

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

**Regular Meeting Agenda**

**3:30 P.M., April 12, 2022  
SDUHSD District Office, Large Board Room**

**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.dixon@sduhsd.net](mailto:susan.dixon@sduhsd.net) by 3:00pm 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](http://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.dixon@sduhsd.net](mailto:susan.dixon@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.dixon@sduhsd.net](mailto:susan.dixon@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., April 12, 2022

SDUHSD District Office, Large Board Room

**REGULAR MEETING/OPEN SESSION**

1. Call to Order ..... Commission Chair

2. Pledge of Allegiance

3. Approval of the Agenda for the April 12, 2022, Personnel Commission Regular Meeting.

*Public Comments, if any*

Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the agenda for the April 12, 2022, Personnel Commission Regular Meeting.

4. Approval of the Minutes for the March 2, 2022, Personnel Commission Special Meeting.

*Public Comments, if any*

Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the minutes of the March 2, 2022, Personnel Commission Special Meeting.

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
- B. San Dieguito Union High School District
- C. Public

**ACTION ITEMS (See Supplements)**

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

*Public comments, if any*

A. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a Continuous Filing Eligibility List for Custodian, SR 32, Open/Promotional-Dual Certification, updated 03/03/22, individual eligibility valid for six months.

- B. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for Human Resources Certificated Analyst, SR 52, Open/Promotional-Dual Certification, effective 03/07/22, eligibility valid for six months.
- C. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for Health Technician, SR 35, Open/Promotional-Dual Certification, effective 3/08/22, eligibility valid for six months.
- D. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a Continuous Filing Eligibility List Instructional/Personal Care Assistant, SR 37, Open/Promotional, updated 3/10/22, individual eligibility valid for six months.
- E. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, SR 34, Open/Promotional-Dual Certification, updated 3/10/22, individual eligibility valid for six months.
- F. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, SR 34, Open/Promotional-Dual Certification, updated 3/16/22, individual eligibility valid for six months.
- G. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education Behavior Intervention, SR 36, Open/Promotional, updated 3/16/22, individual eligibility valid for six months.
- H. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant, SR 37, Open/Promotional, updated 3/16/22, individual eligibility valid for six months.
- I. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for Lead Vehicle & Equipment Mechanic, SR 52, Open/Promotional, effective 3/16/22, eligibility valid for six months.
- J. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR 25, Open/Promotional-Dual Certification, updated 3/17/22, individual eligibility valid for six months.
- K. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a Continuous Filing Eligibility List for Instructional Assistant Bilingual, SR31, Open/Promotional – Dual Certification, updated 3/17/22, individual eligibility valid for six months.
- L. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a Continuous Filing Eligibility List for Student Health Care Specialist, SR40, Open/Promotional-Dual Certification, updated 3/23/22, individual eligibility valid for six months.
- M. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 3/25/22, individual eligibility valid for six months.
- N. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, S34, Open/Promotional-Dual Certification, updated 3/30/22, individual eligibility valid for six months.

7. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

*Public comments, if any*



- A. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish a six-month Eligibility List for Administrative Assistant II, SR 40, Open/Promotional (merged list).
- B. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish a six-month Eligibility List for Accounting Assistant ASB, SR 40, Open/Promotional-Dual Certification (merged list).
- C. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish a six-month Eligibility List for Executive Assistant, Confidential SR 1, Open/Promotional-Dual Certification.

8. CLASSIFICATION REVIEW

*Public comments, if any*

A. Maintenance Supervisor

- 1. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to revise the job description for the classification of Maintenance Supervisor as presented.
- 2. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to retain Range 9 of the Supervisory Salary Schedule for the Maintenance Supervisor classification.

B. Interpreter for the Hearing Impaired

- 1. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to revise the job description for the classification of Interpreter for the Hearing Impaired as presented.
- 2. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to abolish the classifications of Interpreter for the Hearing Impaired (R54), Interpreter for the Hearing Impaired (NIC) (R57), and Interpreter for the Hearing Impaired (NIC Master) (R63) and to retain Interpreter for the Deaf and Hard-of-Hearing at Range 60 of the Classified Salary Schedule.

C. School Plant Supervisor – Small School/Auxiliary Sites

- 1. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish a classification of School Plant Supervisor – Small School/Auxiliary Sites and approve the job description as presented.
- 2. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to recommend to the SDUHSD Board of Trustees allocating the classification of School Plant Supervisor – Small School/Auxiliary Sites to Range 39 of the Classified Employees Salary Schedule.

D. Licensed Mental Health Clinician (Pending)

Classification was established on 2/8/22; the salary recommendation was tabled.

- 1. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to recommend to the SDUHSD Board of Trustees allocating the classification of Licensed Mental Health Clinician to Range 62 of the Classified Employees Salary Schedule.

E. Athletic Trainer

- 1. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to recommend to the SDUHSD Board of Trustees reallocating the classification of Athletic Trainer from Range 42 to Range 47 of the Classified Employees Salary Schedule.

9. ASSEMBLY BILL 361

*Public comments, if any*

AB 361 provides an option to potentially extend the ability to conduct virtual public meetings. The bill specifies that if a legislative body would like to meet remotely, it must determine, by majority vote, whether as a result of the state of emergency, meeting in person would present imminent risks to the health or safety of attendees. The extension is in effect until January 1, 2024. If a legislative body votes to continue virtual meetings, it can only do so as long as the state of emergency remains active or state or local officials continue to impose or recommend measures to promote social distancing. Furthermore, the legislative body is required to place an item on their agenda each month to vote to continue holding meetings virtually.

- A. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to hold Personnel Commission meetings scheduled in the next 30 days, virtually.

**DISCUSSION/INFORMATION ITEMS (See Supplements)**

10. RULE REVISION

*Public Comments, if any*

Rules & Regulations for the Classified Service

Rule 7.3 Compensation for Limited-Term Employment (specifically former employees who return to work in limited-term or substitute assignments that are a higher classification than the position they held when permanent).

11. PROPOSED 2022-2023 BUDGET REVIEW (First Read)

*Public Comments, if any*

12. STAFF COMMENTS ON PERSONNEL ACTIVITIES

*Public Comments, if any*

- A. Vacancy Report
- B. Personnel List Report
- C. Other

13. CORRESPONDENCE

*Public Comments, if any*

14. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, May 10, 2022, at 3:30 P.M. Please note, this meeting may be held virtually.

15. CLOSED SESSION

*Public Comments, if any*

- A. Personnel Commission Staff Administrative Matter
- B. Potential Hearings
- C. Examination Content

16. RECONVENE TO OPEN SESSION

- A. Report out of closed session

17.ADJOURNMENT

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

**Special Meeting Minutes**

3:30 PM, March 2, 2022  
Virtual Meeting

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**REGULAR MEETING/OPEN SESSION**

1. CALL TO ORDER

The meeting was called to order at 3:35 p.m. by Commission Chair JOHN BAIRD

2. PLEDGE OF ALLEGIANCE

Commissioner Baird led the pledge of allegiance.

Personnel Commissioners in Attendance

John Baird  
Jeff Charles  
Justin Cunningham

Personnel Commission Staff in Attendance

Susan Dixon, Director  
Barbara Bass, Human Resources Analyst  
Jennifer Laity, Human Resources Technician

3. APPROVAL OF THE AGENDA FOR THE March 2, 2022, PERSONNEL COMMISSION SPECIAL MEETING.

*Public Comments-None*

It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve the agenda for the March 2, 2022, Personnel Commission Special Meeting with the amendment to pull Item 7A.

John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*

4. APPROVAL OF THE MINUTES OF THE February 8, 2022, PERSONNEL COMMISSION REGULAR MEETING.

*Public Comments-None*

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the minutes of the February 8, 2022, Personnel Commission Regular Meeting.

John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*

**ACTION ITEMS-(See Supplements)**

5. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

*Public Comments-None*

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve an Eligibility List for Registrar, SR 40, Open/Promotional, effective 2/10/22, eligibility valid for six months.  
John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*
- B. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Athletic Trainer, SR 42, Open/Promotional-Dual Certification, effective 2/14/22, eligibility valid for six months.  
John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*
- C. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Custodian, SR 32, Open/Promotional-Dual Certification, updated 2/23/22, individual eligibility valid for six months.  
John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*
- D. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education – Behavior Intervention, SR 36, Open/Promotional, updated 2/23/22, individual eligibility valid for six months.  
John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*
- E. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve an Eligibility List for HVAC Technician, SR 49, Open/Promotional-Dual Certification, effective 2/23/22, eligibility valid for six months.  
John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*
- F. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Construction Project Manager II, SR M3, Open/Promotional effective 2/23/22, eligibility valid for six months.  
John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*

- G. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve an Eligibility List for Theater Technician, SR 41, Open/Promotional-Dual Certification, effective 2/23/22, eligibility valid for six months.

John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*

- H. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Student Support Facilitator, SR 39, Open/Promotional-Dual Certification, updated 2/23/22, individual eligibility valid for six months.

John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*

6. ELIGIBITLY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

*Public Comments-None*

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish a six month Eligibility List for Lead Vehicle and Equipment Mechanic, SR52, Open/Promotional.

John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*

7. CLASSIFICATION REVIEW – This item was pulled during agenda approval.

*Public Comments- NA*

- A. Licensed Mental Health Technician

At the February 8, 2022, Personnel Commission meeting, the commission took action to approve the establishment of the classification and job description as presented. A decision was made to table the salary allocation portion of the agenda item to allow time for the Classification Advisory Committee to hear more information regarding funding sources. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to recommend to the SDUHSD Board of Education allocating the classification of Licensed Mental Health Clinician to Range 62 of the Classified Salary Schedule.

8. ASSEMBLY BILL 361/SPECIAL MEETING DATE SCHEDULED

*Public Comments - None*

AB 361 provides an option to potentially extend the ability to conduct virtual public meetings. The bill specifies that if a legislative body would like to meet remotely, it must determine, by majority vote, whether as a result of the state of emergency, meeting in person would present imminent risks to the health or safety of attendees. The extension is in effect until January 1, 2024. If a legislative body votes to continue virtual meetings, it can only do so as long as the state of emergency remains active or state or local officials continue to impose or recommend measures to promote social distancing. Furthermore, the legislative body is required to place an item on their agenda each month to vote to continue holding meetings virtually.

A. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to hold the March 15, 2022, Regular Personnel Commission meeting and any other meetings scheduled in the next 30 days, virtually.

*At their next meeting, the commissioners will discuss how to proceed with future meetings.*

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

## **DISCUSSION/INFORMATION ITEMS (See Supplements)**

### 9. RULE REVISION – FIRST READING

#### 14.3 Initial Salary Placement

*Public Comments – See below*

*Carmen Blum – Ms. Blum read the proposed rule revision for clarity and for the record. She also read Rule 14.3 as currently written. She stated the rule as written is appropriate for the merit system. The rule as proposed is not and Ms. Blum stated it is upsetting that the director would propose the revision. Ms. Blum then read the definition of a merit system.*

*Wayne Baldwin – CSEA supports keeping the current rule. He believes it's working well.*

*Commissioner Cunningham requested hearing the district's reason for a rule change.*

*Director Dixon explained the district preferred the model rule provided by the CSPCA.*

*Dr. West stated the "leveling up" part of the rule and placing people with one year of experience at the same step as someone with seven years is an issue and that we have people declining positions when only offered Step 1.*

*Commissioner Cunningham stated that being able to start employees at a rate higher than Step 1 helps to fill assignments with qualified people.*

*Commissioner Charles believes even if the rule is revised a system of checks and balances is still important to maintain and that the rule shouldn't be changed just for transient reasons. He provided some scenarios to illustrate concerns with the current rule. Commissioner Charles said the reason for the rule may have been to ensure those with connections weren't favored in step placement but at some point we have to trust that the rule of three ranks and testing and vetting process and the goal of the PC ensures cronyism doesn't occur. Commissioner Charles also said other points to consider are that only one other merit system in San Diego (Oceanside) has this rule and the model rules don't include it. He stated he is not saying would support the rule as written, it doesn't have enough specificity in it. The district may not be filling jobs because of incurring the cost that comes with this rule and filling as many jobs as possible is a benefit. Additionally, the CSEA contract and current rule don't clearly define "normally".*

*Mr. Baldwin then presented a counterpoint in terms of resentment of employees if someone starts at a higher step than they did. He stated that CSEA understands the problem of being able to hire people but that the solution is to increase the base pay.*

*Commissioner Charles acknowledged Mr. Baldwin's point about a new hire starting at a higher rate.*

*Mr. Baldwin asked if advancing people had occurred and Dixon stated she could not think of an instance. She explained that when someone asks for advanced step placement, she calculates what the fiscal impact will be and provided the example of a custodian asking for Step 3 and what the cost would be to increase salaries of custodians not currently at Step 3. The fiscal impact has not been in the district's favor.*

Mr. Baldwin stated that he did not recall conversations about employees starting at a higher rate.

Director Dixon explained that the bargaining unit agreement states that the step placement shall normally be Step 1 but if the position isn't able to be filled at Step 1 that's when an alternate step is considered. Dr. West (staffing) and Tina Douglas (budget) review the requests to determine if they are approved.

Ms. Blum then mentioned the overtime hours worked by custodians and the related worker's comp from injuries. She also expressed concern about how custodians compete for overtime and that the change in the rule will cause further morale problems and difficulties among the employees in working as a team. She further stated that SDUHSD has the best paid teachers not the best paid classified and that internal alignment is crucial. There are other ways or solutions to what can be done.

Commissioner Baird stated the rule revision would be an absolute disaster and not worth the money. Districts that have a two-tier system causes trouble, dissent and animosity between the employees; it's not worth changing the rule. He could not support the revision, it's divisive. If there is a problem attracting people, maybe we should move from the 50<sup>th</sup> percentile to the 75<sup>th</sup> percentile. He further stated that since it is in the CSEA bargaining unit agreement, the district should go to CSEA and negotiate it. He reiterated he could not support a revision that did not move existing employees to the step of a new hire. Hiring is a problem now but may not be in the future.

Commissioner Charles spoke to the cause and effect and how the fiscal impact is what is keeping the district from considering starting new hires at higher than Step 1. The ambiguity is a problem. It should be either it is possible to start at a higher step and the circumstances to do it are clearly spelled out or it's not possible ever. He mentioned again the morale issue of starting a new hire at a higher step without considering existing employees. He also understands the point of view of not being able to hire the most qualified at a higher step. Leaving the ambiguity for a future commission isn't reasonable and he agreed with Commissioner Baird that if the contract says "normally" that can be negotiated. Maybe the district should get together with the union to define normally.

Dr. West stated the CBA allows for placement, it's the commission rules that move everyone up to the same step. Most districts she's been in and CSEA contracts state Step 1 through Step 3 placement depending on salary and experience. We pay people on experience and education all the time, this one doesn't allow us to pay people based on experience and education.

Director Dixon stated she was appreciative of all the different perspectives shared during the discussion; people are making very good points. It's a touchy subject and nobody wants to impact the morale of employees. When balancing the concerns with need to fill positions, it's a hard one.

Ms. Blum stated that another solution would be increasing hours for part time employees by training to work in other assignments. Dixon shared that she had emailed a limited-term custodial assignment for about three months while an employee is on leave but no part-time employees expressed interest. Ms. Blum responded that it could be because they have another job outside of the district so limited-term would not work.

Commissioner Baird requested that the director gather information before the next meeting regarding how often a job has been declined because they wanted a higher salary and the district didn't want to spend the money.

Dr. West stated that the director presents requests monthly but that it is not brought to the commission's attention because the employees are not hired.



*Dixon said historically it hasn't been a problem because we've had more candidates but it's becoming a more visible problem as it gets harder to fill positions.*

*Commissioner Baird said he would hate to see a rule changed now because of COVID because the rule won't get changed back when it's no longer a problem.*

*Commissioner Cunningham stated that you are cutting your ability to recruit when you can't start at a higher step to credit for experience.*

*Mr. Baldwin responded and said he sees everyone's point and it's a difficult decision.*

*Ms. Blum said then the right thing to do is go ahead and pay a higher step and then move all current employees in the class. She referenced the high rates paid to teachers.*

*Based on a question from Commissioner Cunningham, Dixon explained the benefits structure and how it varies considerably depending upon your family situation and who you are covering.*

*Commissioner Charles explained his understanding of how years ago the teachers negotiated a clause that parodies the highest paid district.*

*Dr. West responded that the benefit structure is different from the classified and that was part of the negotiations.*

#### 10. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, March 15, 2022, at 3:30 P.M. Please note, this meeting will be held virtually.

#### 11. ADJOURNMENT – 5:01 P.M.

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

Continuous Filing Eligibility List  
Open/Promo-Dual Certification

Please note: Individual eligibility is valid for 6 months.

Updated: 3/3/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Expiration Date</i>	<i>Source</i>
2637049	1	9/3/2022	Open
3626044	2	8/23/2022	Open

S. Dixon

San Dieguito Union High School District  
Personnel Commission  
**Human Resources Certificated Analyst**  
Eligibility List  
Open/Promo-Dual Certification

Please note: Individual eligibility is valid for 6 months.

Effective Date: 3/7/2022

Expiration Date: 9/7/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Source</i>
6683892	1	Open

S. Dixon

San Dieguito Union High School District  
Personnel Commission  
**Health Technician**  
Open/Promo-Dual Certification

Merged Eligibility List, Fewer than 3 ranks interested in 6hr DGMS position

Effective Date: 3/8/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Expiration Date</i>	<i>Source</i>
3570876	1	3/22/2022	Open
768526	2	9/8/2022	Open
2914670	3	3/22/2022	Open
2212182	4	9/8/2022	Open
6736525	4	9/8/2022	Open
3292685	5	3/22/2022	Promo
6435218	6	3/22/2022	Open

S. Dixon

San Dieguito Union High School District  
Personnel Commission  
**Instructional / Personal Care Assistant Special Education**  
Eligibility List - Continuous Filing  
Open/Promo

Please note: Individual eligibility is valid for 6 months.  
Scores are merged each time the exam is administered.

Updated: 3/10/2022

	<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>
Promo	3292685	1	4/26/2022
Open	5226232	1	4/20/2022
	6571602	2	9/10/2022

S. Dixon

San Dieguito Union High School District  
 Personnel Commission  
**Instructional Assistant Special Education - Non-Severe**  
 Eligibility List - Continuous Filing  
 Open/Promo-Dual Certification

Please note: Individual eligibility is valid for 6 months.  
 Scores are merged each time the exam is administered.

Updated On: 3/10/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>	<i>Source</i>
6484833	1	4/1/2022	Open
6520782	2	7/5/2022	Open
6571602	3	9/10/2022	Open
3292685	4	4/26/2022	Promo
1533724	5	3/29/2022	Open
6691334	6	7/31/2022	Open
3577972	7	7/31/2022	Open
4438712	8	3/17/2022	Open

S. Dixon

San Dieguito Union High School District  
 Personnel Commission  
**Instructional Assistant Special Education - Non-Severe**  
 Eligibility List - Continuous Filing  
 Open/Promo-Dual Certification

Please note: Individual eligibility is valid for 6 months.  
 Scores are merged each time the exam is administered.

Updated On: 3/16/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>	<i>Source</i>
6484833	1	4/1/2022	Open
6520782	2	7/5/2022	Open
3294802	3	9/16/2022	Open
6571602	4	9/10/2022	Open
3292685	5	4/26/2022	Promo
1533724	6	3/29/2022	Open
6691334	7	7/31/2022	Open
4438712	8	3/17/2022	Open

S. Dixon

San Dieguito Union High School District  
Personnel Commission  
**Instructional Assistant Special Education - Behavior Intervention**  
Eligibility List - Continuous Filing  
Open/Promo  
Continuous Job Posting

Please note: Individual eligibility is valid for 6 months.  
Scores are merged each time the exam is administered.

Updated: 3/16/2022

Open

<i>Applicant ID</i>	<i>Rank</i>	<i>Expiration Date</i>
3294802	1	9/16/2022
6571602	2	9/16/2022
1845383	3	6/21/2022
3495311	4	8/23/2022

S. Dixon



San Dieguito Union High School District  
 Personnel Commission  
**Instructional / Personal Care Assistant Special Education**  
 Eligibility List - Continuous Filing  
 Open/Promo

Please note: Individual eligibility is valid for 6 months.  
 Scores are merged each time the exam is administered.

Updated: 3/16/2022

	<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>
Promo	3292685	1	4/26/2022
Open	5226232	1	4/20/2022
	3294802	2	9/16/2022
	6571602	3	9/16/2022

S. Dixon

San Dieguito Union High School District  
Personnel Commission  
**Lead Vehicle and Equipment Mechanic**  
Eligibility List  
Open/Promotional

Effective Date: 3/16/2022

Expiration Date: 9/16/2022

	<i>Applicant ID</i>	<i>Rank</i>
Promo	6468918	1
Open	1754842	1
	6614660	2

S. Dixon

San Dieguito Union High School District  
Personnel Commission  
**Nutrition Services Assistant I**  
Eligibility List - Continuous Filing  
Open/Promo-Dual Certification

Please note: Individual eligibility is valid for 6 months.  
Scores are merged each time the exam is administered.

Updated: 3/17/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Expiration Date</i>	<i>Source</i>
6759181	1	9/17/2022	Open
6631678	2	4/26/2022	Open
6634437	2	4/26/2022	Open

S. Dixon

San Dieguito Union High School District  
Personnel Commission  
**Instructional Assistant - Bilingual**  
Continuous Filing Eligibility List  
Open/Promo-Dual Certification

Please note: Individual eligibility is valid for 6 months.

Updated: 3/17/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Expiration</i>	<i>Source</i>
6520782	1	7/18/2022	Open
3599421	2	7/18/2022	Open
1800760	2	9/17/2022	Open

S. Dixon

San Dieguito Union High School District  
Personnel Commission  
**Student Health Care Specialist**  
Eligibility List - Continuous Filing  
Open/Promotional-Dual Certification

Please note: Individual eligibility is valid for 6 months. Scores are merged each time the exam is administered.

Updated: 3/23/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Source</i>	<i>Expiration Date</i>
2927137	1	Open	6/15/2022
6365397	1	Open	7/14/2022
2139041	2	Promo	9/23/2022
3628580	3	Open	9/23/2022

S. Dixon

San Dieguito Union High School District  
Personnel Commission  
**Nutrition Services Assistant I**  
Eligibility List - Continuous Filing  
Open/Promo-Dual Certification

Please note: Individual eligibility is valid for 6 months.  
Scores are merged each time the exam is administered.

Updated: 3/25/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Expiration Date</i>
6759181	1	9/17/2022
6631678	2	4/26/2022
6634437	2	4/26/2022
6763910	2	9/25/2022

S. Dixon

San Dieguito Union High School District  
 Personnel Commission  
**Instructional Assistant Special Education - Non-Severe**  
 Eligibility List - Continuous Filing  
 Open/Promo-Dual Certification

Please note: Individual eligibility is valid for 6 months.  
 Scores are merged each time the exam is administered.

Updated On: 3/30/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>	<i>Source</i>
6484833	1	4/1/2022	Open
6520782	2	7/5/2022	Open
3294802	3	9/16/2022	Open
6571602	4	9/10/2022	Open
3292685	5	4/26/2022	Promo
6691334	6	7/31/2022	Open
6671374	7	9/30/2022	Open

S. Dixon



**Board of Trustees**  
 Michael Allman  
 Julie Bronstein  
 Melisse Mossy  
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 Dr. Cheryl James-Ward

710 Encinitas Boulevard, Encinitas, CA 92024  
 Telephone (760) 753-6491  
 www.sduhsd.net

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

<b>Classification Review Report</b>	
Classification	Maintenance Supervisor
Classification Type	Classified
Salary Range	Supervisory Range 9
Prepared By	Barbara Bass, Human Resources Analyst Susan Dixon, Director, Classified Personnel
Submission to Classification Advisory Committee	March 29, 2022
Submission to Personnel Commission	April 12, 2022
Agenda Item	Classification Review Report

**Background Information**

Personnel Commission staff worked with the Director of Maintenance & Operations to review the job description for Maintenance Supervisor in light of an anticipated recruitment to fill a position due to retirement of the current incumbent. The job description was last updated in 2013 prior to our current formatting template so many of the changes are format-based or language updates to improve readability. In addition, the minimum education and experience requirements were more clearly defined.

**Sources of Information**

Ted Norman, Director of Maintenance & Operations  
 Comparison districts in San Diego County



**Salary Compensation Review**

As part of the review of this classification, Personnel Commission staff conducted a salary compensation review for the job classification. Comparison classifications were limited to those that did not include grounds and custodial. Many comparison districts did not have a supervisory-level assignment. Based on the information below, there is not a recommendation for salary reallocation.

District	Salary Range	Job Title	Minimum	Maximum
Poway Unified	31	Maintenance Supervisor	\$82,524	\$97,080
Vista Unified	66	Maintenance Supervisor	\$65,702	\$84,104
<b>Average</b>			<b>\$74,113</b>	<b>\$90,592</b>
SDUHSD	S9	Maintenance Supervisor adjusted for benefits structure	\$94,637 \$85,223	\$112,893 \$103,495

**Recommendation**

Revise the class description for the Maintenance Supervisor classification as proposed. No change to salary allocation is recommended.

Vote by Committee Members:

Vote	Member	Vote	Member
Yes	Wayne Baldwin, CSEA	Absent	Debbie Kelly, Admin
Yes	Matt Colwell, CSEA	Yes	Marley Nelms, Admin
Yes	Margy Lara, CSEA	Absent	Tina Peterson, Admin

## CLASSIFIED PERSONNEL

### MAINTENANCE SUPERVISOR

#### OVERALL JOB PURPOSE STATEMENT/JOB SUMMARY

Under the direction of the Director of Maintenance and Operations, the job of Maintenance Supervisor is done for the purpose/s of planning, scheduling, coordinating and supervising the day-to-day facility maintenance operations of the building trades personnel; ensuring compliance with work order and relevant trade standards; ensuring the availability of equipment, tools, materials and supplies required by building trades; making recommendations for acceptance; ensuring work assignments are completed in a safe, proper and timely manner; and conveying information relating to professional requirements, new products and technology.

#### REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

#### ESSENTIAL JOB FUNCTIONS:

- Supports the Director of Maintenance and Operations (e.g., recommending budget allocations, staffing requirements, operational priorities), assisting with job functions and responsibilities of maintaining overall maintenance of the district's facilities and sites.
- Coordinates schedules, services provided under contract to other schools, special events, and other operations for the purpose of ensuring preparation and availability of required facilities. Supports the Director of Operations and the Department in the execution of the Civic Center Act/facility use.
- Develops/Assists in the development of long and short-range maintenance plans/programs (e.g., deferred maintenance program) for the purpose of ensuring that the District's resources are effectively utilized and expenditures are within budgetary limitations.
- Inspects in-process and completed projects (e.g., capital projects with various funding sources and deferred maintenance, repairs, scheduled maintenance) for the purpose of ensuring compliance with work orders, efficiency, relevant trade standards and building codes and local, State and/or Federal regulations, and/or monitoring maintenance operations at district sites.
- Approves payment requests, inspection reports, and specifications for capital improvements to ensure adherence to standards, regulations and timelines.
- Participates in various activities (e.g., staff meetings, training, professional development) for the purpose of receiving and/or conveying information relating to professional requirements, new products, technology and/or networking with other professionals in the field.
- Prepares documentation (e.g., schedules, cost estimates, work orders, plan, bid specifications, and procedures) for the purpose of providing written support, conveying information and/or responding to requests.
- Uses technology such as software programs, email, and mobile devices to communicate, enter, revise, organize, and retrieve information and to formulate methods of collecting and presenting information; and to generate complex reports.
- Recommends/Assists other departments by recommending policies, procedures and/or actions (e.g., assisting other departments with specifications on capital projects, cost and labor estimates, and vendor relations) for the purpose of providing direction and/or making decisions.
- Responds to emergencies (e.g., power outages, breaches of security, equipment failures) for the purpose of and provides 24/7 initial contact coverage and for determining and implementing appropriate actions required to resolve situations.
- Directs/Oversees department projects and activities (e.g., repairs, deferred and scheduled maintenance) for the purpose of prioritizing work deadlines, ensuring optimal utilization of

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## CLASSIFIED PERSONNEL

personnel, and ensuring that the District's resources are effectively utilized, expenditures are within budgetary limitations, and the department's functions provides service in a safe and efficient manner for the district's operations.

- Supports the Director of Maintenance, Operations and Transportation (e.g. recommending budget allocations, staffing requirements, operational priorities) for the purpose of assisting with job functions and responsibilities of maintaining overall maintenance of the district's facilities and sites.
- Designs plans, specifications and cost estimates for the purpose of and implementing maintenance and facility assigned improvement projects in accordance with the district's short and long-term plans.
- Procures equipment, tools, supplies and materials for the purpose of maintaining availability of required items for facility maintenance operations and completing work functions at district sites efficiently.
- Performs a variety of personnel functions (e.g., interviewing, hiring, evaluating, training, staffing, scheduling, motivating, supervising) for the purpose of providing an efficient facility maintenance services operation that adheres to standards and achieves maximum performance throughout the district.
- Presents training programs (e.g., safety, maintenance, accident prevention, etc.), for the purpose of informing staff of appropriate procedures and safety practices and developing staff maintenance skills, presenting new techniques and equipment and implementing program standards.
- Researches and evaluates programs, new products, materials, equipment, supplies, rules and regulations (e.g., health, safety, education code, professional standards), for the purpose of recommending purchases and contracts and ensuring that the facility maintenance services are provided in accordance with established standards.
- Coordinates facility maintenance services with principals, other administrators and site staff as appropriate, for the purpose of ensuring the required levels of service are provided within the scope of the maintenance functions.
- Performs a variety of functions as needed for the purpose of assisting subordinate personnel in special projects or addressing special circumstances.
- ~~Supervises facility maintenance activities (e.g. cleaning, minor repairs, arranging furniture) for the purpose of ensuring that the custodial services provides a sanitary, safe and attractive environment in accordance with the various site requirements.~~
- Under direction, effectively utilize department computerized maintenance management system
- Assists other personnel as may be required for the purpose of to supporting them in the completion of their work activities.

### OTHER JOB FUNCTIONS:

- Performs other job-related duties as assigned to ensure the efficiency and effectiveness of the work unit.

### ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS

#### Knowledge, Skills and Abilities

#### JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

#### KNOWLEDGE OF:

- Contemporary trade practices, methods, techniques, quality standards, and equipment applicable to construction, maintenance and repair of buildings, pavements, electrical, and mechanical systems, heating/ventilating/air conditioning and utility distribution systems.

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## CLASSIFIED PERSONNEL

- Principles and practices of effective supervision and training.
- Principles and practices of effective project management.
- District organization, operations, policies, and objectives.
- Applicable building codes, ordinances, fire regulations, health and safety regulations and procedures.
- Budget preparation and control, project cost estimation, inventory methods, and recordkeeping.
- Proper methods of storing equipment, materials and supplies.
- Computer, assigned software, and mobile device operations.
- Inventory practices, procedures and requirements for maintenance activities.
- How to read plans, diagrams, blue prints, sketches and specifications.
- Research techniques (such as internet sites, networking with other professionals, training seminars) to learn about programs, new products, materials, equipment, supplies, rules and regulations (e.g., health, safety, education code, professional standards).
- Effective oral, written and interpersonal communication skills.

### ABILITY TO:

- Plan, coordinate and supervise the day-to-day activities of the district's maintenance operations. Effectively supervise, train, and evaluate staff.
- Plan and manage projects.
- Analyze problems and develop required solutions and improvements.
- Analyze situations accurately and adopt an effective course of action.
- Design and prepare plans, specifications, and cost estimates for improvement and repair projects.
- Read and interpret plans, diagrams, blue prints, sketches and specifications.
- Comply with codes, ordinances, and regulations related to maintenance and operations.
- Prepare and maintain operational and financial records.
- Estimate and requisition supplies and equipment.
- Operate a computer and use assigned software and mobile devices
- Enter, revise, organize, and retrieve information and to formulate methods of collecting and presenting information; and to generate complex reports
- Analyze budget expenditures and provide recommendations for revision and future requirements.
- Prioritize work load effectively and meet deadlines
- Adjust priorities to meet emergent needs.
- Meet schedules and timelines.
- Keep current with maintenance and operations programs, new products, materials, supplies, rules and regulations.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

SKILLS are required to perform multiple, 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: to perform multiple, highly complex, specialized technical tasks; specific skills to administer personnel policies and practices; apply pertinent codes, policies, regulations and laws; communicate with persons of varied cultural and educational backgrounds; operate equipment used in the trades; operate standard office equipment including utilizing pertinent software applications; plan and manage projects; prepare and maintain accurate records; and prepare budgets and financial plans.

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## CLASSIFIED PERSONNEL

KNOWLEDGE is required to perform algebra and/or geometry for practical applications; review and interpret highly technical information, write technical materials, and speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: to read technical information, to create and/or compose documents and/or participate in panel discussions; to solve practical problems and deal with a variety of concrete variables.

ABILITY is required to schedule a significant number of activities, meetings, and events; often gather, collate, and classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, problem-solving is required to analyze issues and create action plans. Problem-solving with data requires analysis based on organizational objectives; and problem-solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: dealing with a level of complexity of tasks that require significant processing data; coordination of other person's schedules and activities; significant flexibility with people; types, uses and sources of data; using a wide diversity of equipment; interacting with persons and agendas that frequently change; discretion, independent action and judgment with regards to using data, equipment and working with people. Specific abilities required to satisfactorily perform the function of the job include adhering to safety practices; being attentive to detail; meeting deadlines and schedules; and working under time constraints.

### Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; and supervising the use of funds. Utilization of resources from other work units is often 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: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations and some hazardous conditions.

### EDUCATION AND EXPERIENCE

Job related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. Job related experience within the specialized field with increasing levels of responsibility is required.

Graduation from high school (or equivalent) supplemented by college level coursework that would demonstrate the knowledge and abilities required for this classification, and five years of progressively responsible maintenance trades experience including at least one year in a lead or supervisory capacity. Additional years of experience or education may be substituted to meet the minimum qualifications.

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## CLASSIFIED PERSONNEL

### DISTINGUISHING CHARACTERISTICS

This single position classification is responsible for the day-to-day facility maintenance operations and supervision of the building trades staff. The scope and complexity of the job requires coordination of activities at multiple locations. The majority of activities supervised are of a recurring nature with occasional need to plan and coordinate special projects assigned to subordinates, other district staff or with outside contractors for specialized maintenance services. The position is subject to on-call response to emergencies relating to facilities-related incidents.

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### REQUIRED TESTING

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

### CERTIFICATES (added standard language)

Valid California Class C driver license and a record of driving history issued by the California DMV. The record of driving history must be issued by the DMV less than 30 days prior to applying for the position. The record must be submitted at time of application. Employees hired in this classification will be enrolled in the DMV Employee Pull Notice Program. The District will receive a driver record report at least once every 12 months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against the employee's driving privilege during employment.

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### CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

### 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 listed below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

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#### 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 Lifting at waist height or carrying up to 50 pounds up to 10 feet, squatting/crouching, climbing/balancing, kneeling, reaching above shoulder, stooping/bending, twisting back, pushing/pulling, power/firm grasping, hand and food controls, reaching at shoulder, above shoulder, below shoulder

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Occasionally/Frequently 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, handling/simple grasping, sitting,

## CLASSIFIED PERSONNEL

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neck flexion/rotation, fingering/fine manipulation

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### **AUDITORY OR VISUAL REQUIREMENTS**

Auditory ability to respond to safety buzzers, communicate with coworkers and staff, operate vehicles safely. Vision ability to see near, distant, color, depth and peripherally.

### **ENVIRONMENTAL CONDITIONS**

Ability to operate a motor vehicle requiring a California Class C driver's license to conduct work, work near hazardous equipment/machinery, walk on uneven ground, tolerate exposure to dust, gas, fumes, noise (required to wear ear protection), vibration, extremes in temperature and humidity, biohazard materials such as sewage; work at heights.

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### **EXPERIENCE**

~~Job related experience within the specialized field with increasing levels of responsibility is required.~~

### **EDUCATION**

~~Targeted job related education that meets the organization's prerequisite requirements.~~

### **REQUIRED TESTING**

~~Pre-employment proficiency test.~~

### **CERTIFICATES**

~~Valid Driver's License and evidence of insurability.~~

### **CONTINUING EDUCATION/TRAINING**

~~None specified.~~

### **CLEARANCES**

~~Criminal Justice Fingerprint/Background Clearance and Tuberculosis Clearance.~~

### **FLSA Status**

Nonexempt

### **Salary Range**

Supervisory, Range 9

## MAINTENANCE SUPERVISOR

### JOB SUMMARY

Under the direction of the Director of Maintenance and Operations, the Maintenance Supervisor plans, schedules, coordinates and supervises the day-to-day facility maintenance operations of the building trades personnel; ensuring compliance with work order and relevant trade standards; ensuring the availability of equipment, tools, materials and supplies required by building trades; making recommendations for acceptance; ensuring work assignments are completed in a safe, proper and timely manner; and conveying information relating to professional requirements, new products and technology.

### REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

### ESSENTIAL FUNCTIONS:

- Supports the Director of Maintenance and Operations (e.g., recommending budget allocations, staffing requirements, operational priorities), assisting with job functions and responsibilities of maintaining overall maintenance of the district's facilities and sites.
- Supports the Director of Operations and the Department in the execution of the Civic Center Act/facility use. Assists in the development of long and short-range maintenance plans/programs (e.g., deferred maintenance program) ensuring that the District's resources are effectively utilized and expenditures are within budgetary limitations.
- Inspects in-process and completed projects (e.g., projects with various funding sources and deferred maintenance, repairs, scheduled maintenance), ensuring compliance with work orders, efficiency, relevant trade standards and building codes and local, State and/or Federal regulations, and/or monitoring maintenance operations at district sites.
- Approves payment requests, inspection reports, and specifications for capital improvements to ensure adherence to standards, regulations and timelines.
- Participates in various activities (e.g., staff meetings, training, professional development), receiving and/or conveying information relating to professional requirements, new products, technology and/or networking with other professionals in the field.
- Prepares documentation, e.g., schedules, cost estimates, work orders, plan, bid specifications, and procedures.
- Uses technology such as software programs, email, and mobile devices to communicate, enter, revise, organize, and retrieve information and to formulate methods of collecting and presenting information; and to generate complex reports.
- Assists other departments by recommending policies, procedures and/or actions e.g., specifications on capital projects, cost and labor estimates, and vendor relations.
- Responds to emergencies (e.g., power outages, breaches of security, equipment failures) and provides 24/7 initial contact coverage and determines and implements appropriate actions required to resolve situations.
- Designs plans, specifications and cost estimates and implements assigned improvement projects in accordance with the district's short and long-term plans.
- Procures equipment, tools, supplies and materials.
- Performs a variety of personnel functions (e.g., interviewing, hiring, evaluating, training, staffing, scheduling, motivating, supervising).
- Presents training programs (e.g., safety, maintenance, accident prevention), informing staff of



## CLASSIFIED

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appropriate procedures and safety practices and developing staff maintenance skills, presenting new techniques and equipment and implementing program standards.

- Researches and evaluates programs, new products, materials, equipment, supplies, rules and regulations (e.g., health, safety, education code, professional standards), recommending purchases and contracts and ensuring that the facility maintenance services are provided in accordance with established standards.
- Coordinates facility maintenance services with principals, other administrators and site staff as appropriate, ensuring the required levels of service are provided within the scope of the maintenance functions.
- Performs a variety of functions as needed assisting subordinate personnel in special projects or addressing special circumstances.
- Under direction, effectively utilize department computerized maintenance management system
- Assists other personnel as may be required to support them in the completion of their work activities.
- Performs other job-related duties as assigned to ensure the efficiency and effectiveness of the work unit.

### **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

#### **KNOWLEDGE OF:**

- Contemporary trade practices, methods, techniques, quality standards, and equipment applicable to construction, maintenance and repair of buildings, pavements, electrical, and mechanical systems, heating/ventilating/air conditioning and utility distribution systems.
- Principles and practices of effective supervision and training.
- Principles and practices of effective project management.
- District organization, operations, policies, and objectives.
- Applicable building codes, ordinances, fire regulations, health and safety regulations and procedures.
- Budget preparation and control, project cost estimation, inventory methods, and recordkeeping.
- Proper methods of storing equipment, materials and supplies.
- Computer, assigned software, and mobile device operations.
- Inventory practices, procedures and requirements for maintenance activities.
- How to read plans, diagrams, blue prints, sketches and specifications.
- Research techniques (such as internet sites, networking with other professionals, training seminars) to learn about programs, new products, materials, equipment, supplies, rules and regulations (e.g., health, safety, education code, professional standards)
- Effective oral, written and interpersonal communication skills.

#### **ABILITY TO:**

- Plan, coordinate and supervise the day-to-day activities of the district's maintenance operations. Effectively supervise, train, and evaluate staff.
- Plan and manage projects.
- Analyze problems and develop required solutions and improvements.
- Analyze situations accurately and adopt an effective course of action.
- Design and prepare plans, specifications, and cost estimates for improvement and repair projects.
- Read and interpret plans, diagrams, blue prints, sketches and specifications.
- Comply with codes, ordinances, and regulations related to maintenance and operations.

## CLASSIFIED

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- Prepare and maintain operational and financial records.
- Estimate and requisition supplies and equipment.
- Operate a computer and use assigned software and mobile devices
- Enter, revise, organize, and retrieve information and to formulate methods of collecting and presenting information; and to generate complex reports
- Analyze budget expenditures and provide recommendations for revision and future requirements.
- Prioritize work load effectively and meet deadlines
- Adjust priorities to meet emergent needs.
- Meet schedules and timelines.
- Keep current with maintenance and operations programs, new products, materials, supplies, rules and regulations.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

### **EDUCATION AND EXPERIENCE**

Graduation from high school (or equivalent) supplemented by college level coursework that would demonstrate the knowledge and abilities required for this classification, and five years of progressively responsible maintenance trades experience including at least one year in a lead or supervisory capacity. Additional years of experience or education may be substituted to meet the minimum qualifications.

### **DISTINGUISHING CHARACTERISTICS**

This single position classification is responsible for the day-to-day facility maintenance operations and supervision of the building trades staff. The scope and complexity of the job requires coordination of activities at multiple locations. The majority of activities supervised are of a recurring nature with occasional need to plan and coordinate special projects assigned to subordinates, other district staff or with outside contractors for specialized maintenance services. The position is subject to on-call response to emergencies relating to facilities-related incidents.

### **REQUIRED TESTING**

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

### **CERTIFICATES** (added standard language)

Valid California Class C driver license and a record of driving history issued by the California DMV. The record of driving history must be issued by the DMV less than 30 days prior to applying for the position. The record must be submitted at time of application. Employees hired in this classification will be enrolled in the DMV Employee Pull Notice Program. The District will receive a driver record report at least once every 12 months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against the employee's driving privilege during employment.

### **CONTINUING EDUCATION/TRAINING**

Participation in ongoing job-related training as assigned.

### **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 listed 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	Lifting at waist height or carrying up to 50 pounds up to 10 feet, squatting/crouching, climbing/balancing, kneeling, reaching above shoulder, stooping/bending, twisting back, pushing/pulling, power/firm grasping, hand and food controls, reaching at shoulder, above shoulder, below shoulder
Occasionally/Frequently	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, handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation

## AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to respond to safety buzzers, communicate with coworkers and staff, operate vehicles safely. Vision ability to see near, distant, color, depth and peripherally.

## ENVIRONMENTAL CONDITIONS

Ability to operate a motor vehicle requiring a California Class C driver's license to conduct work, work near hazardous equipment/machinery, walk on uneven ground, tolerate exposure to dust, gas, fumes, noise (required to wear ear protection), vibration, extremes in temperature and humidity, biohazard materials such as sewage; work at heights.

## FLSA Status

Nonexempt

## Salary Range

Supervisory, Range 9



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**Superintendent**  
 Dr. Cheryl James-Ward

710 Encinitas Boulevard, Encinitas, CA 92024  
 Telephone (760) 753-6491  
 www.sduhsd.net

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

<b>Classification Review Report</b>	
Classification	Interpreter for the Hearing Impaired
Classification Type	Classified
Salary Range	Range 54
Prepared By	Barbara Bass, Human Resources Analyst Susan Dixon, Director, Classified Personnel
Submission to Classification Advisory Committee	March 29, 2022
Submission to Personnel Commission	April 12, 2022
Agenda Item	Classification Review Report

**Background Information**

Personnel Commission staff worked with the Associate Superintendent of Human Resources to review the job description for Interpreter for the Hearing Impaired. The district has not employed anyone in this capacity for many years. The district plans to staff a position in this classification to meet current student, staff and parent needs. and the current description has not been updated since 2008. In addition to formatting changes, there were a number of changes made to update the language to reflect industry standards, preferred terminology and individuals served. The most significant change is that the certification process for DHH Interpreters used to have a sliding scale for level of proficiency and the proficiency level was tied to the level of assignment for which one qualified. That system is no longer in use; the standard is to have one level of assignment and there are varying ways one can qualify.

**Sources of Information**

Dr. Olga West, Associate Superintendent of Human Resources  
 Comparison districts in San Diego County

**Salary Compensation Review**

As part of the review of this classification, Personnel Commission staff conducted a salary compensation review for the job classification. Based on the results of this survey, the appropriate allocation for the single Interpreter Deaf and Hard-of-Hearing classification is Range 60.

District	Salary Range	Job Title	Minimum	Maximum
Escondido USD	58	Interpreter for the Deaf	\$6,162	\$7,490
Grossmont UHSD	64	Interpreter for the Deaf	\$6,411	\$8,160
SDCOE	60	Educational Interpreter DHH	\$5,971	\$7,621
<b>Average</b>			<b>\$6,181</b>	<b>\$7,757</b>
SDUHSD	54	Interpreter for the Hearing Impaired	\$5,411	\$7,521
	57	Interpreter for the Hearing Imp. (NIC	\$5,827	\$7,809
	60	Interpreter for the Hearing Imp. (NIC Adv)	\$6,275	\$8,409
	63	Interpreter for the Hearing Imp. (NIC Mast)	\$6,758	\$9,056

**Recommendation**

Eliminate the four-tiered system of classifications for Interpreter for the Hearing Impaired, retitle the existing classification of Interpreter for the Hearing Impaired (NIC Advanced) to Interpreter for the Deaf and Hard of Hearing and approve the revisions to the job description for the Interpreter for the Hearing Impaired classification as proposed.

Retain salary range allocation 60 as the most appropriate range for Interpreter Deaf and Hard-of-Hearing; eliminate the other ranges from the salary schedule.

Vote by Committee Members:

Vote	Member	Vote	Member
Yes	Wayne Baldwin, CSEA	Absent	Debbie Kelly, Admin
Yes	Matt Colwell, CSEA	Yes	Marley Nelms, Admin
Yes	Margy Lara, CSEA	Absent	Tina Peterson, Admin

## CLASSIFIED

~~INTERPRETER FOR THE DEAF  
INTERPRETER FOR THE DEAF (NIC)(?)  
INTERPRETER FOR THE DEAF (NIC-? ADVANCED)  
INTERPRETER FOR THE DEAF (NIC-? MASTER)  
INTERPRETER FOR THE HEARING IMPAIRED  
INTERPRETER FOR THE HEARING IMPAIRED (NIC)  
INTERPRETER FOR THE HEARING IMPAIRED (NIC ADVANCED)  
INTERPRETER FOR THE HEARING IMPAIRED (NIC MASTER)~~

*Note: The Registry of Interpreters for the Deaf (RID) fully recognizes the NIC certifications, however the exams are no longer available.*

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### ~~OVERALL JOB SUMMARY PURPOSE STATEMENT~~

~~• Under the day-to-day direction of a certificated teacher/direction of an assigned supervisor, the Interpreter for the Deaf provides interpreting services to teachers, students, and others who are deaf or hard of hearing. Services include a variety of interpreting and transliteration in American Sign Language. The Interpreter for the Deaf provides services in a wide variety of settings including classrooms, meetings, and events.  
is done for the purpose/s of assisting in the instruction of individual or small groups of students using appropriate manual communication; interpreting, translating and tutoring students with severe hearing impairments; and performing routine clerical and supportive tasks for instructional personnel.~~

### ~~REPRESENTATIVE DUTIES~~

~~The position description describes the general nature of work performed.~~

### ~~ESSENTIAL FUNCTIONS~~

~~The Interpreter for the Deaf may perform any combination of the following:~~

- ~~• Interprets a variety of instructional directions, exercises and classroom activities, assisting deaf and hard of hearing teachers or students in academic and nonacademic activities, for the purpose of translating instructional materials and directions to students and for enhancing communication between student and teachers.~~
- ~~• Tutors/interprets for individuals and small groups of students for the purpose of reinforcing and follow-up on instructional concepts.~~
- ~~• Assists students in completing classroom assignments, homework and projects, in understanding classroom rules and procedures, and general guidance.~~
- ~~• Assists instructional personnel in the implementation of individual educational plans and administers various tests as directed.~~
- ~~• Informs the teacher of behavioral or learning issues as well as student progress.~~
- ~~• Assists students with study activities for the purpose of facilitating accomplishment of their individual educational program.~~
- ~~• Reports student progress for the purpose of assisting the teacher to assess student's learning.~~
- ~~• Assists in the preparation of a variety of instructional materials and learning aids, for the purpose of facilitating interpretation services.~~
- ~~• Performs interpreting functions in a wide variety of settings to include but not limited to educational classes and classroom instruction, parent/teacher conferences, Individualized Education~~

## CLASSIFIED

### INTERPRETER FOR THE DEAF INTERPRETER FOR THE DEAF (NIC)(?) INTERPRETER FOR THE DEAF (NIC-? ADVANCED) INTERPRETER FOR THE DEAF (NIC-? MASTER)

Plan/Individualized Transition Plan/Infant Family Service Plan (IEP, ITP, IFSP) meetings, district meetings, community forums, staff development and mentoring activities, counseling, nursing or testing sessions, staff meetings, workshops or seminars, special events, extracurricular activities, and phone interpreting.

- Performs interpreting functions at various school-related meetings, teacher/parent conferences, staff meetings, activities for the purpose of facilitating communication for students and staff
- Serves as a liaison between deaf and hard of hearing teachers and students and school personnel, parents, and outside agencies involved.
- Interprets for a variety of non-instructional activities such as counseling and nursing services, events, and extracurricular activities.
- Interprets, signs and translates spoken statements or conversations of students, teachers, staff and others to facilitate effective communication and learning.
- Serves as a resource to other school personnel requiring assistance with deaf and hard of hearing individuals.
- Assist students in the operation of a variety of instructional media machines/devices and specialized equipment of the hearing impaired for the purpose of facilitating the instructional process deaf or hard of hearing.
- Maintains a record of student progress, records, files, supplies and work aids as assigned. for the purpose of providing historical documentation for future reference by self and/or others. providing for necessary materials in an efficient and timely manner.
- Perform other job-related duties as assigned. Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

#### **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

##### **SKILLS, KNOWLEDGE AND ABILITIES**

SKILLS are required to perform single, technical tasks with a potential need to 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; and preparing and maintaining accurate records.

##### **KNOWLEDGE OF:**

is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: basic concepts of child growth and development, and developmental behavior characteristics of the hearing impaired; student behavior management strategies and techniques; basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading; appropriate English usage, punctuation, spelling and grammar; manual

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## CLASSIFIED

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### INTERPRETER FOR THE DEAF INTERPRETER FOR THE DEAF (NIC)(?) INTERPRETER FOR THE DEAF (NIC-? ADVANCED) INTERPRETER FOR THE DEAF (NIC-? MASTER)

~~communication language appropriate to the assignment; safe practices in classroom and other activities; reading and writing communication skills; interpersonal relations skills using tact, patience and courtesy; modern office practices, procedures and equipment.~~

- ~~Professional Code of Conduct for Interpreters~~
- ~~Oral, voice, and other interpretation techniques, transliteration in American Sign Language and other sign language systems.~~
- ~~American Sign Language, sign vocabulary, voice to sign and sign to voice interpreting, expressive and receptive interpreting or transliteration in American Sign Language, manually coded signed English systems, oral interpreting, and various other signing systems.~~
- ~~Current developments, trends, and techniques in the field of interpreting for individuals who are deaf or hard of hearing~~
- ~~Deafness and related effects on language and development in students who are deaf or hard of hearing~~
- ~~Needs, problems, learning styles of students who are deaf or hard of hearing~~
- ~~Guidance principles and practices related to students who are deaf or hard of hearing~~
- ~~Basic instructional methods and techniques~~
- ~~Middle and high school academics including math, English language, writing, and mechanics, and reading comprehension.~~
- ~~Specialized equipment and aids, closed captioning, and other systems~~
- ~~Effective oral and written communication skills~~
- ~~Documentation and recordkeeping techniques~~

#### ABILITYABILITY TO:

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**CLASSIFIED**

**INTERPRETER FOR THE DEAF  
INTERPRETER FOR THE DEAF (NIC)(?)  
INTERPRETER FOR THE DEAF (NIC-? ADVANCED)  
INTERPRETER FOR THE DEAF (NIC-? MASTER)**

~~is required to schedule activities; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a 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 and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: demonstrating an understanding, patient and receptive attitude toward hearing impaired students; communicating effectively in oral and written form, using an appropriate manual communication language; utilizing a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment; supervising and disciplining students according to approved policies and procedures; modeling appropriate social skills, social interaction and appearance; writing observations and documenting student behavior; and printing and writing legibly; establishing and maintaining cooperative, effective and empathetic working relationships with others; and maintaining confidentiality.~~

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~~Provide voice to sign and sign to voice interpreting and other support services in a variety of settings for students who are deaf or hard of hearing:~~

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~~• Provide expressive and receptive interpretation and transliteration in American Sign Language, manually coded signed English systems, and oral interpreting.~~

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~~• Provide oral, voice, and other interpretations, and transliteration in American Sign Language and other sign language systems. voice to sign and sign to voice interpreting, expressive and receptive interpreting or transliteration in American Sign Language, manually coded signed English systems, and oral interpreting services.~~

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~~• Translate information simultaneously in the classroom, at meetings, and other activities.~~

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~~• Convey abstract concepts and technical terminology in American Sign Language.~~

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~~• Understand and relate to teachers and students who are deaf or hard of hearing.~~

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~~• 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.~~

~~• Understand and follow oral and written instructions.~~

~~• Operate standard office and classroom equipment including a computer and assigned software~~

~~• Maintain various records and files.~~

~~—Observe health and safety regulations.~~

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**EXPERIENCE**

~~Job related experience is required.~~

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**EDUCATION**

~~Targeted job related education that meets organization's prerequisite requirements.~~

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**INTERPRETER FOR THE DEAF  
INTERPRETER FOR THE DEAF (NIC)(?)  
INTERPRETER FOR THE DEAF (NIC-? ADVANCED)  
INTERPRETER FOR THE DEAF (NIC-? MASTER)  
CERTIFICATION, EDUCATION AND EXPERIENCE**

Certification:

Candidates **must** possess one of the following certifications:

- National certification by the Registry of Interpreters for the Deaf (RID)
- Achieved a score of 4.0 or above on one of the following:
  - Educational Interpreter Performance Assessment (EIPA), OR
  - Educational Sign Skills Evaluation - Interpreter and Receptive (ESSE-I/R); OR
  - National Association of the Deaf/American Consortium of Certified Interpreters (NAD/ACCI) Assessment OR
  - other assessment as deemed acceptable by the California Dept. of Education

Education:

In order to satisfy paraprofessional requirements, applicants must meet one of the following:

- Completed at least two years of study at an institution of higher education OR
- Obtained an associate's (or higher) degree OR
- Completed an exam through formal State or local academic assessment that includes reading comprehension, writing, and mathematics, OR
- If applicant meets the minimum experience qualification, applicant can take and must pass our District exam

Experience:

In addition to meeting the education requirement above, applicants must have training and experience sufficient to demonstrate possession of the knowledge and abilities listed in this job description. Typical qualifying experience would include one year of related experience. Experience working in a school setting is preferred.

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to completion of 24 units of college or university coursework related to the assignment, and three years of paid experience working with individuals who are deaf or hard of hearing and use manual communication. Additional training and/or experience of acceptable level and quality may be substituted for the education requirement. Possession of one of the following certifications is required:

1. Registry of Interpreters for the Deaf (RID) [ Certificate of Interpretation (CI) or Certificate of Transliteration (CT), or National Interpreter Certification (NIC) ], or
2. Educational Interpreter Performance Assessment (EIPA) Level 4.0; or
3. National Association of the Deaf (NAD) Level 4.0

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## CLASSIFIED

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**INTERPRETER FOR THE DEAF**  
**INTERPRETER FOR THE DEAF (NIC)(?)**  
**INTERPRETER FOR THE DEAF (NIC-? ADVANCED)**  
**INTERPRETER FOR THE DEAF (NIC-? MASTER)**

### **RESPONSIBILITY**

~~Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the Organization's services.~~

### **DISTINGUISHING CHARACTERISTICS**

~~This job is distinguished from similar jobs by the following characteristics: The Interpreter for the Hearing Impaired is assigned to assist teachers in the conducting of intensified learning experience. The classification differs from other Instructional Support classifications in that the Interpreter for the Hearing Impaired works in the instructional environment with severely hearing impaired students.~~

The **Interpreter for the Deaf**– interprets and facilitates communication for teachers and students who are deaf and/or hard of hearing using signing and reverse interpreting skills and provides voice to sign, sign to voice oral transliterate support, and serves as a liason between deaf and hard of hearing teachers and students and school personnel, parents, and outside agencies. The Interpreter provides instructional assistance to students are directed by the teacher.

Differentiation between the Interpreter and positions above is distinguished as follows:

## CLASSIFIED

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### INTERPRETER FOR THE DEAF INTERPRETER FOR THE DEAF (NIC)(?) INTERPRETER FOR THE DEAF (NIC-? ADVANCED) INTERPRETER FOR THE DEAF (NIC-? MASTER)

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-may be required to demonstrate the minimum qualifications for the position.

#### **PRE-EMPLOYMENT PROFICIENCY TEST**

Must attain a score of 4.0 or higher on the appropriate exam(s) mandated by the State of California. Candidates with a score below 3.9 between July 1, 2007 and June 30, 2009 will be designated as "Interim" and must achieve a score of 3.0 or higher by July 1, 2007 ("Interim 1") and a score of 3.5 or higher ("Interim 2") before July 1, 2008 in order to remain employed in this classification.

#### **CERTIFICATES**

Possession of a valid Registered Interpreter for the Deaf Certificate is highly desirable.

#### **CONTINUING EDUCATION/TRAINING**

None Specified

Participation in ongoing job-related training as assigned.

#### **CLEARANCES**

Criminal Justice Fingerprint/Background Clearance TB Clearance

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's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking and 20% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

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%

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San Dieguito Union High School District

Adopted: August 3, 1995

Revised: August 21, 2008

Revised:

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## CLASSIFIED

### INTERPRETER FOR THE DEAF INTERPRETER FOR THE DEAF (NIC)(?) INTERPRETER FOR THE DEAF (NIC-? ADVANCED) INTERPRETER FOR THE DEAF (NIC-? MASTER)

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 Reach above shoulder, climbing, balancing, with assistance and devices provided lift students weighing more than 100 lbs. at waist height up to a distance of 5 feet

Occasionally Fingering/fine manipulation, power/firm grasping, sitting/standing, twisting back, reach at, above, or below shoulder height, pushing/pulling, including students in wheelchairs, lifting up to 25 lbs. at waist height up to a distance of 30 feet

Occasionally/Frequently Stooping/bending, squatting/crouching, kneeling

Frequently Lifting up to 10 lbs. at waist height up to a distance of 30 feet, handling/simple grasping

Frequently/Continuously Reach below shoulder height

Generally the job requires 20% sitting, 40% walking and 40% standing

#### 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

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## INTERPRETER FOR THE DEAF AND HARD-OF-HEARING

### JOB SUMMARY

Under the direction of an assigned supervisor, the Interpreter for the Deaf and Hard-of-Hearing provides interpreting services to teachers, students, and others who are deaf or hard of hearing. Services include a variety of interpreting and transliteration in American Sign Language. The Interpreter for the Deaf and Hard-of-Hearing provides services in a wide variety of settings including classrooms, meetings, and events.

### REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

### ESSENTIAL FUNCTIONS

The Interpreter for the Deaf and Hard-of-Hearing may perform any combination of the following:

- Interprets a variety of instructional directions, exercises and classroom activities, assisting deaf and hard of hearing teachers or students in academic and nonacademic activities.
- Assists students in completing classroom assignments, homework and projects, in understanding classroom rules and procedures, and provides general guidance.
- Assists instructional personnel in the implementation of individual educational plans and administers various tests as directed.
- Informs the teacher of behavioral or learning issues as well as student progress.
- Assists in the preparation of a variety of instructional materials and learning aids.
- Performs interpreting functions in a wide variety of settings to include but not limited to educational classes and classroom instruction, parent/teacher conferences, Individualized Education Plan (IEP) meetings, district meetings, community forums, staff development and mentoring activities, counseling, nursing or testing sessions, staff meetings, workshops or seminars, special events, extracurricular activities, and phone interpreting.
- Serves as a liaison between and resource for deaf and hard of hearing teachers and students and school personnel, parents, and outside agencies.
- Interprets, signs and translates spoken statements or conversations of students, teachers, staff and others to facilitate effective communication and learning.
- Assists students in the operation of a variety of instructional devices and specialized equipment of the deaf or hard of hearing.
- Maintains a record of student progress, records, files, supplies and work aids as assigned. Perform other job-related duties as assigned.

### JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

#### KNOWLEDGE OF:

- Professional Code of Conduct for Interpreters.
- Oral, voice, and other interpretation techniques, transliteration in American Sign Language and other sign language systems.
- Current developments, trends, and techniques in the field of interpreting for individuals who are deaf or hard of hearing.

## INTERPRETER FOR THE DEAF AND HARD-OF-HEARING

- Deafness and related effects on language and development in students who are deaf or hard of hearing.
- Needs, problems, learning styles of students who are deaf or hard of hearing.
- Guidance principles and practices related to students who are deaf or hard of hearing.
- Basic instructional methods and techniques.
- Middle and high school academics including math, English language, writing, and mechanics, and reading comprehension.
- Specialized equipment and aids, closed captioning, and other systems.
- Effective oral and written communication skills.
- Documentation and recordkeeping techniques.

### ABILITY TO:

- Provide oral, voice, and other interpretations, and transliteration in American Sign Language and other sign language systems. Translate information simultaneously in the classroom, at meetings, and other activities.
- Convey abstract concepts and technical terminology in American Sign Language.
- Understand and relate to teachers and students who are deaf or hard of hearing.
- 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.
- Understand and follow oral and written instructions.
- Operate standard office and classroom equipment including a computer and assigned software
- Maintain various records and files.
- Observe health and safety regulations.

## CERTIFICATION, EDUCATION AND EXPERIENCE

### Certification:

Candidates must possess one of the following certifications:

- National certification by the Registry of Interpreters for the Deaf (RID)
- Achieved a score of 4.0 or above on one of the following:
  - Educational Interpreter Performance Assessment (EIPA), OR
  - Educational Sign Skills Evaluation - Interpreter and Receptive (ESSE-I/R); OR
  - National Association of the Deaf/American Consortium of Certified Interpreters (NAD/ACCI) Assessment OR
  - other assessment as deemed acceptable by the California Dept. of Education

### Education:

In order to satisfy paraprofessional requirements, applicants must meet one of the following:

- Completed at least two years of study at an institution of higher education OR
- Obtained an associate's (or higher) degree OR

## INTERPRETER FOR THE DEAF AND HARD-OF-HEARING

- Completed an exam through formal State or local academic assessment that includes reading comprehension, writing, and mathematics, OR
- If applicant meets the minimum experience qualification, applicant must pass our District exam.

### Experience:

In addition to meeting the education requirement above, applicants must have training and experience sufficient to demonstrate possession of the knowledge and abilities listed in this job description. Typical qualifying experience would include one year of related experience. Experience working in a school setting is preferred.

### **DISTINGUISHING CHARACTERISTICS**

The **Interpreter for the Deaf and Hard-of-Hearing** interprets and facilitates communication for teachers and students who are deaf and/or hard of hearing using signing and reverse interpreting skills and provides voice to sign, sign to voice oral transliterate support, and serves as a liaison between deaf and hard of hearing teachers and students and school personnel, parents, and outside agencies. The Interpreter provides instructional assistance to students are directed by the teacher.

### **REQUIRED TESTING**

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

### **CONTINUING EDUCATION/TRAINING**

Participation in ongoing job-related training as assigned.

### **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)



**INTERPRETER FOR THE DEAF AND HARD-OF-HEARING**

Seldom	Reach above shoulder, climbing, balancing, with assistance and devices provided lift students weighing more than 100 lbs. at waist height up to a distance of 5 feet
Occasionally	Fingering/fine manipulation, power/firm grasping, sitting/standing, twisting back, reach at, above, or below shoulder height, pushing/pulling, including students in wheelchairs, lifting up to 25 lbs. at waist height up to a distance of 30 feet
Occasionally/Frequently	Stooping/bending, squatting/crouching, kneeling
Frequently	Lifting up to 10 lbs. at waist height up to a distance of 30 feet, handling/simple grasping
Frequently/Continuously	Reach below shoulder height

Generally, the job requires 20% sitting, 40% walking and 40% standing

**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



**Board of Trustees**  
 Michael Allman  
 Julie Bronstein  
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**Superintendent**  
 Dr. Cheryl James-Ward

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

<b>Classification Review Report</b>	
Classification	School Plant Supervisor – Small School/Auxiliary Sites
Classification Type	Classified
Salary Range	Proposed 39
Prepared By	Susan Dixon, Director, Classified Personnel
Submission to Classification Advisory Committee	March 29, 2022
Submission to Personnel Commission	April 12, 2022
Agenda Item	Classification Review Report

**Background Information**

Personnel Commission staff worked with the Associate Superintendent of Human Resources and the Director of Maintenance and Operations to establish a new classification in the custodial series. This was based on an identified need to have a custodial assignment at the Requeza Educational Center/auxiliary facilities that has a greater degree of responsibility than a standard day custodian assignment. The job description is modeled after the School Plant Supervisor – Middle School classification.

**Sources of Information**

Dr. Olga West, Associate Superintendent of Human Resources  
 Ted Norman, Director of Maintenance & Operations  
 Comparison to existing custodial assignments at SDUHSD

**Salary Compensation Review**

The basis for the salary recommendation is the internal alignment within the SDUHSD School Plant Supervisor classifications. A School Plant Supervisor at a middle school is considered a comparable assignment.

District	Salary Range	Job Title	Minimum	Maximum
SDUHSD	41	School Plant Supervisor – High School	\$47,104	\$63,124
SDUHSD	39	School Plant Supervisor – Middle School	\$44,834	\$60,082
SDUHSD	39	School Plant Supervisor – Small School/Auxiliary Sites	\$44,834	\$60,082

**Recommendation**

Establish a new classification of School Plant Supervisor – Small School/Auxiliary Sites and approve the job description as proposed..

Recommend to the SDUHSD Board of Trustees allocating the classification of School Plant Supervisor – Small School/Auxiliary Sites to Range 39 of the Classified Employees Salary Schedule.

Vote by Committee Members:

Vote	Member	Vote	Member
Yes	Wayne Baldwin, CSEA	Absent	Debbie Kelly, Admin
Yes	Matt Colwell, CSEA	Yes	Marley Nelms, Admin
Yes	Margy Lara, CSEA	Absent	Tina Peterson, Admin

## SCHOOL PLANT SUPERVISOR - SMALL SCHOOL/AUXILIARY SITES

### OVERALL JOB PURPOSE STATEMENT

Under the direction of a school Principal and the Custodial Supervisors, the job of School Plant Supervisor—Small School/Auxiliary Sites is done for the purposes of maintaining an assigned school plant, group of buildings, office space and grounds in a clean, orderly and secure manner and for providing work direction and guidance in a lead capacity to assigned custodians.

### DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Custodian Series is responsible for providing a clean, safe and healthy school plant. The School Plant Supervisor is distinguished from other custodian positions by their responsibility for organizing, coordinating and supervising the work of all custodians and related positions at a school site. The School Plant Supervisor—Small School/Auxiliary Sites class assignment is distinguished from the higher level classification of School Plant Supervisor – High School for reasons such as: a smaller plant size, less student enrollment and fewer custodians. It is comparable to the School Plant Supervisor – Middle School.

### ESSENTIAL FUNCTIONS

- Assigns/coordinates crew tasks and workload with crew teams for the purpose of maximizing efficiency of the crew, meeting shift requirements and completing tasks on time.
- Performs duties of other custodial staff as may be required in cleaning school and other facilities (e.g. classrooms, offices, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment for staff, teachers, students, public.
- Arranges equipment and furnishings for the purpose of providing adequate arrangements for meetings, classroom activities and events.
- Replenishes classroom, office and rest room supplies (e.g. paper towels, soap, etc.) for the purpose of maintaining adequate quantities for daily use.
- Sets-up and tears down furniture, bleachers, stages for the purpose of accommodating meetings and school events.
- Performs minor maintenance (change vacuum cleaner belts, bags, etc.) on school district equipment/furniture for the purpose of ensuring proper functioning and usability of items.
- Reports damages, unsafe conditions and items needing repair for the purpose of preventing accidents, keeping the campus safe, and in a properly functioning condition conducive to the educational process.
- Secures alarms, windows, doors, gates and specified campus/building areas for the purpose of providing campus/building security after school/work hours.

## CLASSIFIED

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- Unloads/distributes warehouse materials and other delivered items (e.g. books, equipment or supplies, etc.) for the purpose of storing, routing and placing needed items and supplies in designated locations.
- Oversees assigned school/department(s) custodial activities for the purpose of ensuring completion of work efficiently and in a timely manner in accordance with established standards and practices.
- Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

### **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

#### **SKILLS, KNOWLEDGE AND ABILITIES**

**SKILLS** are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: handling hazardous materials; operating equipment used in industrial cleaning; and preparing and maintaining accurate records.

**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: proper cleaning methods, materials, tools and equipment used in custodial and routine maintenance work, including basic methods of cleaning and preserving floors, black boards, carpets, furniture, walls and fixtures; cleaning materials, disinfectants and equipment used in custodial work; safety practices and work methods; record keeping techniques; and methods of organizing, scheduling and prioritizing work loads.

**ABILITY** is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with specific, job-related data; and utilize job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: evaluating the effectiveness of various supplies and equipment; utilizing cleaning materials, equipment and methods according to predetermined standards and in a safe and efficient manner; understanding and following oral and written directions, including Material Safety Data Sheets (MSDS) and procedures to protect against blood borne pathogens; establishing and maintaining effective working relationships with others; meeting schedules and time lines; planning and organizing work; working independently with little direction; communicating effectively with others; and training and providing work direction to assigned staff.

## **RESPONSIBILITY**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of some resources from other work units is often 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 requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 10% sitting, 70% walking and 20% standing. The job is performed under some temperature extremes, some hazardous conditions, and in varying atmospheric conditions. This assignment requires the ability to travel to and from various work locations on a regular basis to perform assigned duties.

## **EXPERIENCE**

A minimum of two years of increasingly responsible custodial experience in a school or related environment, and one year in a lead capacity in a related field is required.

## **EDUCATION**

High School diploma or equivalent.

## **REQUIRED TESTING**

Pre-employment Proficiency Test

## **LICENSING AND CERTIFICATION REQUIREMENTS**

Valid California Class C driver's license and a record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position. The record must be submitted at the time of application. Employees hired in this classification will be enrolled in the DMV Employee Pull Notice program. The district will receive a driver record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against the employee's driving privilege during employment.

## **CONTINUING EDUCATION/TRAINING**

None Specified

## **CLEARANCES**

Criminal Justice Fingerprint/Background Clearance; TB Clearance



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<b>Classification Review Report</b>	
Classification	Licensed Mental Health Clinician
Classification Type	Classified
Salary Range	Proposed
Submission to Classification Advisory Committee	January 25, 2022
Submission to Personnel Commission	February 8, 2022
Agenda Item	Classification Reviews

**Background Information**

The board has determined a need to staff two positions which will provide additional mental health services support to district students and families. Personnel Commission staff has met with district administration to learn about the vision for a proposed classification and has prepared a job description based on administration input as well as a review of job descriptions from comparable assignments in San Diego school districts. The proposed job description is attached for your review.

**Sources of Information**

Associate Superintendent of Human Resources – Dr. Olga West  
 Joint Powers Authority, San Diego County Office of Education  
 Comparable districts in San Diego County

## Salary Compensation Review

District	Job Title	Range	Minimum	Maximum
Carlsbad USD	No classified licensed mental health			
Escondido Elementary	No classified licensed mental health			
Escondido HS	Licensed Mental Health Clinician	Non-represented Classified Exempt R27		
Grossmont HS	No classified licensed mental health			
Oceanside USD	No classified licensed mental health			
Poway USD	No classified licensed mental health			
Ramona USD	No classified licensed mental health			
SDCOE	No classified licensed mental health			
San Marcos USD	No classified licensed mental health			
Sweetwater HS	Licensed Mental Health Clinician	77 (was 75)	\$6754	\$8308
Vista USD	No classified mental health			
Cajon Valley Elementary	Mental Health Clinician II	46	\$6499	\$7918
Chula Vista Elementary	Licensed Mental Health Clinician	56	\$7034	\$9069
San Diego Unified	Licensed Mental Health Clinician	58 Exempt no OT	\$6510	\$7912
<b>Average</b>			<b>\$6699</b>	<b>\$8302</b>
SDUHSD	Licensed Mental Health Clinician	60 61 62	\$6275 \$6432 \$6593	\$8409 \$8620 \$8835

Our standard practice when making salary recommendations is to identify comparable classifications among comparison school districts to determine the market rate of pay. With this assignment, there were not any districts in our standard comparison group that had comparable classifications. As such, the review was expanded to include all districts in San Diego County.

When reviewing salary allocation, the minimum and maximum of the comparison ranges have been presented. Typically, when doing job description updates and checking to make sure SDUHSD is competitive, the maximum



monthly rate has been the focus to ensure that our current employees have a competitive maximum earning potential. The most recent new classification that was established, Student Support Facilitator, focused on the minimum salary rate since the district was going to be adding 14 new positions in the classification and the incumbents would only be employed for one school year.

Allocation to Range 62 of the SDUHSD Classified Salary Schedule may be the best balance when considering whether to have too high of a maximum as compared to the mean salary while being the median (3<sup>rd</sup> out of 5) for a starting salary.

A review of existing classifications at SDUHSD to check for internal alignment supports the San Diego school district range of market rates. An Occupational Therapist is on Range 60 of the Classified Salary Schedule. The duties are similar in terms of working as a transdisciplinary team member to serve the needs of the whole student by conducting assessments, providing direct therapy services and conducting in-services. The Licensed Mental Health Clinician requires an advanced degree and two years of direct experience which validates a higher salary allocation than Occupational Therapist.

**Recommendation**

It is recommended the classification of Licensed Mental Health Clinician be established as a new classification and the job description be approved as proposed.

It is recommended that the Personnel Commission recommend to the Board of Education allocating the classification of Licensed Mental Health Clinician to Range 62 of the Classified Salary Schedule.

**Vote by Committee Members:**

Vote	Member	Vote	Member
	Wayne Baldwin, CSEA	Yes	Debbie Kelly, Admin
	Matt Colwell, CSEA	Absent	Marley Nelms, Admin
	Margy Lara, CSEA	Yes	Tina Peterson, Admin

## LICENSED MENTAL HEALTH CLINICIAN

### JOB SUMMARY

The Licensed Mental Health Clinician provides direct mental health services for students and their families including assessment, intervention, on-going therapeutic services.

### REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

### ESSENTIALFUNCTIONS:

The Licensed Mental Health Clinician may perform any combination of the following:

- Conducts clinical assessments and interviews, makes observations, and reviews case histories, psychological test results and educational assessment tools to make recommendations for services.
- Provides individual and group counseling services to students and families for issues related to mental, emotional, or behavioral health.
- Serves as a crisis intervention therapist as needed.
- Designs and implements prevention strategies.
- Attends IEPs, 504s and other meetings as requested.
- Collaborates with members of a transdisciplinary team to provide a full-range of services to meet student needs.
- Collect data and document progress towards goals.
- Makes referrals to other providers as necessary.
- Communicates and meets with school staff, parents to provide information on services, treatment, progress and other matters.
- May conduct in-service trainings and workshops for students, staff and families.
- Performs other job-related duties as assigned.

### JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

#### KNOWLEDGE OF:

- Psychological and behavioral dysfunctions
- Treatment modalities, consultation methods and techniques
- Evidence-based practices
- Crisis intervention techniques and theory
- Trauma-informed care
- Clinical management techniques
- Intervention methods (e.g. Cognitive Behavioral Therapy, Emotionally Focused Therapy, Motivational Interviewing, Dialectical Behavioral Therapy)
- Cultural and socio-economic factors impacting mental health
- Applicable State and federal laws and regulations
- Computer-based applications such as word processing, calendars, and email
- Correct English usage, grammar, spelling, punctuation and vocabulary

#### ABILITY TO:

- Evaluate and assess students, make accurate diagnoses and develop appropriate treatment plans
- Monitor and adjust treatment plans as needed
- Facilitate individual, family and group counseling sessions

### **LICENSED MENTAL HEALTH CLINICIAN**

- Use current, up-to-date computer-based applications such as word processing, calendars and e-mail to perform job duties efficiently
- 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 related to the assignment
- 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.
- Maintain accurate records and prepare reports
- Organize, safeguard, and comply with recordkeeping practices and policies.
- Plan, prioritize and organize work, meeting schedules and timelines.
- Exercise appropriate judgment when making decisions.

### **EDUCATION AND EXPERIENCE**

Job-related education necessary to perform the essential job duties is typically consistent with a master's degree or higher in psychology, social work, or mental health counseling and a minimum of two years of experience providing mental health treatment services to children, adolescents and families. Experience working in a school setting is preferred.

### **DISTINGUISHING CHARACTERISTICS**

The Licensed Mental Health Clinician is a classification in the Student Support job family series.

The **Licensed Mental Health Clinician** provides direct mental health services for students and their families and collaborates with other individuals to provide support to students.

Differentiation between the Licensed Mental Health Clinician and the position below, Student Support Facilitator, is distinguished as follows:

The Student Support Facilitator is not a licensed classification. Individuals in this assignment provide support for at-risk students and their families by facilitating individual and group counseling sessions and workshops and providing resources to develop students' behavioral, social and academic skills.

### **REQUIRED TESTING**

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

### **CERTIFICATES/LICENSES**

Persons hired in this classification must possess a current license from the state of California as a Licensed Marriage Family Therapist (LMFT), Marriage Family Child Counselor (MFCC) or Licensed Professional Clinical Counselor (LPCC) and current registration with the California Board of Behavioral Science Examiners and a valid California Driver's License. Licenses must be maintained while employed in this classification.

### **CONTINUING EDUCATION/TRAINING**

Participation in ongoing job-related training as assigned.

## LICENSED MENTAL HEALTH CLINICIAN

### 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 perform assigned duties.

### ENVIRONMENTAL CONDITIONS

None



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 Susan Dixon, Director

<b>Classification Review Report</b>	
Classification	Athletic Trainer
Classification Type	Classified
Salary Range	Range 42
Prepared By	Barbara Bass, Human Resources Analyst Susan Dixon, Director, Classified Personnel
Submission to Classification Advisory Committee	March 29, 2022
Submission to Personnel Commission	April 12, 2022
Agenda Item	Classification Review Report

**Background Information**

Personnel Commission staff has consulted with district administration and CSEA to discuss the current salary allocation for the classification of Athletic Trainer. The classification was established in May of 2021. The recommendation for salary allocation was Range 42 based on the salary of Athletic Trainers at our comparison districts (the rate at Range 39 was the average) in addition to comparing it internally to the Student Health Care Specialist (licensed nurse) which is allocated at Range 40. A Bachelor’s degree (at a minimum) is required to obtain an Athletic Trainer license whereas a licensed nursing program (LVN) to qualify for Student Health Care Specialist is two years, therefore, Range 42 seemed appropriate when considering both the external comparisons balanced with internal alignment. As a check on appropriateness, data was obtained as to which other classifications at comparison districts were allocated the same as their Athletic Trainers to see if those job titles were consistent with titles at SDUHSD allocated to the recommended Range 42.

At this time, there are reasons to consider reallocating the classification of Athletic Trainer to a higher salary range. These reasons include: considering Speech Language Pathology Assistant (R47) and Occupational Therapist (R60) as additional classifications to check for internal alignment, considering the rate paid by colleges and universities as they are a significant competitor for available candidates, and considering the recruiting challenges of staffing vacant positions over a prolonged period of time. Additionally, although the current requirement of possession of a Bachelor’s Degree is consistent with the minimum education requirement for possession of the Athletic Trainer’s Certification, the trend at colleges and universities that offer an Athletic Trainer course of study is to require a master’s program.

**Sources of Information**

Dr. Olga West, Associate Superintendent of Human Resources  
Comparison districts in San Diego County

**Salary Compensation Review**

As part of the review of this classification, Personnel Commission staff conducted a salary compensation review for the job classification. When considering the average minimum and maximum salaries of our comparison districts, while also considering internal alignment to the existing SDUHSD classifications of Student Health Care Specialist (R40), Speech Language Pathology Assistant (R47) and Occupational Therapist (R60), reallocation to Range 47 is appropriate.

District	Salary Range	Job Title	Minimum	Maximum
Carlsbad Unified	29	Athletic Trainer	\$26.42	\$32.12
Escondido UHSD	35	Athletic Trainer	\$22.29	\$29.87
Oceanside Unified	27	Athletic Trainer	\$22.20	\$28.41
Poway Unified	34	Athletic Trainer	\$22.79	\$27.77
Ramona Unified	30	Athletic Trainer	\$21.23	\$26.18
San Marcos Unified	66	Athletic Trainer/Equipment Manager	\$25.36	\$32.46
Vista Unified	52	Athletic Trainer	\$23.09	\$31.05
<b>Average</b>			<b>\$23.34</b>	<b>\$29.69</b>
SDUHSD	42	Athletic Trainer	\$23.21	\$31.11

**Recommendation**

Recommend to the SDUHSD Board of Trustees, reallocating the classification of Athletic Trainer to Range 47 of the Classified Employees Salary Schedule.

Recommend to the Personnel Commission that its staff conduct a subsequent salary survey when possession of a Master’s Degree is a requirement of the classification.

Vote by Committee Members:

Vote	Member	Vote	Member
Yes	Wayne Baldwin, CSEA	Absent	Debbie Kelly, Admin
Yes	Matt Colwell, CSEA	Yes	Marley Nelms, Admin
Yes	Margy Lara, CSEA	Absent	Tina Peterson, Admin

### 7.3 Compensation For Limited-Term Employment

- A. When a regular employee is given a limited-term appointment in a class at a salary range higher than the employee's regular class, in lieu of all or part of the regular employment, the employee's rate of pay in the limited-term appointment shall be set in the same manner as for a promotion (Rule 14.5).
- B. Former regular employees who are reinstated as limited-term employees within 39 months after resignation shall be paid in accordance with Rule 9.4 on reinstatement. The salary step so determined shall be applicable to all future limited-term appointments of that employee in that class until the employee loses eligibility for such appointments.

#### Discussion:

Rule 7.3 B. allows the district to pay former employees at the range and step they were earning if they return to work as a substitute/limited-term in their former classification within 39 months. The rule does not provide for them to earn something other than the standard substitute/limited-term rate if they return to work in a higher classification.

For example, a former Instructional Assistant Special Education (R34) who helps the district by accepting a substitute/limited-term assignment as an Instructional/Personal Care Assistant (R37), is paid at Step 1 if working in that classification. This means that if they accept a substitute Instructional Assistant Special Education assignment, they can be paid up to \$25.53; however, if they accept a higher level Instructional/Personal Care Assistant assignment, they can only earn \$19.53.



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**Classified Personnel Commission**  
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Jeff Charles, Commissioner  
Justin Cunningham, Commissioner  
Susan Dixon, Director

April 12, 2022

**TO:** Personnel Commission  
**FROM:** Susan Dixon  
Director of Classified Personnel  
**SUBJECT:** Agenda Item #11, Proposed Personnel Commission Budget for 2022-23

Education Code 45253 and the Rules and Regulations for the Classified Service provide that the Personnel Commission shall prepare and adopt an annual budget for the Commission operations. The budget must be prepared for a public hearing prior to May 30 of each year. The Personnel Commission cannot take action to adopt its budget prior to a public hearing of the budget. The public hearing for the 2022-23 Personnel Commission budget shall be set for May 10, 2022 at the regularly scheduled Personnel Commission meeting.

Two spreadsheets of the proposed budget are included in this packet. Both spreadsheets contain the same data; however, the first has been reformatted for ease of readability, the second is "as is" from Finance.

The Director of Classified Personnel met with Finance staff to review each budget line item prior to this meeting. The Director of Fiscal Services stated she had no concerns with the proposed budget.

Each line of the proposed Personnel Commission budget is explained below:

"Cert Board Members Salary" is the line to be used for a commissioner's meeting stipend if the commissioner is a certificated employee. This line will be used to compensate Commissioner Cunningham. Based on past experience, I am proposing funding 18 meetings; 12 regular meetings and six special meetings in case of hearings or other needs.

"Benefits" is automatically calculated with an Excel formula provided by the Finance Department. This item line appears twice; once for certificated and again for all classified. The actual cost may be slightly higher than the amount reflected here and will be adjusted for the May revision. Includes costs such as worker's compensation.

"Class Superv & Admin Salaries" is the line for the Director's salary. As noted previously, the Management Salary Schedule now includes the District Credit for benefits.



“Class Board Members Salary” is the line to be used for a commissioner’s meeting stipend if the commissioner is a classified employee (anyone who did not retire from STRS). This line will be used to compensate Commissioners Baird and Charles. As noted above, I am proposing allowing for 18 meetings; 12 regular meetings and six special meetings if necessary.

“Clerical and Office Salaries” is the line for the Human Resources Analyst’s and Technician’s salaries. The actual cost will be lower than the budgeted amount because the incumbent in the Technician position is at a lower step than the previous incumbent (previous incumbent, Step 7). For budgeting purposes, the maximum salary amount is used to preserve the budget for future years.

“Clerical Overtime Wages” is funded in the event commission-based work exceeds normal work hours. Historically, PC staff has opted for compensatory time rather than overtime when testing or commission meetings run past the normal workday. Overtime should be maintained in the event this changes. The proposed amount is the same as previous year’s budgets. The \$899 charge is being corrected by Finance; it is the result of the Technician working OT while covering a former position and should not have been charged to the PC budget.

“Clerical Subs-Illness/Leave” has not been a line item previously as PC staff does not use substitutes when staff is absent. The expense for the 2021-22 year is being reviewed.

“Clerical-Extra Help” is sometimes used to compensate District employees who serve as subject matter experts on Qualifying Appraisal Interviews during school breaks or after hours. We have used this during the past year when we were unable to secure an external rater or when an internal rater could not miss any work hours. The proposed amount is the same as last year’s budget.

“Benefits” is displayed again to show the total for all classified staff. As referenced earlier, the cost for benefits is based on a formula provided by Finance. The cost for previous years’ benefits expense does not display on the budget worksheets. As such, when comparing the “Personnel Commission Total” displayed on the bottom right corner of the spreadsheet with the previous total, it makes the budget appear to be considerably higher than the previous year.

“Materials and Supplies” remains the same as last year. In some years, this budget has been higher because we have had known costs such as ipads and keyboards for test administration. We have ordered considerably fewer supplies the last two years due to remote work and virtual testing. The PC used to have a line item for Classified Employee Recognition; however, the Finance Department notified us last year that this expense should now be reflected as part of the materials and supplies budget.

“Refreshments” has been used to provide our Qualifications Appraisal Interview (QAI) and performance exam panel members with lunch. Due to administering virtual exams again this year, we did not incur any expenses this fiscal year. We project the same volume of recruiting to occur in the coming fiscal year as we experienced the past couple of years and anticipate some of the performance exams and QAIs will be conducted in-person. The refreshment budget may also need to be utilized to purchase lunch for those providing services at a hearing so the budget allows for that potential expense as well. Leucadia Pizza in Encinitas is utilized for lunch service as they offer delivery and have a variety of items at reasonable prices.

“Non-Capitalized Tech Equipment” - we have no anticipated expenses this year.

“Conference, Workshops, and Seminars” - the primary expense for this budget line is attendance at the California School Personnel Commission Association (CSPCA) annual conference. This year, Commissioner Baird and Dixon attended; however, as both are members of the CSPCA state board, most expenses were paid by CSPCA. While the dollar amount for attendance at this conference fluctuates each year depending on location and the associated cost of transportation and accommodations, each year we budget the maximum amount which may be necessary in any given year that would allow the commissioners and director to attend this event to ensure it remains properly funded. In addition to the conference, these funds can be used for staff members and commissioners to attend the Merit Academy and for commission staff to attend test development and classification trainings sponsored by professional organizations such as WRIPAC. Ms. Laity is currently attending the Merit Academy; however, this expense is not yet reflected in our budget.

“Mileage” is proposed to remain at \$500, the amount consistent with previous years. With a hybrid car, the director does not submit mileage; however, mileage should still be budgeted in case this changes.

“Dues and Memberships” is budgeted the same as last year. Agencies to which we belong include the Cooperative Organization for the Development of Employee Selection Procedures (CODESP, testing materials, \$2,300), California School Personnel Commissioners Association (CSPCA, \$800), and CSPCA-San Diego (our local chapter, \$50). Fifty excess dollars above known costs is budgeted in the event of a fee increase.

“Rents & Leases” and “Copy Charges” are directly related as they cover our copier machine lease and the associated cost of each copy/scan. The Personnel Commission contributes 1/3 the cost of the machine used by the Human Resources Department (1/3 is paid by Certificated Personnel, 1/3 is paid by HR Operations). It’s hard to anticipate this expense for the coming year; however, we’ve had no indication that fees or usage will increase. The Personnel Commission staff continues to move towards paperless processes whenever possible.

“Professional/Consult Services” cover costs for services associated with appeal hearings (e.g. court reporter, translator). The 2022-23 proposed budget takes into account the possibility of hearings with associated costs. Based on expenses incurred with a previous hearing, approximately \$3,200 per day for court reporting/interpreting, the request is to budget \$10,000.

“Legal Expenses” has once again been budgeted based on the highest year’s expense from recent history. While the amount spent each year fluctuates considerably, the practice is to allocate funding which would allow for legal services for several issues should the need arise. In previous years, the total amount budgeted was typically encumbered in a purchase order. As services are provided, money was moved from the encumbered column to the expense column. We no longer encumber money with a specific legal firm so as to be able to select an attorney from the legal firm the commission selects to serve as a hearing officer or to provide counsel.

“Computer Licensing” had not been utilized for a number of years; however, our contract with Eskill, the online candidate testing platform we use, is paid from this budget. We will be renewing our service agreement for the 2022-23 fiscal year. Personnel Commission staff will be housed at Pacific Trails Middle School for the one-year district office building renovation so we will continue to utilize online testing for many exams.

“Advertising” - approximately half of this expense (\$915) is for the use of Edjoin as our online application system. We anticipate the cost for the use of Edjoin next fiscal year to be similar but have not yet been billed. The remaining amount is used each year as needed depending upon recruiting needs. We regularly post ads on Craigslist as well as in local publications or with specific trade publications. We have also purchased an advertising package with Government Jobs in past years and may do so again. The proposed budget for 2022-23 is the same as the current year.

“Communications-Postage” has been used to send certified or registered mail. The proposed amount is consistent with past years.

**Personnel Commission**

Description	2021-22 Budget	2021-22 Expenses	2022-23 Budget	Notes
Cert Board Members Salary	900	500	900	Commissioner Cunningham, 12 regular mtgs, 6 spec
Benefits			210	Finance poplutes this cell, fringe for Cunningham
Class Superv & Admin Salary	135,263	90,175	135,263	Salary for Director
Class Board Members Salary	1,800	1,000	1,800	Commissioners Baird and Charles, 12 reg mtgs, 6 sp
Clerical and Office Salaries	146,066	98,170	146,066	Salary Analyst and Technician
Clerical Overtime Wages	1,500	899	1,500	Expense was incorrect, Finance correcting
Clerical Subs-Illness/Leave	0	1,547	0	No charges should appear, subs not used in PC
Clerical Extra Help	500	0	500	Employees PC asks to serve on panels, off calendar
Benefits			104,143	Finance poplutes this cell, fringe for all except Cunningham
Materials and Supplies	1,500	0	1,500	Virtual testing and meetings, paperless this year
Refreshments	950	0	950	Virtual testing none needed this year, keep for future
Non-Capitalized Tech Equip	0	0	0	Keep as a line item
Conference, Workshop, Sem	5,400	0	5,400	Statewide CSPCA conference, Merit Academy, staff training
Mileage	500	0	500	Hybrid car, don't submit mileage
Dues and Memberships	3,200	3,150	3,200	CODESP for test items, CSPCA membership state and SD
Rents & Leases	3,000	-52	3,000	Copier machine, PC pays 1/3 of department cost
Copy Charges	2,000	-29	2,000	Copies, PC pays 1/3 of department cost
Professional/Consult Svs	10,000	0	10,000	Potential hearing costs: officer, transcriber, translator
Legal Expense	14,275	0	14, 275	Based on highest charge in past years
Computer Licensing	5,000	4,500	5,000	Eskill for virtual testing, will continue to use
Advertising	2,100	236	2,100	Includes Edjoin, Craigs List, local news, website ads
Communications-Postage	25	0	25	Certified mail when needed
<b>Personnel Commission Total</b>	<b>333,979</b>	<b>200,095</b>	<b>438,333</b>	

**2022-2023 Budget  
Personnel Commission**

Fund	Resource	Goal	Func	Object	Site	Oper Unit	Object Description	2021-22 Budget	2021-22 Expenses	2021-22 Encumbrances & Pre-Encumbrances	2021-22 Remaining Balance	2022-23 Budget	NOTES
Human Resources													
<b>PERSONNEL COMMISSION</b>													
	0100	0000641	0000	7490	1900001	016 001	Cert Board Members Salary	900	500	204	196	900	
					3xxx		Benefits					210	
<b>Do NOT upload</b>	0100	0000641	0000	7490	2300000	016 001	Class Superv & Admin Salaries	135,263	90,175	45,995	(907)	135,263	
	0100	0000641	0000	7490	2300001	016 001	Class Board Members Salary	1,800	1,000	408	392	1,800	
<b>Do NOT upload</b>	0100	0000641	0000	7490	2400000	016 001	Clerical And Office Salaries	146,066	98,170	47,008	888	146,066	
	0100	0000641	0000	7490	2400056	016 001	Clerical Overtime Wages	1,500	899	0	601	1,500	
	0100	0000641	0000	7490	2400057	016 001	Clerical Subs-Illness/Leave	0	1,547	0	(1,547)	0	
	0100	0000641	0000	7490	2400058	016 001	Clerical-Extra Help	500	0	0	500	500	
					3xxx		Benefits					104,143	
	0100	0000641	0000	7490	4300000	016 001	Materials And Supplies	1,500	0	0	1,500	1,500	
	0100	0000641	0000	7490	4300012	016 001	Refreshments	950	0	0	950	950	
	0100	0000641	0000	7490	4400009	016 001	Non-Capitalized Tech Equipment	0	0	0	0	0	
	0100	0000641	0000	7490	5200020	016 001	Conference,Workshop,Sem.	5,400	0	0	5,400	5,400	
	0100	0000641	0000	7490	5200030	016 001	Mileage	500	0	0	500	500	
	0100	0000641	0000	7490	5300000	016 001	Dues And Memberships	3,200	3,150	0	50	3,200	
	0100	0000641	0000	7490	5600002	016 001	Rents & Leases	3,000	-52	732	2,321	3,000	
	0100	0000641	0000	7490	5600008	016 001	Copy Charges	2,000	-29	84	1,945	2,000	
	0100	0000641	0000	7490	5800001	016 001	Professional/Consult Svs	10,000	0	0	10,000	10,000	
	0100	0000641	0000	7490	5800004	016 001	Legal Expense	14,275	0	0	14,275	14,275	
	0100	0000641	0000	7490	5800008	016 001	Computer Licensing	5,000	4,500	0	500	5,000	
	0100	0000641	0000	7490	5800010	016 001	Advertising	2,100	236	0	1,865	2,100	
	0100	0000641	0000	7490	5900002	016 001	Communications-Postage	25	0	0	25	25	
	<b>PERSONNEL COMMISSION Total</b>							<b>333,979</b>	<b>200,095</b>	<b>94,430</b>	<b>39,453</b>	<b>438,333</b>	
<b>Personnel Commission Total</b>								<b>333,979</b>	<b>200,095</b>	<b>94,430</b>	<b>39,453</b>	<b>438,333</b>	

43 current/pending vacancies in 15 different job classifications

SITE	SLOT	Position	Hrs/Wk	FTE	STATUS
TPHS	AA003	Accounting Assistant-ASB	40	1.00	Testing in progress
CCA	AJ893	Administrative Assistant II	40	1.00	Testing in progress
SP ED	AI237	Administrative Assistant II	40	1.00	Interviews Scheduled
SDA	Req pend	Custodian	40	1.00	Recruitment in progress
DO	AA050	Executive Assistant Confidential	40	1.00	Recruitment in progress
OC	AM625	Instructional Assistant Bilingual	18.75	0.47	Recruitment in progress
EWMS	AF717	Instructional Assistant Special Education	19.5	0.49	Recruitment in progress
EWMS	AJ224	Instructional Assistant Special Education	19.5	0.49	Recruitment in progress
CVMS	AN498	Instructional Assistant Special Education	30	0.75	Recruitment in progress
PTMS	AN655	Instructional Assistant Special Education	30	0.75	Recruitment in progress
DGMS	AN740	Instructional Assistant Special Education	19.5	0.49	Recruitment in progress
COAST	AG338	Instructional/Personal Care Assistant	27.5	0.69	Recruitment in progress
COAST	AG369	Instructional/Personal Care Assistant	27.5	0.69	Recruitment in progress
COAST	AH761	Instructional/Personal Care Assistant	27.5	0.69	Selection Clearing
COAST	AH447	Instructional/Personal Care Assistant	27.5	0.69	Recruitment in progress
COAST	AJ218	Instructional/Personal Care Assistant	27.5	0.69	Recruitment in progress
COAST	AN656	Instructional/Personal Care Assistant	27.5	0.69	Recruitment in progress
OCMS	AJ217	Instructional/Personal Care Assistant	30	0.75	Recruitment in progress
OCMS	AI265	Instructional/Personal Care Assistant	30	0.75	Recruitment in progress
LCC	AI309	Instructional/Personal Care Assistant	30	0.75	Recruitment in progress
TRANS	AA555	Lead Vehicle & Equipment Mechanic	40	1.00	Interviews Conducted
FAC	Req pend	Maintenance Supervisor	40	1.00	Pending Approval
PTMS	AK203	Nutrition Services Assistant II	19.5	0.49	Recruitment in progress
LCC	AA241	Nutrition Services Assistant I	12.5	0.31	Recruitment in progress
DGMS	AA223	Nutrition Services Assistant I	17.5	0.44	Recruitment in progress
DGMS	AI917	Nutrition Services Assistant I	12.5	0.31	Recruitment in progress
OCMS	AN328	Nutrition Services Assistant I	10	0.25	Recruitment in progress
SDA	AN339	Nutrition Services Assistant I	15	0.38	Recruitment in progress
OCMS	AF015	Nutrition Services Assistant I	15	0.38	Recruitment in progress

EWMS	AH628	Nutrition Services Assistant I	11.25	0.28	Recruitment in progress
OCMS	AI919	Nutrition Services Supervisor	35	0.88	Interviews Conducted
TRANS	AA531	School Bus Driver	20	0.50	Recruitment in progress
TRANS	AA494	School Bus Driver	20	0.50	Recruitment in progress
TRANS	AA507	School Bus Driver	20	0.50	Recruitment in progress
TRANS	AA510	School Bus Driver	20	0.50	Recruitment in progress
TRANS	AA515	School Bus Driver	20	0.50	Recruitment in progress
TRANS	AF521	School Bus Driver	20	0.50	Recruitment in progress
TRANS	AJ470	School Bus Driver	20	0.50	Recruitment in progress
TRANS	AA514	School Bus Driver	20	0.50	Recruitment in progress
TRANS	AE711	School Bus Driver	20	0.50	Recruitment in progress
TRANS	AA525	School Bus Driver	20	0.50	Recruitment in progress
TPHS	AM890	Student Health Care Specialist	40	1.00	Recruitment in progress
LCC	AA479	Theater Technician	40	1.00	Recruitment in progress

## PERSONNEL LIST

### CLASSIFIED PERSONNEL

#### Employment

1. **Hernandez, Joel**, School Bus Driver, SR38, 50.00% FTE, Transportation Department, effective 01/25/22.
2. **Salazar Hurtado, Valentina**, IA Bilingual, SR31, 48.75% FTE, Oak Crest Middle School, effective 01/31/22.
3. **Saltamachio, Trudi**, Student Support Facilitator, SR39, 48.75% FTE, Oak Crest Middle School, effective 01/25/22.
4. **Stepanian, Laura**, Student Support Facilitator, SR39, 48.75% FTE, Carmel Valley Middle School, effective 02/02/22.
5. **Svolopoulos, Tatiana**, Nutrition Services Production Assistant, SR33, 100.00% FTE, Canyon Crest Academy, effective 01/24/22.

#### Change in Assignment

1. **Arreguin, Tania**, from Instructional/Personal Care Assistant, SR37, 81.25% FTE, La Costa Canyon High School, to Custodian, SR32, 100% FTE, La Costa Canyon High School, effective 02/14/22.
2. **Navarro Perez, Auturo**, from Instructional/Personal Care Assistant-SpEd (S), SR37, 75.00% FTE, San Dieguito High School Academy to Instructional Assistant-SpEd (BI), SR 36, 75.00% FTE, San Dieguito High School Academy, effective 01/18/22.
3. **Del Val Gamino, Cristina**, from Human Resources Certificated Analyst, SR52, 100.00% FTE, District Office-Human Resources to Human Resources Technician, SR42, 100.00% FTE, effective 02/01/22.

#### Resignation

1. **Gonzales, Astrid**, Instructional Assistant - Bilingual, SR31, 46.88% FTE, Oak Crest Middle School, effective 01/14/22.
2. **Munson, Christi**, Health Technician, SR35, 75.00% FTE, Diegueno Middle School, resignation for the purpose of retirement, effective 02/25/22.
3. **Tarnovsky, Courtney**, Athletic Trainer, SR42, 87.50%F FTE, San Dieguito High School Academy, effective 01/31/22.

#### Artist in Residence

1. **Dycus, Susan**, Choreographer, San Dieguito Academy, effective 01/18/2022
2. **Laurent, Pamela**, Vocal Coach, San Dieguito Academy, effective 01/11/2022
3. **Leitner, Serena**, EVA Envision, Canyon Crest Academy, effective 01/31/2022

#### Coaches

#### Canyon Crest Academy Walk-On



1. **Liu, Oscar**, Badminton, Varsity Head Coach, effective 01/31/2022
2. **Montgomery, Jeffrey**, Boy's Tennis, Junior Varsity Head Coach, effective 01/27/2022
3. **Seefeld, Matthew**, Boy's Track & Field, Varsity Assistant Coach, effective 01/13/2022

### **La Costa Canyon Walk-On**

1. **Dutton, Jonathan**, Baseball, Varsity Assistant Coach, effective 01/20/2022
2. **Hill, Jason**, Baseball, Varsity Assistant Coach, effective 1/21/2022
3. **Lichtenberger, Hannah**, Gymnastics, Junior Varsity Head Coach, effective 01/25/2022
4. **McDonald, Patrick**, Boy's Tennis, Varsity Head Coach, effective 01/12/2022
5. **Niednagel, Beth**, Track & Field, Varsity Assistant Coach, effective 01/12/2022
6. **Ta'amu, Edward**, Boy's Tennis, Junior Varsity Head Coach, effective 01/24/2022
7. **Wilcox, Lyndsey**, Girl's Lacrosse @ 50%, Junior Varsity Assistant Coach, effective 01/18/2022

### **San Dieguito Academy Walk-On**

1. **Aharoni, Jonathan**, Girl's Beach Volleyball, Varsity Head Coach, effective 01/19/2022
2. **Anguiano, Jennifer**, Boy's Track & Field, Junior Varsity Head Coach, effective 01/26/2022
3. **Bennett, David**, Swim & Dive, Varsity Head Coach, effective 01/11/2022
4. **Castellanos, Savannah**, Swim & Dive, Junior Varsity Head Coach, effective 01/11/2022
5. **Glass, Hank**, Track & Field, Varsity Assistant Coach, effective 01/13/2022
6. **Haskett, Gordon**, Girl's Track & Field, Varsity head Coach, effective 01/12/2022
7. **Hoff, Taylor**, Boy's Volleyball, Varsity Head Coach, effective 01/10/2022
8. **Neale, Liam**, Boy's Volleyball, Freshmen Head Coach, effective 01/14/2022
9. **Remmling, Christina**, Girl's Track & Field, Junior Varsity Head Coach, effective 01/12/2022

### **Torrey Pines Walk-on**

1. **Huey, Sean**, Boy's Tennis, Junior Varsity Head Coach, effective 01/18/2022
2. **Shannon, Jackson**, Baseball, Varsity Assistant Coach, effective 01/11/2022
3. **Tran, Tuan**, Badminton, Junior Varsity Head Coach, effective 01/26/2022
4. **Zissi, Jonathan**, Boy's Lacrosse, Varsity Head Coach, effective 01/27/2022

### **Classified Substitutes**

1. **Herman, Matthew**, effective 01/31/22
2. **Keller, Kaili**, effective 01/25/22.

## PERSONNEL LIST

### CLASSIFIED PERSONNEL

#### Employment

1. **Galli, Meghan**, Student Support Facilitator, SR39, 48.75% FTE, Torrey Pines High School, effective 02/02/2022.
2. **Chavez, Angel**, Instructional Assistant - Bilingual, SR31, 48.75%, Diegueno Middle School, effective 02/02/2022.
3. **Villalba Garcia, Freddy**, Custodian, SR32, 100% FTE, San Dieguito High School Academy, effective 02/08/2022.

#### Release from Probation

1. **Employee Number 644-126**, Nutrition Services Assistant I, SR25, 40.63% FTE, Canyon Crest Academy-Cafe, effective 02/01/2022.
2. **Employee Number 642-788**, Nutrition Services Assistant I, SR25, 37.5%, Oak Crest Middle School-Cafe, effective 2/1/2022.
3. **Employee Number 606-949**, Lead Vehicle and Equipment Mechanic, SR52, 100%, Transportation, effective 1/28/2022.

#### Resignation

1. **Kravzov, Susana**, Instructional Assistant - SpEd(NS), SR34, 48.75% FTE, Carmel Valley Middle School, effective 02/09/2022.
2. **Leati, Brianne**, Secretary, SR36, 100% FTE, Oak Crest Middle School, effective 02/11/2022.

#### Artist in Residence

1. **Dawes, Ian**, Music Director, Canyon Crest Academy, effective 01/31/2022

#### Coaches

##### Canyon Crest Academy Walk-On

1. **Gargas, Dylan**, Baseball, Varsity Assistant Coach, effective 02/04/2022
2. **Murphy, Aaron**, Baseball, Varsity Assistant Coach, effective 02/09/2022
3. **Parenti, Kyland**, Swim & Dive, Varsity Assistant Coach, effective 02/09/2022
4. **Schultz, David**, Girl's Track & Field, Junior Varsity Head Coach, effective 02/03/2022
5. **Tiu, Noah**, Swim & Dive, Junior Varsity Head Coach, effective 01/26/2022

##### La Costa Canyon Walk-On

1. **Balderas, Jose**, Baseball, Junior Varsity Head Coach, effective 02/02/2022
2. **Barroso Palomo, Jose**, Baseball, Freshmen Head Coach, effective 02/07/2022

3. **Burke, Edward IV**, Baseball, Varsity Assistant Coach, effective 02/01/2022
4. **Cooper, Kevin**, Boy's Lacrosse, Varsity Head Coach, effective 02/08/2022
5. **Dixon, Christopher**, Wrestling, Junior Varsity Assistant Coach, effective 02/04/2022
6. **Gillan, James**, Boy's Lacrosse, Junior Varsity Assistant Coach, effective 02/01/2022
7. **Girley, Dedrick**, Track & Field, Varsity Assistant Coach, effective 02/01/2022
8. **Lucero, Genesis**, Girl's Lacrosse, Varsity Assistant Coach, effective 02/11/2022
9. **McNaught-Davey Hess, Michaela**, Gymnastics, Varsity Head Coach, effective 02/01/2022
10. **Miralle, Donald**, Swim & Dive, Varsity Head Coach, effective 02/07/2022
11. **O'Donnell, Matthew**, Girl's Track & Field, Junior Varsity Head Coach, effective 02/10/2022
12. **Paulsen, Mark**, Baseball, Varsity Assistant Coach, effective 02/03/2022
13. **Spitser, Jack**, Swim & Dive, Varsity Assistant Coach, effective 02/07/2022

### **San Dieguito Academy Walk-On**

1. **Aquirre, Jose**, Baseball, Junior Varsity Head Coach, effective 02/01/2022
2. **Allen, Kyle**, Boy's Lacrosse, Varsity Head Coach, effective 02/09/2022
3. **Brown, Desirae**, Girl's Beach Volleyball, Junior Varsity Head Coach, effective 02/14/2022
4. **Edwards, Steven**, Boy's Track & Field, Varsity Head Coach, effective 02/08/2022
5. **Etherington, Glen**, Baseball, Freshmen Head Coach, effective 02/07/2022
6. **Fletes, Carlos**, Baseball, Varsity Head Coach, effective 02/01/2022
7. **Grah, Gunnar**, Boy's Volleyball, Junior Varsity Head Coach, effective 12/09/2021
8. **Kaczmarek, Charles**, Girl's Lacrosse, Varsity Head Coach, effective 02/11/2022
9. **Lavake, Thomas**, Baseball, Junior Varsity Assistant Coach, effective 02/01/2022
10. **Zamora, Alfred**, Boy's Golf, Varsity Head Coach, effective 12/09/2021

### **Torrey Pines Walk-On**

1. **Contreras, Richard**, Swim & Dive, Varsity Head Coach, effective 02/07/2022
2. **Forester, Hayley**, Girl's Lacrosse, Junior Varsity head Coach, effective 02/11/2022
3. **Mapes, Chelsea**, Girl's Lacrosse, Junior Varsity Assistant Coach, effective 02/09/2022
4. **Nguyen, Kaye**, Gymnastics, Junior Varsity Head Coach, effective 01/31/2022
5. **O'Neil, David**, Boy's Lacrosse, Varsity Assistant Coach, effective 02/14/2022
6. **Ott, Julie**, Track & Field, Junior Varsity Assistant Coach, effective 02/07/2022
7. **Rubacky, Nicholas**, Boy's Volleyball, Varsity Head Coach, effective 02/04/2022
8. **Simis, Tommy**, Baseball, Varsity Head Coach, effective 02/08/2022
9. **Washuta, Nicholas**, Boy's Lacrosse, Varsity Assistant coach, effective 02/11/2022

### **Classified Substitutes**

1. **Black, Stephanie**, effective 02/09/2022
2. **Chappell, Aidan**, effective 02/10/2022
3. **Del Valle, Estephania**, effective 02/07/2022
4. **Isario, Yesenia**, effective 02/08/2022
5. **Zhao, Hui**, effective 01/24/2022

## PERSONNEL LIST

### CLASSIFIED PERSONNEL

#### Employment

1. **Ramales, Sandra**, Instructional Assistant-Special Education, SR34, 75% FTE, Torrey Pines High School, effective 02/23/2022.
2. **Bashford, Maile**, Instructional/Personal Care Assistant, SR37, 69% FTE, COAST Academy, effective 03/01/2022.
3. **Serrano, Gemma**, Instructional Assistant-Special Education, SR34, 75% FTE, Oak Crest Middle School, effective 02/24/2022.
4. **Delgadillo, Lyzette**, Learning Commons Technician I, SR40, 100% FTE, La Costa Canyon High School, effective 03/07/2022.

#### Change in Assignment

1. **Moroney, Caroline**, from Administrative Assistant II, SR40, 100% FTE, Canyon Crest Academy to Registrar, SR40, 100% FTE, Canyon Crest Academy, effective 02/17/2022.
2. **Hargraves, Patricia**, from Accounting Assistant - ASB, SR40, 100% FTE, Torrey Pines High School to Accounting Assistant – ASB, SR40, 100% FTE, San Dieguito High School Academy, effective 02/28/2022.
3. **Bernard, Ralf**, from Construction Projects Manager I, SR9, 100% FTE, Facilities to Construction Projects Manager II, SR3, 100% FTE, Facilities, effective 03/1/2022.
4. **Subramanian, Sangeethagowri**, from Nutrition Services Supervisor, SR1, 88% FTE, Oak Crest Middle School Café to Nutrition Services Supervisor, SR1, 88% FTE, Diegueno Middle School Café, effective 03/07/2022.

#### Leave of Absence

1. **McMurray Fee, Melody**, Nutrition Services Transporter I, SR27, 47% FTE, San Dieguito High School Academy, requests a 100% Unpaid Leave of Absence, effective 02/28/2022 through 04/29/2022.

#### Release from Probation

1. **Employee Number 547-540**, Nutrition Services Supervisor, SR1, 88% FTE, Diegueno Middle School-Cafe, effective 02/14/2022.

#### Resignation

1. **Schork, Debora**, Administrative Assistant II, SR40, 100% FTE, District Office, effective 03/01/2022.
2. **Dewitt, Donovan**, Nutrition Services Assistant I, SR25, 28% FTE, Earl Warren Middle School, effective 02/28/2022.
3. **Munson, Christi**, Health Technician, SR35, 75%, Diegueno Middle School, resignation for the purpose of retirement, effective 02/25/2022.
4. **Morey, Ashley**, Instructional Assistant – Special Education, SR34, 75%, Torrey Pines High School, effective 03/11/2022.
5. **Wong, Jose**, Instructional Assistant/Personal Care Assistant, SR37, 69%, COAST Academy, effective 03/04/2022.

## AVID Tutor

1. Liuag, Daniel, Oak Crest Middle School, effective 2/18/2022

## Coaches

### Canyon Crest Academy Walk-On

1. Brower, Cade, Swim & Dive, Junior Varsity Assistant Coach, effective 02/28/2022
2. Martin, Jacquelyn, Beach Volleyball, Varsity Assistant Coach, effective 02/25/2022
3. Richardson, Trevor, Boy's Volleyball, varsity Assistant Coach, effective 02/24/2022

### La Costa Canyon Walk-On

1. Kaelber, Cassie, Softball, Junior Varsity Head Coach, effective 02/16/2022
2. Odonnell, Teigen, Junior Varsity Assistant Coach, effective 03/03/2022
3. Riis, Michael, Boy's Lacrosse, Varsity Assistant Coach, effective 02/24/2022
4. Schenk, Sara, Gymnastics @ 50%, Varsity Assistant Coach, effective 02/15/2022
5. Simmons, Gregory, Boy's Track & Field, Varsity Assistant Coach, effective 03/01/2022
6. Strange, Colin, Boy's Lacrosse, Junior Varsity Head Coach, effective 02/23/2022
7. Stewart, John, Boy's Volleyball, Junior Varsity Head Coach, effective 02/14/2022
8. Valentino, Sean, Boy's Lacrosse, Junior Varsity Assistant Coach, effective 02/17/2022

### San Dieguito Academy Walk-On

1. Brown, Desirae, Girl's Beach Volleyball, Junior Varsity Head Coach, effective 02/14/2022
2. Fitchett, Michael, Track & Field, Varsity Assistant Coach, effective 02/24/2022
3. Kennedy, Marian, Girl's Lacrosse, Junior Varsity Head Coach, effective 02/14/2022
4. Rose, Tracy, Track & Field, Junior Varsity Assistant Coach, effective 02/23/2022

### Torrey Pines Walk-On

1. Connors, Kelly, Girl's Lacrosse, Varsity Assistant Coach, effective 02/14/2022
2. Feiring, Jacob, Track & Field, Junior Varsity Assistant Coach, effective 02/18/2022
3. Kuchta, Nathan, Baseball, Varsity Assistant Coach, effective 02/23/2022
4. Nicholas, Thomas, Girl's Beach Volleyball, Varsity Assistant Coach, effective 02/18/2022
5. Pope, Sean, Girl's Beach Volleyball, Junior Varsity Assistant Coach, effective 02/18/2022
6. Schirman, Peyton, Boy's Volleyball, Junior Varsity Head Coach, effective 02/25/2022
7. Turner, Drew, Boy's Volleyball, Freshmen Head Coach, effective 02/28/2022
8. Turner, Drew, Boy's Volleyball, Varsity Assistant Coach, effective 02/28/2022
9. Winterfeldt, Brian, Boy's Lacrosse, Varsity Assistant Coach, effective 02/18/2022

### Classified Substitutes

1. Kearns, Shannon, effective 02/28/2022
1. Schork, Debora, effective 03/02/2022