

San Dieguito Union High School District Personnel Commission

710 ENCINITAS BOULEVARD, ENCINITAS, CA 92024
WWW.SDUHSD.NET

ANNUAL REPORT 2016-2017

The Annual Report for the 2016-17 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 five middle schools, four comprehensive high schools and one alternative high school 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 subject matter experts in the development and administration of examinations to ensure the employment of highly qualified individuals and to those employees who provided input for classification description updates.



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

Personnel Commissioners

Established:

December 1, 1972

John Baird

CSEA Appointee

Commissioner

Serving Since 2013

Patricia "Pat" Spirit

Commission Joint Appointee

Commissioner Vice-Chair

Serving Since 2016

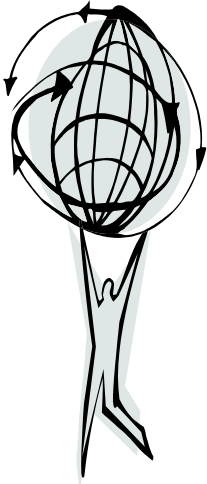
Terry King

Board of Trustees Appointee

Commissioner Chair

Serving Since 2014

Personnel Commission Staff



Susan Dixon, Director of Classified Personnel

Responsible for the management of the District's personnel services within the Merit System for classified employees. Critical goals of the director include: enhancing and maintaining a sound recruitment process to identify highly qualified new employees as well as promote existing employees; review job descriptions and assignments and make appropriate recommendations for revisions; and recognize the outstanding contributions of classified staff.

Barbara Bass, Human Resources Analyst

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

Kathy Potter, Human Resources Technician

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:

Amy Herman, President

Joyce Dalessandro, Vice-President

Beth Hergesheimer, Clerk

Maureen "Mo" Muir, Trustee

John Salazar, Trustee

District Administration:

Superintendent

Eric Dill

Associate Superintendent, Human Resources

Cindy Frazee

Associate Superintendent, Business Services

Tina Douglas

Associate Superintendent, Educational Services

Mike Grove

Associate Superintendent, Administrative Services

Mark Miller

Classified Service

Classified Employees — 396

Confidential Employees — 4

Classified Supervisors — 11

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. It 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 competent employees to perform the classified work in the service of the jurisdiction.
- To ensure 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 that are fair and 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 a disability

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

**MERIT:
DESERVE OR BE
WORTHY OF**

Personnel Commission Meetings

RULE 2.6 REGULAR MEETINGS

Regularly scheduled meetings of the Personnel Commission are held on the second Tuesday of the month at 3:30 p.m., in the District Office Board Room, 101.

The Personnel Commission held 12 meetings over the 2016-2017 fiscal year. Commissioners received a stipend of \$50.00 per meeting attended. Commissioners do not receive District-paid health and/or dental benefits.



SUMMARY OF PERSONNEL COMMISSION ACTIVITIES

Recruitment

	2015-16	2016-17
Promotional Only Exams	5	2
Open/Promotional Exams	12	15
Open/Promotional Dual Certification	24	32
Applications Received	631	920
Candidates Tested	311	380
Candidates Eligible	206	279

Employment

	2015-16	2016-17
Transfers	51	30
Promotions	18	19
New Hires	52	57
Re-employments	1	4
Limited Term Appointments	7	5
Leave of Absence	7	4
Voluntary Demotions	3	3
Placed in Unpaid Status	3	2

Terminations

	2015-16	2016-17
Resignations	20	36
Retirements	14	24
Layoffs/Reductions	2	0
Employees Affected	2	0
Appeals from Discipline	0	0

Classification Activities

	2015-16	2016-17
New Classifications Established	2	2
Classification Descriptions Revised	15	16
Positions/Incumbents Reclassified	9	0
Classifications Reallocated Upward	0	0
Classifications Reallocated Downward	1	0
Reclassification Requests Denied	4	1



A year in review

Presented to the Personnel Commission: 7/20/17; Presented to the Board of Trustees: 8/17/17