

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

Regular Meeting Minutes

3:30 P.M., June 13, 2023

MEETING/OPEN SESSION

1. Call to Order

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

2. Pledge of Allegiance

Commissioner Cunningham led the pledge of allegiance.

Personnel Commissioners in Attendance

Justin Cunningham

Jeff Charles

Personnel Commission Staff in Attendance

Susan Gray, Director of Classified Personnel

Barbara Bass, Human Resources Analyst

Jennifer Laity, Human Resources Technician

3. Approval of the Agenda for the June 13, 2023 Personnel Commission Regular Meeting.

Public Comments-None

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

Justin Cunningham

Jeff Charles

Passed with Two Ayes

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

Public Comments - None

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

Justin Cunningham

Jeff Charles

Passed with Two Ayes

5. PUBLIC COMMENTS ON NON-AGENDA ITEMS

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

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

ACTION ITEMS (See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments - None

- A. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Facilities Planning Analyst, SR62, Open/Promotional-Dual Certification, effective 05/09/2023, eligibility valid for six months.
Justin Cunningham
Jeff Charles
Passed with Two Ayes
- B. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant - SpEd, SR37, Open/Promotional-Dual Certification, updated 05/12/2023, individual eligibility valid for six months.
Justin Cunningham
Jeff Charles
Passed with Two Ayes
- C. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated 05/16/2023, individual eligibility valid for six months.
Justin Cunningham
Jeff Charles
Passed with Two Ayes
- D. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd – Behavior Intervention, SR36, Open/Promotional-Dual Certification,

updated 05/18/2023, individual eligibility valid for six months

Justin Cunningham

Jeff Charles

Passed with Two Ayes

- E. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Merged Eligibility List for Administrative Assistant II, SR40, Open/Promotional-Dual Certification, updated 05/23/2023, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

Passed with Two Ayes

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

Justin Cunningham

Jeff Charles

Passed with Two Ayes

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

Justin Cunningham

Jeff Charles

Passed with Two Ayes

- H. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Merged Eligibility List for Interpreter for the Deaf and Hard-of-Hearing, SR60, Open/Promotional-Dual Certification, updated 05/30/2023, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

Passed with Two Ayes

- I. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd – Behavior Intervention, SR36, Open/Promotional-Dual Certification, updated 06/01/2023, individual eligibility valid for six months

Justin Cunningham

Jeff Charles

Passed with Two Ayes

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

Justin Cunningham

Jeff Charles

Passed with Two Ayes

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

Justin Cunningham

Jeff Charles

Passed with Two Ayes

- L. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated 06/06/2023, individual eligibility valid for six months

Justin Cunningham

Jeff Charles

Passed with Two Ayes

- M. Moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Custodian-Floater, SR33, Open/Promotional-Dual Certification, updated 06/07/2023, individual eligibility valid for six months

Justin Cunningham

Jeff Charles

Passed with Two Ayes

7. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments- None

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

Justin Cunningham

Jeff Charles

Passed with Two Ayes

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

Justin Cunningham

Jeff Charles

Passed with Two Ayes

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

Justin Cunningham

Jeff Charles

Passed with Two Ayes

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

Justin Cunningham

Jeff Charles

Passed with Two Ayes

8. CLASSIFICATIONS REVIEWS (See Supplements)

Public Comments - None

A. Learning Commons Technician I – Revised Job Description

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

B. Learning Commons Technician II – Revised Job Description

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

C. Systems Integration Analyst – New Classification

Motioned by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to adopt the new classification of Systems Integration Analyst with the proposed job description and recommended salary range.

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments - None

A. Vacancy Report Summary

B. Vacancy Report

C. Personnel List Report

10. CORRESPONDENCE

Public Comments - None

11. NEXT PERSONNEL COMMISSION MEETING

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

12. ADJOURNMENT – 3:51 P.M.