

Celebrating Merit in the Spring

GREETINGS FROM THE DIRECTOR

Whether you had an entire week or a three-day weekend for the spring break, I hope you were able to enjoy the time by relaxing, doing something fun, or being with family. For those of you who define enjoyment by being productive, I hope you were able to accomplish some spring cleaning by tackling a major cleaning project or at least a closet or two.

Speaking of spring cleaning, since things at the District Office were at a bit of a slower pace last week and I was dressed a little more casually than usual for work, I spent some time tackling a cleaning project. As you can imagine, there is a very large amount of old paperwork stored in the Classified Personnel Office. To add to the mess, in addition to all the material that has accumulated here over the years, I brought boxes of testing materials, class descriptions, classification studies, and professional development and training information with me from my previous employment because I thought I could not do without it. As it turns out, although some of the information is worth keeping, the majority of it is outdated and I need to just let it go. It was a good reminder that change is constant and what has worked in the past may not be the best route for the present. Additionally, now that I've been on the San Dieguito UHSD team for seven months, I've had a chance to learn that our District has a wealth of experts across all fields who can provide assistance on matters in which I need additional information so hanging onto my old stuff has become even less relevant. From meeting with managers and classified employees to develop valid employment examinations to listening to first-hand accounts of duties and responsibilities to update job descriptions, I see time and time again that we are truly a district filled with talented people in a broad array of fields.

Although I am far from finishing my cleaning project, the attempt was well worth it as I at least made a dent in the mounds of paper around my workspace; I learned a lot about the history of the District; and, when organizing the historical Employee of the Year drawer, I had a chance to learn more about the incredible staff at San Dieguito.

Speaking of incredible staff, this edition of our newsletter features the 2016 Classified Employees of the Year. Hearing about their accomplishments motivates me to approach each day with the level of enthusiasm they exhibit as they perform their work and contribute to the success of the District. Information on the celebration to honor these employees is on page 5.

I look forward to developing my knowledge of San Dieguito so I can identify ways to have a positive impact.

- Susan Dixon
Director of Classified Personnel

PERSONNEL COMMISSIONERS:

- John Baird, Chairperson
- Terry King, Vice Chairperson
- Patricia (Pat) Spirit, Member

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2016 Classified Employees of the Year

Adult Transition Program (ATP)
Guadalupe Gutierrez, I.A. Sp. Ed.



Employed with the District since 2001, “Lupe is always committed to helping students and staff. She is a great role model for other Instructional Assistants.”

Canyon Crest Academy
Donna Hughes, Sch. Plant Supervisor



Employed with the District since 1992, Donna “gives selflessly—always keeping the needs of our students and faculty as her top priority—with generosity and a cheerful countenance.”

Carmel Valley Middle School
Ian Richards, Lrng.Commons Tech.



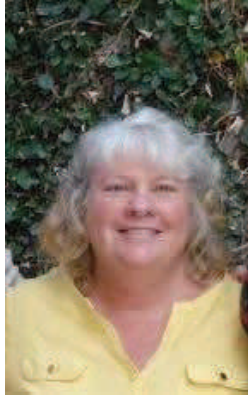
Employed with the District since 2012, Ian ensures the Learning Commons is a place “where students can go to work, research, read, interact with other students, or just have a safe place to go on campus.”

Diegueño Middle School
Missy Nuñez, Admin. Asst.



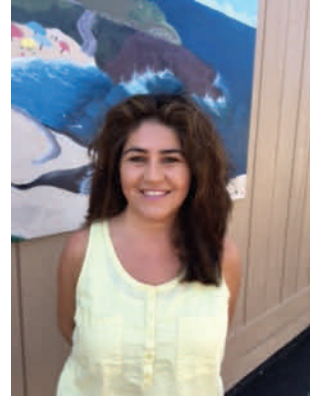
Employed with the District since 1998, “Missy is a leader among her peers, both onsite and within the District. Her work ethic, commitment and devotion have earned her a tremendous amount of respect.”

District Office Support Services
Dawn Pearson, Payroll Analyst



Employed with the District since 2000, “Dawn cares about each and every employee’s pay and has set high expectations for herself and others to ensure everyone is paid on time and correctly.”

Earl Warren Middle School
Lorena Deans, I.A. Sp. Ed.



Employed with the District since 2011, “Lorena not only helps our students in any way possible, she is very quick to help in any way in and out of the classroom.”

La Costa Canyon High School
Sharon Sorensen, Admin. Secretary



Employed with the District since 1999, Sharon “guides us through some sticky situations with patience and always has a smile on her face, thus building confidence in others.”

Maintenance & Operations Department
Julian Telesnikov, G.M. Equip. Op.



Employed with the District since 2008, Julian “has always been one to encourage recycling and a green environment.” He is a “selfless individual who always has time to answer questions.”

Nutrition Services Department
Eva Venegas, Nutrition Svcs. Asst. II



Employed with the District since 2002, Eva is appreciated for her “respect for others, leadership qualities and work ethic. Eva serves as a role model through positive interactions with customers and co-workers.”

Oak Crest Middle School
Jesus Medina, Sch. Plant Supervisor



Employed with the District since 2001, Jesse “maintains and beautifies the campus, working with all school stakeholders to provide quality experiences” for students, staff and visitors to Oak Crest Middle School.

Pacific Trails Middle School
Vetha Pierce, Admin. Assistant



Employed with the District since 1986, “Vetha always puts forward 100% effort to get the job done. She takes on every new task, new role, and new expectation with grace and expertise.”

San Dieguito High School Academy
April Llamas, Secretary



Employed with the District since 2013, April’s “presence and most certainly her warmth, sense of humor and commitment to the SDA community” is appreciated, as well as her “hard work and dedication.”

Sunset High School
Victoria Long, Admin. Assistant



Employed with the District since 2010, “Victoria says that regardless of how many demands press in on her at any given moment, ‘the first priority is the students.’ That priority is evident to all who cross her path.”

Torrey Pines High School
Tricia Dempsey, IA Sp. Ed.



Employed with the District since 2008, “Tricia has a natural ability and talent to work with students to make them successful. She takes the time to get to know them to support their interests.”

Transportation Services Department
Tom Pruetzel, School Bus Driver



Employed with the District since 1998, “Tom is aptly qualified and proficient to handle his daily assignments like a pro. He is an outstanding example of the Classified Service.”



You're Invited!

Let's celebrate our Site-Level Classified
Employees of the Year!

District Office, Tuesday, May 10, 3:00 pm



WELCOME NEW HIRES!

Kate Paredes

Instructional Assistant-Sp Ed
(Behavior Intervention)
Torrey Pines HS
January 7, 2016

Miguel Lopez

Nutrition Services Production
Assistant
Canyon Crest Academy
January 26, 2016

Sydney Wilkinson

Secretary
District Office
February 1, 2016

Mallory Murphy

Administrative Secretary-Middle
School
Diegueno MS
February 22, 2016

Hailey Vieira

Instructional Assistant-Sp Ed
(Non-Severe)
Carmel Valley MS
February 23, 2016

Marie Rotzinger

School Bus Driver
February 24, 2016

Christine Ayres

Instructional Assistant-Sp Ed
(Non-Severe)
La Costa Canyon
February 29, 2016

Andres Librado

Custodian
Canyon Crest Academy
March 1, 2016

Eduardo Iniguez Rodela

Custodian—Floater
March 14, 2016

Ivan Montoya

Accounting Technician
District Office
March 14, 2016

James Webber

Custodian
Carmel Valley MS
March 23, 2016

We are glad you are here!

Current SDUHSD Employment Opportunities Posting Deadline

Instructional Assist. Sp. Ed., Behavior Intervention April 22, 2016

School Bus Driver Continuous Filing

Instructional Assistant Special Education Non-Severe Continuous Filing

Nutrition Services Assistant I Continuous Filing

For more information go to:

www.sduhsd.net/Human-Resources

Do you know someone who would be a good fit for any of these positions? If so, please refer them to our website.



DID YOU KNOW...

Our job postings and applications are online. To view job openings, go to www.sduhsd.net/Human-Resources. Click on the job title link which will take you to the electronic application found on www.edjoin.org. There are computers available for your use at each work site and in Human Resources. For assistance, contact us.

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Employees on the Move

Corina McGraw is now the Health Technician at La Costa Canyon High School.

Carie Miller is now the Health Technician at Torrey Pines High School.

Norma Villa is now the Registrar at La Costa Canyon High School.

Kathryn Carrino is now the Nutrition Services Supervisor at Pacific Trails Middle School.

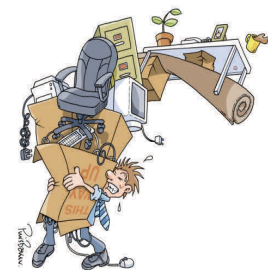
Jose Ochoa Calderon is now the School Plant Supervisor-Middle School at Earl Warren Middle School.

Mary Courtney is now a Job Placement Assistant with the Special Education Program.

Alex Martinez is now a Custodian at Diegueño Middle School.

Shaylee Zeller is now a Custodian Floater.

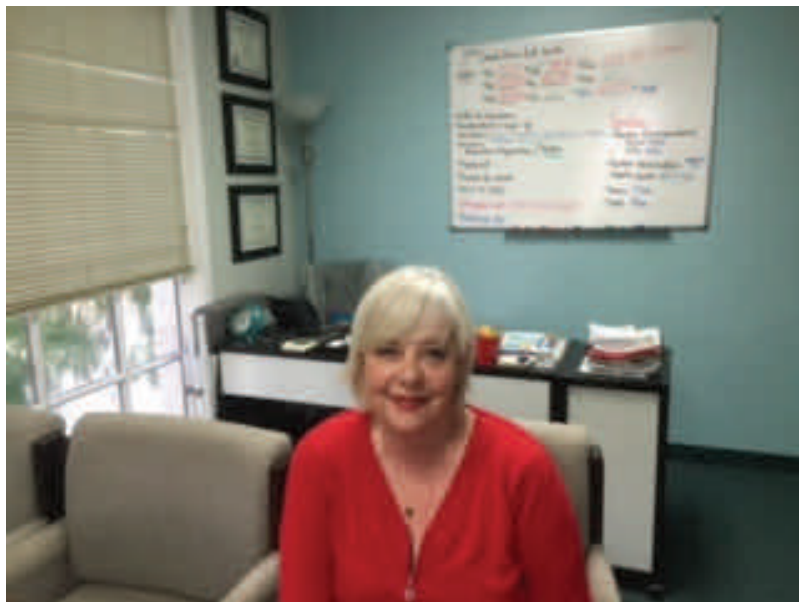
Adriana Sherman is now a Secretary at Torrey Pines High School.



The Personnel Commission is responsible for the recruitment, selection, training, and retention of employees in the classified service. Staff are responsible for implementing practices that adhere to the adopted Rules and Regulations. In addition, we conduct classification and compensation studies.

BECAUSE OF YOU

The Personnel Commission and staff believe that each classified employee plays a key role in supporting the work of the District to educate students. Some classifications directly support student education, such as our Instructional Assistants and Learning Commons Technicians. In other cases, the work we perform indirectly supports student education by providing services such as transportation, beautiful school grounds and classrooms, needed supplies, healthy meals, data to improve instruction and other vital services. Our goal is to support you in the work that you do, whether that's through training opportunities to enhance your skills in your current position, preparation for your career advancement, or to recruit strong candidates to work on the team alongside you. Please feel free to contact us with any questions you may have about recruitment, selection, training and retention. We're here to help!



Patricia "Pat" Spirit, our newest Personnel Commissioner

Pat is a longtime resident of the community as well as a longtime employee of the Encinitas Union School District. In 1995, Pat had several years of exemplary volunteer service at her children's elementary school organizing and running school events and serving on numerous committees when the district realized it could put Pat's talents to greater use by hiring her as an Office Manager for the district. From there, she was promoted to a Senior Secretary at the District Office and, with the increase of CalPADS reporting, her role shifted to Data Specialist where she is now an expert at organizing information. As a seasoned classified employee, Pat is well-versed in matters related to personnel and, as the current CSEA President for EUSD, she has experience with many of the items that the Personnel Commission oversees. Pat is currently enrolled in the Merit Academy, an intensive five-course training program, where she is further developing her knowledge of the Merit System.

Products of the San Dieguito Union High School District, Pat's children attended Oak Crest Middle School and La Costa Canyon High School. Her son is a graduate of UC Berkeley and her daughter graduated from UC San Diego. When not working, Pat enjoys reading and cooking as well as taking a four mile walk each day. Welcome aboard Pat!

Current Personnel Commissioner **John Baird**, former Personnel Commissioner **David Holmerud**, and Classified Director **Susan Dixon**, recently attended the California School Personnel Commissioners Association (CSPCA) annual conference. Each year at the conference, one individual is awarded the Joyner Snipes Award, the top award bestowed by the CSPCA. The award is presented to the individual that most represents the principles of merit by deeds, words and actions. Our District is very proud that this year's recipient was David!



From left to right: John Baird, David Holmerud, and Susan Dixon.

FREQUENTLY ASKED QUESTIONS

I applied for a promotional opportunity and received an email stating my application was declined because I did not meet the minimum qualifications. I know I have the background required to do the job so why was my application declined?

Each time a recruitment is conducted, the first phase of the selection process is a formal screening of the applications. Although the screening is not usually a weighted portion of the examination, it is the first opportunity Personnel Commission staff has to determine whether a candidate meets the minimum qualifications for the classification. Only the information contained on the application will be used to make this first screening determination. Two key areas screeners review on the application include the “Record of Work Experience” and responses to any Supplemental Questions.

When completing the “Record of Work Experience” be sure to include your current job. Sometimes, current employees are under the impression that personnel staff will check the employee database or may know the employee well enough where an applicant believes there is no need to list current employment information. This is not the case. It is important to include your current assignment and describe your current job duties in detail. The duties listed should be specific. Do not put statements such as “all duties of the job” or “everything asked of me” as this does not give the screener the information needed.

When responding to the “Supplemental Questions” section of the application, it is important to respond in sufficient detail. Read the supplemental questions carefully and be sure your responses provide the information requested. Staff conducting the screening will not retrieve the responses you provided from previous applications, only the information contained on the current application will be considered. As an applicant, think of the supplemental questions the same way you would an interview. For example, if the question asks you to describe your experience preparing reports, be thorough in your response. An applicant who responds with, “I have prepared reports my entire career” does not give the screener the information necessary to advance in the screening process. A better response would be, “for the last two years I have worked as a Secretary where one of my primary responsibilities is to collect financial data from many sources, input the data into a spreadsheet, and then produce daily, weekly, monthly, and annual reports which are submitted to the Director. In addition to presenting the reports as spreadsheets, I also format this data into bar graph and pie chart reports for my supervisor to use at meetings.”

Just like in the examination process, when completing the application it is your responsibility to show possession of the minimum qualifications required to proceed in the process. Only the information contained on the application form will be utilized in the screening process. Please feel free to contact any Personnel Commission staff member if you have questions.

I work less than 12 months and I have excess vacation. I heard that employees in my situation can receive a vacation payout. What do I need to do to receive a payout?

Employees who work less than 12 months are eligible to receive a vacation payout. If you are choosing this option, you must notify Tina Peterson, Director of Human Resources, in writing before the end of the day on April 15, 2016. Employees who select this option will receive the payment on the July paycheck.

When I look at my paystub there are many terms that I don't recognize. Can you tell me what they mean or is there a place I can find each meaning?

The format of our paystubs changed in May of 2015. The start.sduhsd.net website has a link under Employee Resources called “Online Pay Stubs” which includes directions on how to access your paystub and read the information contained on the paystub. Fields that are particularly confusing are explained below.

Taxes

Fed Withholding: Federal income tax withheld

Fed MED/EE: Employee portion of Medicare

Fed OASDI/EE: Employee's portion of Social Security

Before and After Tax Deductions

Before Tax Deductions: Items listed in this box are taken from the employee's gross wages before taxes, these deductions reduce the Federal taxable wages and therefore the employee's tax withholding.

After Tax Deductions: Items listed in this box are deducted from the employee's gross wages and have no effect on the taxable wages.

Employer Paid Benefits

If any amounts are included as taxable income they will be indicated with an asterisk.

Paycheck Summary

The **Current** row refers to gross pay less current deductions.

The **YTD** row refers to the total gross received for the calendar year, including the current amount.

Total Gross: The gross pay received.

Fed Taxable Gross: Gross pay minus any pre-pay deductions.

Total Taxes: The total of Federal and State withholdings.

Total Deductions: The total of the before tax and after tax deductions.

Net Pay: The gross pay less deductions and tax withholdings paid to the employee.