

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

**Regular Meeting Agenda**

3:30 P.M. February 13, 2024

SDUHSD District Office

710 Encintas Blvd, Encintas , CA 92024

*(public may attend in person or virtually)*

**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.gray@sduhsd.net](mailto:susan.gray@sduhsd.net) by 3:00 pm 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.gray@sduhsd.net](mailto:susan.gray@sduhsd.net) to receive a copy.

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### **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.gray@sduhsd.net](mailto:susan.gray@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., February 13, 2024

**MEETING/OPEN SESSION**

1. Call to Order, Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the February 13, 2024, Personnel Commission Regular Meeting.  
*Public Comments, if any*  
Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve the agenda for the February 13, 2024, Personnel Commission Regular Meeting.
4. Approval of the Minutes for the January 9, 2024, Personnel Commission Regular Meeting.  
*Public Comments, if any*  
Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve the minutes of the January 9, 2024, Personnel Commission Regular 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 Instructional Assistant – Bilingual Spanish, SR31, Open/Promotional-Dual Certification, updated 01/03/2024, individual eligibility valid for six months.
- B. Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve a Continuous Filing Eligibility List for Instructional Assistant – SpEd, SR34, Open/Promotional-Dual Certification, updated 01/10/2024, individual eligibility valid for six months.
- C. Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated 01/10/2024, individual eligibility valid for six months.
- D. Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve a Continuous Filing Eligibility List for Student Support Facilitator, SR39, Open/Promotional-Dual Certification, updated 01/10/2024, individual eligibility valid for six months.
- E. Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant II, SR27, Open/Promotional-Dual Certification, updated 01/11/2024, individual eligibility valid for six months.
- F. Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 01/16/2024, individual eligibility valid for six months.
- G. Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve a Continuous Filing Eligibility List for Student Support Facilitator, SR39, Open/Promotional-Dual Certification, updated 01/16/2024, individual eligibility valid for six months.
- H. Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve a Continuous Filing Eligibility List for Instructional Assistant – SpEd, SR34, Open/Promotional-Dual Certification, updated 01/19/2024, individual eligibility valid for six months.
- I. Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve a Continuous Filing Eligibility List for Instructional Assistant – SpEd (Behavior Intervention), SR36, Open/Promotional-Dual Certification, updated 01/23/2024, individual eligibility valid for six months.
- J. Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve a Continuous Filing Eligibility List for Instructional Assistant – SpEd, SR34, Open/Promotional-Dual Certification, updated 01/23/2024, individual eligibility valid for six months.
- K. Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve an Unranked Eligibility List for Associate Superintendent, Business Services, Salary per Contract, Open/Promotional-Dual Certification, updated 01/24/2024, individual eligibility valid for six months.
- L. Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve an Eligibility List for Nutrition Services Production Assistant, SR33, Open/Promotional-Dual Certification, updated 01/24/2024, individual eligibility valid for six months.

- M. Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve a Continuous Filing Eligibility List for Instructional Assistant – Bilingual Spanish, SR31, Open/Promotional-Dual Certification, updated 01/24/2024, individual eligibility valid for six months.
- N. Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated 01/25/2024, individual eligibility valid for six months.
- O. Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve an Eligibility List for Director of Communication, Management, SR2, Open/Promotional-Dual Certification, updated 01/25/2024, individual eligibility valid for six months.
- P. Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve a Continuous Filing Eligibility List for Student Support Facilitator, SR39, Open/Promotional-Dual Certification, updated 01/25/2024, individual eligibility valid for six months.
- Q. Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve an Eligibility List for Information Systems Support Technician, SR44, Open/Promotional-Dual Certification, updated 01/26/2024, individual eligibility valid for six months.
- R. Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve a Continuous Filing Eligibility List for Custodian - Floater, SR33, Open/Promotional-Dual Certification, updated 01/30/2024, individual eligibility valid for six months.
- S. Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve a Continuous Filing Eligibility List for Student Health Care Specialist, SR40, Open/Promotional-Dual Certification, updated 01/30/2024, individual eligibility valid for six months.
- T. Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve a Continuous Filing Eligibility List for Instructional Assistant – SpEd, SR34, Open/Promotional-Dual Certification, updated 01/30/2024, individual eligibility valid for six months.
- U. Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve a Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated 01/31/2024, individual eligibility valid for six months.
- V. Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve a Continuous Filing Eligibility List for School Bus Driver, SR38, Open/Promotional-Dual Certification, updated 02/01/2024, individual eligibility valid for six months.
- W. Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve a Continuous Filing Eligibility List for Instructional Assistant – SpEd, SR34, Open/Promotional-Dual Certification, updated 02/05/2024, individual eligibility valid for six months.
- X. Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve an Eligibility List for Bus Driver Trainer, SR44, Open/Promotional-Dual Certification, updated 02/06/2024, individual eligibility valid for six months.
- Y. Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated 02/06/2024, 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 Custodian, SR32, Open/Promotional-Dual Certification.

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

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

*Public Comments, if any*

- A. Reclassification Status Update
- B. District Office Reopening Update
- C. PowerSchools Implementation Update
- D. Vacancy Report Summary
- E. Vacancy Report
- F. Personnel List Report

9. CORRESPONDENCE

*Public Comments, if any*

10. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, March, 12, 2024, at 3:30 p.m.

11. ADJOURNMENT

**San Dieguito Union High School District**  
**PERSONNEL COMMISSION**  
**Regular Meeting Minutes**  
3:30 P.M., January 9, 2024

**MEETING/OPEN SESSION**

1. Call to Order

The meeting was called to order at 3:39 p.m. by Commissioner JEFF CHARLES.

2. Pledge of Allegiance

Commissioner Charles led the pledge of allegiance.

Personnel Commissioners in Attendance

Justin Cunningham

Jeff Charles

John Baird

Personnel Commission Staff in Attendance

Susan Gray, Director of Classified Personnel

Barbara Bass, Human Resources Analyst

Jennifer Laity, Human Resources Technician

3. Approval of the Agenda for the January 9, 2024, Personnel Commission Regular Meeting.

*Public Comments - None*

Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the agenda of the January 9, 2024, Personnel Commission Regular Meeting.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

4. Approval of the Minutes for the December 12, 2023, Personnel Commission Regular Meeting.

*Public Comments - None*

Motioned by JOHN BAIRD with addition to the minutes, Item 8, reflecting that a request was made for staff to present possible next steps at future meeting, seconded by JUSTIN CUNNINGHAM, to approve the minutes for the December 12, 2023. Personnel Commission Regular Meeting.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

5. PUBLIC COMMENTS ON NON-AGENDA ITEMS

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

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

**ACTION ITEMS (See Supplements)**

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

*Public Comments - None*

- A. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant – SpEd (Behavior Intervention), SR36, Open/Promotional-Dual Certification, updated 12/11/2023, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

- B. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant – SpEd, SR34, Open/Promotional-Dual Certification, updated 12/11/2023, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

- C. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated 12/13/2023, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

D. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant – SpEd, SR34, Open/Promotional-Dual Certification, updated 12/18/2023, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

E. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 12/18/2023, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

F. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated 12/19/2023, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

G. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant – SpEd, SR34, Open/Promotional-Dual Certification, updated 12/22/2023, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

## 7. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

*Public Comments - None*

A. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Communications Coordinator, Management, SR11, Open/Promotional-Dual Certification.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

B. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Student Support Facilitator, SR39, Open/Promotional-Dual Certification.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

C. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Custodian - Floater, SR33, Open/Promotional-Dual Certification.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

8. CLASSIFICATION REVIEW

*Public Comments - None*

A. Director of Student Data Services (Job Description Revision)

Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the recommended revisions to the Director of Student Data Services job description.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

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

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

*Public Comments - None*

A. Vacancy Report Summary

B. Vacancy Report

C. Personnel List Report

10. CORRESPONDENCE

*Public Comments - None*

11. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, February 13, 2024, at 3:30 p.m. Location to be determined.

12. ADJOURNMENT – 4:14 p.m.

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

**Instructional Assistant - Bilingual Spanish**

Eligibility List-Continuous Filing  
Open/Promo-Dual Certification

Updated Date: 1/3/2024

Applicant ID	Rank	Expiration Date	Source
1572220	1	3/15/2024	Open
7108534	2	7/3/2024	Open

*Please note: individual eligibility list is valid for 6 months.*

S. Gray

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

**Instructional Assistant SpEd**

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 1/10/2024

Applicant ID	Rank	Expiration Date	Source
7360363	1	6/18/2024	Open
6457626	2	7/10/2024	Open
3911919	3	3/26/2024	Open
3043474	4	6/4/2024	Open
352672	5	6/11/2024	Open
7361239	5	6/22/2023	Open
724116	6	7/10/2024	Open
6512695	7	6/4/2024	Promo
7360327	8	6/22/2023	Open

*Please note: individual eligibility list is valid for 6 months.*

*Scores are merged each time the exam is administered.*

S. Gray

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

**Campus Supervisor**

Eligibility List-Continuous

Open/Promo-Dual Certification

Updated Date: 1/10/2024

Applicant ID	Rank	Expiration Date	Source
7309714	1	5/7/2024	Open
7280115	2	3/28/2024	Open
6457626	3	7/10/2024	Open

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

S. Gray

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

**Student Support Facilitator**

Eligibility List

Open/Promo-Dual Certification

Effective Date: 1/10/2024

Applicant ID	Rank	Expiration Date	Source
7325747	1	7/10/2024	Open
7185022	2	4/18/2024	Open

*Please note: individual eligibility list is valid for 6 months.*

*Scores are merged each time the exam is administered.*

S. Gray

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

**Nutrition Services Asst II**

Eligibility List

Open/Promo-Dual Certification

Effective Date: 1/11/2024

Applicant ID	Rank	Expiration Date	Source
2690552	1	7/11/2024	Promo

*Please note: individual eligibility list is valid for 6 months.*

S. Gray

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

**Nutrition Services Assistant I**

Eligibility List-Continuous Filing  
Open/Promo-Dual Certification

Updated Date: 1/16/2024

Applicant ID	Rank	Expiration Date	Source
6409237	1	4/18/2024	Open
6421403	1	5/2/2024	Promo
7108532	1	6/18/2024	Open
7367809	1	7/16/2024	Open

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

S. Gray

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

**Student Support Facilitator**

Eligibility List - Merged

Open/Promo-Dual Certification

Effective Date: 1/16/2024

Applicant ID	Rank	Expiration Date	Source
7325747	1	7/10/2024	Open
7185022	2	4/18/2024	Open
7370759	3	7/16/2024	Open
7376433	4	7/16/2024	Open

*Please note: individual eligibility list is valid for 6 months.*

*Scores are merged each time the exam is administered.*

S. Gray

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

**Instructional Assistant SpEd**

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 1/19/2024

Applicant ID	Rank	Expiration Date	Source
6457626	1	7/10/2024	Open
7336079	2	7/19/2024	Open
3911919	3	3/26/2024	Open
7361239	4	6/22/2023	Open
724116	5	7/10/2024	Open
6512695	6	6/4/2024	Promo
7360327	7	6/22/2023	Open

*Please note: individual eligibility list is valid for 6 months.*

*Scores are merged each time the exam is administered.*

S.Gray

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

**Instructional Assistant SpEd-Behavior Intervention**

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Effective Date: 1/23/2024

Applicant ID	Rank	Expiration Date	Source
6944388	1	7/23/2024	Open

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

S. Gray

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

**Instructional Assistant SpEd**

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 1/23/2024

Applicant ID	Rank	Expiration Date	Source
6457626	1	7/10/2024	Open
7336079	2	7/19/2024	Open
3911919	3	3/26/2024	Open
7361239	4	6/22/2023	Open
724116	5	7/10/2024	Open
6512695	6	6/4/2024	Promo
7360327	7	6/22/2023	Open
6944388	8	7/23/2024	Open

*Please note: individual eligibility list is valid for 6 months.*

*Scores are merged each time the exam is administered.*

S. Gray

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

**Associate Superintendent, Business Services**

Unranked Eligibility List

Open/Promo-Dual Certification

Date: 1/24/2024

Applicant ID	Expiration Date	Source
2447899	7/24/2024	Open
3333074	7/24/2024	Open
2462515	7/24/2024	Open

*Please note: individual eligibility list is valid for 6 months.*

S. Gray

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

**Nutrition Services Production Assistant**

Eligibility List

Open/Promo-Dual Certification

Effective Date: 1/24/2024

Applicant ID	Rank	Expiration Date	Source
3793704	1	7/24/2024	Promo
2306245	2	7/24/2024	Promo
3238456	3	7/24/2024	Open
2686703	4	7/24/2024	Promo

*Please note: individual eligibility list is valid for 6 months.*

S. Gray

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

**Instructional Assistant - Bilingual Spanish**

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 1/24/2024

Applicant ID	Rank	Expiration Date	Source
7332059	1	7/24/2024	Open
7108534	2	7/3/2024	Open

*Please note: individual eligibility list is valid for 6 months.*

*Scores are merged each time the exam is administered.*

S. Gray

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

**Campus Supervisor**

Eligibility List-Continuous

Open/Promo-Dual Certification

Updated Date: 1/25/2024

Applicant ID	Rank	Expiration Date	Source
7309714	1	5/7/2024	Open
7280115	2	3/28/2024	Open
7372831	3	7/25/2024	Promo

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

S. Gray

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

**Director of Communications**

Eligibility List

Open/Promo-Dual Certification

Effective Date: 1/25/2024

Applicant ID	Rank	Expiration Date	Source
3516495	1	7/25/2024	Open
7370521	2	7/25/2024	Open
7351782	3	7/25/2024	Open
4315765	4	7/25/2024	Open
2335811	5	7/25/2024	Open
8332541	6	7/25/2024	Open

*Please note: individual eligibility list is valid for 6 months.*

S. Gray

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

**Student Support Facilitator**

Eligibility List

Open/Promo-Dual Certification

Effective Date: 1/25/2024

Applicant ID	Rank	Expiration Date	Source
6282795	1	7/25/2024	Open
7325747	2	7/10/2024	Open
7185022	3	4/18/2024	Open
7370759	4	7/16/2024	Open
7376433	5	7/16/2024	Open

*Please note: individual eligibility list is valid for 6 months.*

*Scores are merged each time the exam is administered.*

S. Gray

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

**Information Systems Support Technician**

Eligibility List

Open/Promo-Dual Certification

Effective Date: 1/26/2024

Applicant ID	Rank	Expiration Date	Source
7360885	1	7/26/2024	Open
6778621	2	7/26/2024	Open
2237542	3	7/26/2024	Promo
2726254	4	7/26/2024	Promo
3336935	5	7/26/2024	Promo

*Please note: individual eligibility list is valid for 6 months.*

S. Gray

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

**Custodian Floater**

Eligibility List-Continuous Filing  
Open/Promo-Dual Certification

Effective Date: 1/30/2024

Applicant ID	Rank	Expiration Date	Source
7359780	1	7/30/2024	Open

*Please note: individual eligibility list is valid for 6 months.*

S. Gray

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

**Student Health Care Specialist**

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Effective Date: 1/30/2024

Applicant ID	Rank	Expiration Date	Source
7394928	1	7/30/2024	Open

*Please note: individual eligibility list is valid for 6 months.*

*Scores are merged each time the exam is administered.*

S. Gray

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

**Instructional Assistant SpEd**

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 1/30/2024

Applicant ID	Rank	Expiration Date	Source
7336079	1	7/19/2024	Open
3911919	2	3/26/2024	Open
6928309	3	7/30/2024	Open
6512695	4	6/4/2024	Promo
6944388	5	7/23/2024	Open

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

S. Gray

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

**Custodian**

Eligibility List-Continuous Filing  
Open/Promo-Dual Certification

Updated Date: 1/31/2024

Applicant ID	Rank	Expiration Date	Source
3714277	1	2/11/2024	Promo
7215041	2	2/11/2024	Open
6652778	3	6/19/2024	Promo
3736753	3	7/31/2024	Open
2050715	4	7/31/2024	Open
1942288	5	7/31/2024	Open
7359780	5	7/31/2024	Open

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

S. Gray

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

**School Bus Driver**

Eligibility List-Continuous

Open/Promo-Dual Certification

Updated Date: 2/1/2024

Applicant ID	Rank	Expiration Date	Source
5004486	1	4/16/2024	Open
4501360	1	8/1/2024	Open
5800180		9/30/2026	Reinstatement

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

S. Gray

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

**Instructional Assistant SpEd**

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 2/5/2024

Applicant ID	Rank	Expiration Date	Source
1055189	1	8/5/2024	Open
7336079	2	7/19/2024	Open
3911919	3	3/26/2024	Open
6928309	4	7/30/2024	Open
6512695	5	6/4/2024	Promo
6944388	6	7/23/2024	Open

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

S. Gray

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

**Bus Driver Trainer**

Eligibility List  
Open/Promo-Dual Certification

Updated Date: 2/6/2024

Applicant ID	Rank	Expiration Date	Source
2765333	1	3/19/2024	Open
5482427	1	8/6/2024	Open

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

S. Gray

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

**Campus Supervisor**

Eligibility List-Continuous  
Open/Promo-Dual Certification

Updated Date: 2/6/2024

Applicant ID	Rank	Expiration Date	Source
7309714	1	5/7/2024	Open
7280115	2	3/28/2024	Open
6449479	3	8/6/2024	Open
7372831	4	7/25/2024	Promo

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

S. Gray



**Board of Trustees**  
Michael Allman  
Phan Anderson  
Jane Lea Smith  
Rimga Viskanta  
Katrina Young

**Superintendent**  
Anne L. Staffieri, Ed.D

710 Encinitas Boulevard, Encinitas, CA 92024  
Telephone (760) 753-6491  
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**Classified Personnel Commission**  
John Baird, Commissioner  
Jeff Charles, Commissioner  
Justin Cunningham, Commissioner  
Susan Gray, Director

## MEMORANDUM

TO: Personnel Commission

FROM: Susan Gray, Director of Classified Personnel

DATE: February 6, 2024

Re: Reclassification Status Update

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Since the Commission's last meeting on January 9, 2024, work has continued on the possible reclassification of the Secretary classification for those who support the middle school counseling departments. During this time, research was conducted to evaluate job descriptions from other school districts who have similar positions. On January 11, 2024, Commission staff met with the Associate Superintendents of Human Resources and Education Services to gather input regarding the duties of the position. A draft job description was then sent for their review on January 15, 2024. The draft job description was also sent to the Supervisor of Information Systems Support for input at the same time.

Following receiving input from the District representatives, a meeting was scheduled with two middle school Principals to review the draft job description for their feedback. Due to their limited availability, this meeting was held on Friday, January 26, 2024. On Monday, January 29, 2024, after incorporating the feedback from the two Principals, the draft job description was sent to the remaining three Principals for additional feedback. Final feedback was received on Friday, February 2, 2024.

On Monday, February 5, 2024, the draft job description was sent to the 5 incumbent Secretaries for their input. At that time, I was informed that it was a very busy time for the Secretaries inasmuch as the middle schools are within the enrollment window.

It is hoped that feedback will be received in time for this item to be placed on the Classification Advisory Committee's February agenda which is scheduled to be provided to the Committee on February 22, 2024 so that this matter can be placed on the Commission's March meeting agenda.

## Vacancy Summary Report February 7, 2024

Department/Site	Full-Time	Part-Time	Grand Total
Canyon Crest Academy	2	3	5
Carmel Valley Middle School		1	1
District Office	3		3
Earl Warren Middle School		2	2
Facilities, Planning & Construction	1		1
La Costa Canyon High School	2	2	4
Maintenance & Operations	2		2
Oak Crest Middle School		5	5
Pacific Trails Middle School	1	2	3
Requeza Education Center		15	15
San Dieguito High School Academy		5	5
Torrey Pines High School		14	14
Transportation	1	21	22
<b>Grand Total</b>	<b>12</b>	<b>70</b>	<b>82</b>

Hard to Fill	Count of Position
Bus Driver Trainer	1
Electrician	1
Facilities Planning Analyst	1
Instructional Assistant - Behavior Intervention	11
Instructional Assistant - Bilingual/SPANISH	4
Instructional Assistant Special Education	11
Instructional/Personal Care Assistant	15
School Bus Driver	21
Student Health Care Specialist	2
<b>Grand Total</b>	<b>67</b>

Status	Count of Status
Hold	2
Interviews Conducted	1
Interviews Scheduled	10
Job Acceptance Pending	2
Job Offer Made	1
Job Offer Pending	2
Recruitment in Progress	59
Selection Clearing	4
Testing in Progress	1
<b>Grand Total</b>	<b>82</b>

<b>1</b>								
<b>82 Approved Requisitions</b>								
<b>17 Different Job Classifications</b>								
<b>SITE</b>	<b>SLOT</b>	<b>Position</b>	<b># of Months</b>	<b># of Hours a Week</b>	<b># of Hours a Day</b>	<b>FTE</b>	<b>STATUS</b>	
District Office	AA556	Associate Superintendent, Business Services	12	40	8	1.00	Job Offer Made	
Transportation	AA481	Bus Driver Trainer	12	40	8	1.00	Interviews scheduled	
La Costa Canyon High School	AO530	Campus Supervisor	10	40	8	1.00	Interviews scheduled	
Pacific Trails Middle School	AO567	Campus Supervisor	10	40	8	1.00	Recruitment in progress	
Carmel Valley Middle School	AO538	Campus Supervisor	10	19.5	3.9	0.49	Recruitment in progress	
District Office	AM729	Communications Coordinator	12	40	8	1.00	Testing in Progress	
Maintenance & Operations	AJ728	Custodian Floater	12	40	8	1.00	Recruitment in progress	
Canyon Crest Academy	AD184	Custodian	12	40	8	1.00	Interviews scheduled	
La Costa Canyon High School	AA128	Custodian	12	40	8	1.00	Selection Clearing	
District Office	AO850	Director of Communications	12	40	8	1.00	Interviews conducted	
Maintenance & Operations	AA180	Electrician	12	40	8	1.00	Recruitment in progress	
Facilities, Planning & Construction	AO236	Facilities Planning Analyst	12	40	8	1.00	Hold	
La Costa Canyon High School	AO042	Interpreter for the Deaf and Hard-of-Hearing	10	32.5	6.5	0.81	Hold	
San Dieguito High School Academy	AO546	Instructional Assistant - Bilingual/SPANISH	10	19.5	3.9	0.49	Selection Clearing	
Earl Warren Middle School	AO540	Instructional Assistant - Bilingual/SPANISH	10	19.5	3.9	0.49	Recruitment in progress	
Oak Crest Middle School	AM625	Instructional Assistant - Bilingual/SPANISH	10	19.5	3.9	0.49	Interviews scheduled	
San Dieguito High School Academy	AN487	Instructional Assistant - Bilingual/SPANISH	10	19.5	3.9	0.49	Recruitment in progress	
Pacific Trails Middle School	AJ965	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress	
San Dieguito High School Academy	AN155	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress	
Oak Crest Middle School	AN571	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress	
Oak Crest Middle School	AO547	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress	
Canyon Crest Academy	AN488	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress	
San Dieguito High School Academy	AO407	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress	
Requeza Education Center	AN154	Instructional Assistant - Behavior Intervention	10	27.5	5.5	0.69	Recruitment in progress	
Torrey Pines High School	AN952	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress	
Torrey Pines High School	AO544	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress	
Torrey Pines High School	AO568	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress	
Torrey Pines High School	AJ212	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress	
Torrey Pines High School	AJ225	Instructional Assistant Special Education	10	30	6	0.00	Interviews scheduled	
Canyon Crest Academy	AO933	Instructional Assistant Special Education	10	19.5	3.9	0.49	Interviews scheduled	
Earl Warren Middle School	AI068	Instructional Assistant Special Education	10	30	6	0.75	Job Acceptance Pending	
Torrey Pines High School	AO418	Instructional Assistant Special Education	10	30	6	0.75	Interviews scheduled	
Torrey Pines High School	AA382	Instructional Assistant Special Education	10	30	6	0.75	Job Acceptance Pending	
Torrey Pines High School	AJ266	Instructional Assistant Special Education	10	30	6	0.75	Interviews scheduled	
Torrey Pines High School	AO421	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress	
Torrey Pines High School	AO420	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress	
Torrey Pines High School	AO424	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress	
Torrey Pines High School	AO425	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress	
Canyon Crest Academy	AA437	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress	
Requeza Education Center	AH447	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress	
Requeza Education Center	AD636	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress	
Requeza Education Center	AG338	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in progress	
Requeza Education Center	AJ218	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in progress	
Requeza Education Center	AJ543	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress	
Requeza Education Center	AD640	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress	
Requeza Education Center	AH761	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress	
Torrey Pines High School	AI308	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in progress	
Requeza Education Center	AI375	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress	
Requeza Education Center	AJ674	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress	
Requeza Education Center	AN656	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress	
Requeza Education Center	AN149	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress	
Requeza Education Center	AH436	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress	
Requeza Education Center	AJ180	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress	
Requeza Education Center	AO416	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in progress	
Torrey Pines High School	AA220	Nutrition Services Assistant I	10	19.5	3.9	0.49	Job Offer Pending	

<b>1</b>								
<b>82 Approved Requisitions</b>								
<b>17 Different Job Classifications</b>								
<b>SITE</b>	<b>SLOT</b>	<b>Position</b>	<b># of Months</b>	<b># of Hours a Week</b>	<b># of Hours a Day</b>	<b>FTE</b>	<b>STATUS</b>	
La Costa Canyon High School	AA241	Nutrition Services Assistant I	10	12.5	2.5	0.25	Recruitment in progress	
Pacific Trails Middle School	AA243	Nutrition Services Assistant I	10	16.25	3.25	0.41	Recruitment in progress	
Canyon Crest Academy	AH693	Nutrition Services Production Assistant	10	40	8	1.00	Job Offer Pending	
Transportation	AA530	School Bus Driver	10	30	6	0.75	Interviews scheduled	
Transportation	AA494	School Bus Driver	10	30	6	0.75	Recruitment in progress	
Transportation	AA513	School Bus Driver	10	30	6	0.75	Recruitment in progress	
Transportation	AA531	School Bus Driver	10	30	6	0.75	Recruitment in progress	
Transportation	AA507	School Bus Driver	10	30	6	0.75	Recruitment in progress	
Transportation	AA510	School Bus Driver	10	30	6	0.75	Recruitment in progress	
Transportation	AA515	School Bus Driver	10	30	6	0.75	Recruitment in progress	
Transportation	AF521	School Bus Driver	10	30	6	0.75	Recruitment in progress	
Transportation	AJ470	School Bus Driver	10	30	6	0.75	Recruitment in progress	
Transportation	AA514	School Bus Driver	10	30	6	0.75	Recruitment in progress	
Transportation	AE711	School Bus Driver	10	30	6	0.75	Recruitment in progress	
Transportation	AA516	School Bus Driver	10	30	6	0.75	Recruitment in progress	
Transportation	AA525	School Bus Driver	10	30	6	0.75	Recruitment in progress	
Transportation	AJ471	School Bus Driver	10	30	6	0.75	Recruitment in progress	
Transportation	AE717	School Bus Driver	10	30	6	0.75	Recruitment in progress	
Transportation	AA527	School Bus Driver	10	30	6	0.75	Recruitment in progress	
Transportation	AA491	School Bus Driver	10	30	6	0.75	Recruitment in progress	
Transportation	AA495	School Bus Driver	10	30	6	0.75	Recruitment in progress	
Transportation	AA498	School Bus Driver	10	30	6	0.75	Selection Clearing	
Transportation	AA506	School Bus Driver	10	30	6	0.75	Recruitment in progress	
Transportation	AA512	School Bus Driver	10	30	6	0.75	Recruitment in progress	
Oak Crest Middle School	AO341	Student Health Care Specialist	10	30	6	0.75	Interviews scheduled	
Oak Crest Middle School	AO340	Student Health Care Specialist	10	30	6	0.75	Recruitment in progress	
San Dieguito High School Academy	AN550	Student Support Facilitator	10	19.5	3.9	0.49	Selection Clearing	

**Classified Personnel List  
JANUARY 23, 2024**

<b>Personnel Action</b>	<b>Classification</b>	<b>Last Name</b>	<b>First Name</b>	<b>Job Title</b>	<b>Site</b>	<b>Effective Date</b>	<b>Inactive Date</b>	<b>FTE</b>	<b>Reason</b>
Change In Assignment	Classified	Diaz	Nancy	Secretary	CCA	12/20/2023		1.00	Promotion
Change In Assignment	Classified	Diaz	Nancy	Secretary	CCA	12/20/2023		1.00	Promotion
Change In Assignment	Classified	Martinez	Ruben	Instructional Assistant SpED	OCMS	01/09/2024		0.75	Transfer
Employment	Classified	Bukhradze	Yury	Instructional Assistant - Bilingual	CVMS	01/16/2024		0.49	Vacancy
Employment	Classified	Burton	Tim	Grounds Maintenance Equipment Operator	Facilities-Construction	12/22/2023		1.00	Promotion
Employment	Classified	Chan	Siu	Nutrition Services Assistant II	CVMS-Cafe	12/11/2023		0.49	Vacancy
Employment	Classified	Francis	Seth	Custodian	TPHS	01/02/2024		1.00	Vacancy
Employment	Classified	Halasz	Dea	Instructional Assistant	SDA	01/09/2024		0.75	Vacancy
Employment	Classified	Hernandez Galeana	Omar	Campus Supervisor	DNO	12/18/2023		1.00	Vacancy
Employment	Classified	McCowen	Delaney	Theater Tech	CCA	12/15/2023		1.00	Vacancy
Employment	Classified	Miller	Craig	Campus Supervisor	OCMS	01/09/2024		1.00	Vacancy
Employment	Classified	Robinson	Nicholas	Campus Supervisor	EWMS	12/01/2023		0.49	Vacancy
Employment	Classified	Tellez	Ruben	Campus Supervisor	CCA	01/09/2024		1.00	Vacancy
Employment	Classified	Yuan	Li	Instructional Assistant - Bilingual	TPHS	01/09/2024		0.49	Vacancy
FTE Change	Classified	Mentado	Amy	Instructional Assistant SpED BI	Requeza	12/12/2023		0.75	Transfer
Resignation	Classified	Gutierrez	Vanessa	Instructional Assistant	CVMS		12/21/2023	0.75	Resignation

**Classified Personnel List  
JANUARY 23, 2024**

Resignation	Classified	Nam	Ki Yeon	Nutrition Services Assistant II	CCA		01/26/2024	0.41	Resignation
Resignation	Classified	Navarro De Perez	Enriqueta	School Bus Attendant	Transportation		01/11/2024	0.64	Retirement
Resignation	Classified	Roberts	Caroline	Facilities Planning Analyst	Facilities-Construction		12/29/2023	1.00	Retirement
Resignation	Classified	Steinberg	Samantha	Student Support Faciliator	SDA		12/20/2023	0.49	Resignation