

San Dieguito Union High School District Personnel Commission

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ANNUAL REPORT 2014-2015

The Annual Report for the 2014-15 year has been prepared by Personnel Commission staff in compliance with Education Code Section 45266, and Personnel Commission Rule 2.17. The Annual Report describes Commission activities for the preceding fiscal year.

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

The Commission staff thanks each employee of the classified service for their dedication to the students of the San Dieguito Union High School District. Additional appreciation goes to the many individuals who have served as panel members for examinations and provided input as subject matter experts ensuring the employment of highly qualified individuals.



**Recruitment, Selection,
Training, and Retention**

Personnel Commissioners

Established:

December 1, 1972

John Baird

CSEA Appointee

Commissioner

Serving Since 2014

David Holmerud

Commission Joint Appointee

Commission Vice-Chair

Serving Since 1996

Terry King

Board of Trustees Appointee

Commissioner

Serving Since 2014

William A. Berrier

Board of Trustees Appointee

Commission Chair

Served 2008—2014

Personnel Commission Staff



Director of Classified Personnel

Corrie Amador

Responsible for the development and management of the District's personnel services within the Merit System for classified employees. Critical goals of the director include ensuring equal access for all applicants and employees to participate in the employment process.

Human Resources Analyst

Barbara Bass

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

Human Resources Technician

Kathy Potter

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

San Dieguito Union High School District Administration

Board of Trustees:

Beth Hergesheimer, President

Amy Herman, Vice-President

John Salazar, Clerk

Joyce Dalessandro, Trustee

Maureen "Mo" Muir, Trustee

District Administration:

Superintendent

Rick Schmitt

Associate Superintendent, Human Resources

Torrie Norton

Associate Superintendent, Business Services

Eric Dill

Associate Superintendent, Educational Services

Mike Grove

Classified Service

Classified Employees — 387

Confidential Employees — 4

Classified Supervisors — 13

Classified Management — 12



**Excellence is
our Standard**

The Merit System

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

The Commission has a threefold responsibility:

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

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

Goals of the Commission

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

- Hiring and promoting employees on the basis of ability, with open competition for initial employment.
- Retaining employees on the basis of performance and separating from the service those whose

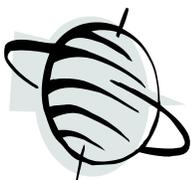
inadequate performance cannot be corrected.

- Ensuring that employees doing like work are classified the same and receive like pay.
- Providing for fair and impartial rules and consistency of administration of the rules.
- Assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to race, color, religion, sex or sexual preference/ orientation, age, political affiliation,

national origin, or disability which may be reasonably accommodated, and with proper regard for their privacy and constitutional rights.

**MERIT:
DESERVE OR
BE WORTHY
OF**

Meetings of the Personnel Commission



RULE 2.6 REGULAR MEETINGS

Regularly scheduled meetings of the Personnel Commission are held on the second Tuesday of the month at 4:00 p.m., in the District Office Board Room, 101.

The Personnel Commission held 15 meetings over the 2014-2015 fiscal year. Commissioners received a stipend of \$25.00 per meeting attended, and do not receive District-paid health and/or dental benefits.

SUMMARY OF PERSONNEL COMMISSION ACTIVITIES

Recruitment

	2013-14	2014-15
Promotional Only Exams	6	5
Open/Promotional Exams	9	17
Open/Promotional Dual Certification	10	16
Applications Received	303	475
Candidates Tested	268	344
Candidates Eligible	192	236

Employment

	2013-14	2014-15
Transfers	13	35
Promotions	16	25
New Hires	55	40
Re-employments	1	0
Limited Term Appointments	3	33
Leave of Absence	0	2
Voluntary Demotions	2	6
Placed in Unpaid Status	2	0

Terminations

	2013-14	2014-15
Resignations	27	31
Retirements	14	12
Layoffs/Reductions	2	2
Employees affected	2	2
Appeals from Discipline	0	0

Classification Activities

	2013-14	2014-15
New classifications established	8	1
Classification descriptions revised	2	16
Positions/incumbents reclassified	3	4
Classifications reallocated upward	0	1
Classifications reallocated downward	0	0
Reclassification requests denied	0	2



A year in review

Approved by the Personnel Commission: *Draft 7/14/15*; Presented to the Board of Trustees: