.g. counselors, administrators, faculty, students, parents, registrars of other schools, college admission staff, etc.) for the purpose of providing and obtaining information, clarifying transcript data and providing assistance as needed in evaluating graduation requirements and deficiencies.
- #2 • Compiles a variety of reports and recommendations (e.g. GPA information, grades, eligibility requirements, etc.) for the purpose of providing accurate information.
- #3 • Interprets/evaluates transcripts of incoming students for the purpose of providing reliable information related to student records.
- #4 • Maintains a variety of student records (e.g. credits/courses needed graduation, discuss credits/grades with counselors/students, communicate with teachers regarding grade changes/ommissions/incomplete transcripts, class schedules, etc.) for the purpose of documenting and/or providing reliable information related to student records.
- #5 • Performs a variety of enrollment activities (e.g. intake interviews with parents, preparing cum folders, data entry of previous records, verifying immunizations, etc.) for the purpose of ensuring that information submitted is complete.
- #6 • Processes permanent records for incoming students (e.g. requests records and/or course descriptions from out of district schools, records grades, evaluates foreign, domestic and out of district school transcripts, etc.) for the purpose of ensuring compliance with district, state and federal requirements.

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- #7 • Provides transcripts as requested by other schools (e.g. academic, health and other related records, etc.) for the purpose of providing necessary information.
- #8 • Prepares written materials (e.g. reports, letters, memos, surveys, enrollment, course work, student grades, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- #9 • Responds to inquiries regarding student grades from other schools and authorities (e.g. student advocates, community agencies, etc.) for the purpose of providing information contained in permanent student records where authorized and legally appropriate.
- #10 • Reviews senior graduation status for the purpose of ensuring computer data is current and accurate and distributing reports to students and counselors.
- #11 • Schedules appointments for the purpose of registering students.
- #12 • Updates transcripts (e.g. changes, waivers, additions, test scores, etc.) for the purpose of ensuring that student records are current and accurate.

OTHER FUNCTIONS

- #13 • Performs other related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE is required to perform basic math including calculation of fractions, percents and/or ratios; read a variety of manuals, write documents following prescribed formats and/or present information before groups; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; State and District requirements for graduation; District policies and procedures related to registration and permanent student records; and applicable sections of State Education Code and other applicable laws.

SKILLS are required to perform multiple non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

ABILITY is required to schedule a number of activities; routinely gather, collate and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is significant; and with equipment it is limited. Specific abilities required to

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satisfactorily perform the functions of the job include: working with minimal direct supervision; adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality and working with discretion; meeting deadlines and schedules; working with constant interruptions; working with detailed information/data; organizing, compiling, analyzing and evaluating student information; and learning, interpreting and applying pertinent rules, regulations and policies.

RESPONSIBILITY

Responsibilities include: working under standardized instructions and/or routines focusing primarily on results; leading, guiding and/or coordinating other persons; and operating within a defined budget and/or financial guidelines. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 50% sitting, 20% walking and 30% standing. The job is performed under minimal temperature variations, a generally hazard free environment and in a clean atmosphere.

EDUCATION

High School Diploma or Equivalent.

EXPERIENCE

Three years increasingly responsible clerical experience including at least one year in a school office with responsibility for student records.

REQUIRED TESTING

None Specified

CERTIFICATES AND LICENSING

None Specified

CONTINUING EDUCATION/TRAINING

None Specified

OTHER REQUIREMENTS

Criminal Justice/Fingerprint Clearance; TB Clearance

Vacancy Summary Report November 8, 2023

Site/Department	Full Time	Part Time	Grand Total
Canyon Crest Academy	3	4	7
Carmel Valley Middle School		2	2
Diegueno Middle School	1		1
Earl Warren Middle School		3	3
La Costa Canyon High School	2	4	6
Maintenance & Operations	3		3
Oak Crest Middle School	1	6	7
Pacific Trails Middle School	1	2	3
Requeza Education Center		14	14
San Dieguito High School Academy		6	6
Torrey Pines High School	1	14	15
Transportation	1	21	22
Grand Total	13	76	89

Hard to Fill Positions	Count of Position
Bus Driver Trainer	1
Electrician	1
Instructional Assistant - Behavior Intervention	13
Instructional Assistant - Bilingual/KOREAN OR CHINESE OR SPANISH OR RUSSIAN	1
Instructional Assistant - Bilingual/SPANISH	5
Instructional Assistant Special Education	11
Instructional/Personal Care Assistant	14
Nutrition Services Assistant I	5
Nutrition Services Assistant II	1
School Bus Driver	21
Student Health Care Specialist	2
Grand Total	75

Status	Count of Status
Hold	1
Job Offer Made	3
Pending Selection	1
Recruitment in progress	79
Selection Clearing	5
Grand Total	89

VACANCY REPORT							
89 Approved Requisitions							
17 Different Job Classifications							
SITE	SLOT	Position	# of Months	# of Hours a Week	# of Hours a Day	FTE	STATUS
Maintenance & Operations	AJ407	Administrative Assistant II	12	40	8	1.00	Recruitment in progress
Transportation	AA481	Bus Driver Trainer	12	40	8	1.00	Recruitment in progress
Canyon Crest Academy	AA301	Campus Supervisor	10	40	8	1.00	Selection Clearing
La Costa Canyon High School	AO530	Campus Supervisor	10	40	8	1.00	Recruitment in progress
Pacific Trails Middle School	AO567	Campus Supervisor	10	40	8	1.00	Recruitment in progress
Diegueno Middle School	AO533	Campus Supervisor	10	40	8	1.00	Recruitment in progress
Oak Crest Middle School	AO537	Campus Supervisor	10	40	8	1.00	Recruitment in progress
Earl Warren Middle School	AO532	Campus Supervisor	10	19.5	3.9	0.49	Selection Clearing
Carmel Valley Middle School	AO538	Campus Supervisor	10	19.5	3.9	0.49	Recruitment in progress
Torrey Pines High School	AA150	Custodian	12	40	8	1.00	Pending Selection
Maintenance & Operations	AA180	Electrician	12	40	8	1.00	Recruitment in progress
Maintenance & Operations	AA182	Grounds Maintenance Equipment Operator	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
San Dieguito High School Academy	AO546	Instructional Assistant - Bilingual/SPANISH	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
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
Requeza Education Center	AO757	Instructional Assistant - Behavior Intervention	10	30	6	0.75	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	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	AJ212	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
Earl Warren Middle School	AI068	Instructional Assistant Special Education	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
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	Job Offer Made
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
Requeza Education Center	AG338	Instructional/Personal Care Assistant	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
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
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

VACANCY REPORT							
89 Approved Requisitions							
17 Different Job Classifications							
SITE	SLOT	Position	# of Months	# of Hours a Week	# of Hours a Day	FTE	STATUS
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	AA220	Nutrition Services Assistant I	10	19.5	3.9	0.49	Recruitment in progress
La Costa Canyon High School	AA241	Nutrition Services Assistant I	10	10	2.5	0.25	Recruitment in progress
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	Recruitment in progress
Canyon Crest Academy	AJ074	Nutrition Services Assistant I	10	18.75	3.75	0.47	Recruitment in progress
Canyon Crest Academy	AK202	Nutrition Services Assistant II	10	19.5	3.9	0.49	Recruitment in progress
La Costa Canyon High School	AA083	Receptionist	10	40	8	1.00	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	Selection Clearing
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
Canyon Crest Academy	AB225	Secretary	11	40	8	1.00	Job Offer Made
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
Canyon Crest Academy	AD286	Theater Technician	10	40	8	1.00	Selection Clearing

Classified Personnel Listing - SEPTEMBER 2023

PersonnelAction	Classification	Last Name	First Name	Job Title	Site	EffectiveDate	InactiveDate	FTE	Reason
Employment	Classified	Bruckman	Kayla	Instructional Assistant -SPED	TPHS	8/10/2023		0.75	Vacancy
Employment	ClassifiedManagement	Holcombe	Justin	Director of M&O	District Office	8/28/2023		1	Vacancy
Employment	Classified	Liu	Ludan	Secretary	TPHS	8/3/2023		1	Vacancy
Employment	Classified	Liu	Xiaowen	Instructional AssistantSPED	LCC	8/10/2023		0.75	Vacancy
Employment	Classified	RuizVelasco	Adriana	Instructional Assistant -Bilingual	OCMS	8/23/2023		0.49	Vacancy
Employment	Classified	Ryoo	Kyung	Nutrition Services I	PTMS	8/10/2023		0.4063	Vacancy
Employment	Classified	Sullivan	Kelly	Instructional AssistantSPED	PTMS	8/10/2023		0.75	Vacancy
Employment	Classified	Villegas	Eugenio	Instructional/Personal CareAssisstant	OCMS	8/10/2023		0.75	Vacancy
Employment	Classified	Zimmerer	Louis	Campus Supervisor	PTMS	8/29/2023		1	Vacancy
Change InAssignment	Classified	Serrano	Marisela	Nutrition Services AssistantII	PTMS-Cafe	8/10/2023		0.4875	Vacancy
Change InAssignment	Classified	Soto	Gilbert	Instructional/Personal CareAssistant	Requeza	8/10/2023		0.6785	Vacancy
Change InAssignment	Classified	Tran	Hao	Nutrition Services I	CVMS-Cafe	9/5/2023		0.4375	Transfer
Resignation	Classified	Angeles	Angelita	Nutrition Services I	TPHS-Cafe		8/9/2023	0.4875	Resignation
Resignation	Classified	Ayala	Mary Angel	Instructional Assistant -Bilingual	LCC		7/26/2023	0.4875	Resignation
Resignation	Classified	Buonfiglio	Lia	Instructional AssistantSPED	PTMS		8/4/2023	0.75	Resignation
Resignation	Classified	Cecil	Rita	Instructional/Personal CareAssistant	Requeza		8/25/2023	0.6875	Retirement
Resignation	Classified	Colavin	Richard	School Bus Driver	Transportation		6/30/2023	0.78	Resignation
Resignation	Classified	Dhal	Pritinanda	Instructional Assistant	TPHS		8/5/2023	0.75	Resignation
Resignation	Classified	Elias	Megan	Instructional Assistant -Bilingual	OCMS		7/28/2023	0.4875	Resignation
Resignation	Classified	Etherington	Glen	Instructional Assistant BI	SDA		8/11/2023	0.75	Resignation
Resignation	Classified	Fernandez	John	Campus Supervisor	PTMS		8/15/2023	1	Resignation
Resignation	Classified	Gogue	Roy	Equipment Operator	Maintenance& Operations		8/31/2023	1	Retirement
Resignation	Classified	Goldberg	Drew	Student Support Facilitator	Requeza		8/14/2023	0.4875	Resignation
Resignation	Classified	Lake	Karen	Instructional/Personal CareAssistant	Requeza		8/9/2023	68.75	Resignation
Resignation	Classified	Larner	John	Accounting Tech	District Office		8/4/2023	1	Resignation
Resignation	Classified	Luna	Sierra	Instructional Assistant	OCMS		8/7/2023	0.75	Resignation
Resignation	Classified	Main	Laura	ASB Accounting Assistant	CCA		9/4/2023	1	Retirement
Resignation	Classified	Palacios	Anahi	Instructional Assistant -Bilingual	OCMS		7/28/2023	0.468	Resignation
Resignation	Classified	Rabasco	Danna	Instructional Assistant -SPED	CVMS		8/24/2023	0.75	Resignation
Resignation	Classified	Serrano	Gemma	Insructional Assistant	OCMS		7/29/2023	0.75	Resignation
Resignation	Classified	Spector	Janice	Instructional AssistantSPED	LCC		8/4/2023	0.75	Resignation
Resignation	Classified	Swafford	Kyle	Theater Tech	CCA		8/25/2023	1	Resignation
Termination	Classified	Cruz	Eric	Electrician	Maintenance & Operations		8/8/2023	1	Release From Probation