

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

Regular Meeting Agenda

3:30 P.M. March 12, 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 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. 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 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.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 PM, March 12, 2024

MEETING/OPEN SESSION

1. Call to Order, Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the March 12, 2024, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the agenda for the March 12, 2024, Personnel Commission Regular Meeting.
4. Approval of the Minutes for the February 13, 2024, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the minutes of the February 13, 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 Custodian Floater, SR33, Open/Promotional-Dual Certification, updated 02/08/2024, individual eligibility valid for six months.
- B. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd – Bilingual Spanish, SR31, Open/Promotional-Dual Certification, updated 02/08/2024, individual eligibility valid for six months.
- C. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd – Behavior Intervention, SR36, Open/Promotional-Dual Certification, updated 02/09/2024, individual eligibility valid for six months.
- D. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant – SpEd, SR34, Open/Promotional-Dual Certification, updated 02/12/2024, individual eligibility valid for six months.
- E. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated 02/14/2024, individual eligibility valid for six months.
- F. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant – SpEd, SR34, Open/Promotional-Dual Certification, updated 02/16/2024, individual eligibility valid for six months.
- G. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant – Bilingual Spanish, SR31, Open/Promotional-Dual Certification, updated 02/27/2024, individual eligibility valid for six months.
- H. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated 03/04/2024, individual eligibility valid for six months.
- I. Motion by _____, second by _____, to approve an Eligibility List for Communications Coordinator, Management, SR11, Open/Promotional-Dual Certification, updated 03/04/2024, 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 Information Technology (IT) Support Technician, SR51. Open/Promotional-Dual Certification.
- B. Motion by _____, second by _____, to establish a six-month Eligibility List for Executive Assistant, Confidential, SR1, Open/Promotional-Dual Certification.

- C. Motion by _____, second by _____, to establish a six-month Eligibility List for School Bus Attendant, SR29, Open/Promotional.
- D. Motion by _____, second by _____, to establish a six-month Eligibility List for Custodian - Floater, SR33, Open/Promotional-Dual Certification.
- E. Motion by _____, second by _____, to establish a six-month Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification.

8. CLASSIFICATION REVIEW

Public Comments, if any

A. New Classification – Registrar I

Motion by _____, second by _____, to _____.

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. TRANSFER OF CLASSIFIED EMPLOYEES

Public Comments, if any

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments, if any

A. Vacancy Report Summary

B. Vacancy Report

C. Personnel List Report

11. CORRESPONDENCE

Public Comments, if any

12. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, April 9, 2024, at 3:30 p.m.

13. ADJOURNMENT

San Dieguito Union High School District
PERSONNEL COMMISSION
Regular Meeting Minutes
3:30 P.M., February 13, 2024

MEETING/OPEN SESSION

1. Call to Order
The meeting was called to order at 3:32 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

3. Approval of the Agenda for the February 13, 2024, Personnel Commission Regular Meeting.
Public Comments - None
Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the agenda of the February 13, 2024, Personnel Commission Regular Meeting.
Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes

4. Approval of the Minutes for the January 9, 2024, Personnel Commission Regular Meeting.
Public Comments - None
Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve the minutes for the January 9, 2024. 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 - *Carlos Magana*
- B. San Dieguito Union High School District - *None*
- C. Public - *None*

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 – Bilingual Spanish, SR31, Open/Promotional-Dual Certification, updated 01/03/2024, 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 01/10/2024, 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 Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated 01/10/2024, 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 Student Support Facilitator, R39, Open/Promotional-Dual Certification, updated 01/10/2024, 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 II, SR27, Open/Promotional-Dual Certification, updated 01/11/2024, 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 Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 01/16/2024, 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 Student Support Facilitator, SR39, Open/Promotional-Dual Certification, updated 01/16/2024, individual eligibility valid for six months.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes
- H. 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 01/19/2024, individual eligibility valid for six months.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes
- I. 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 01/23/2024, individual eligibility valid for six months.

Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

- J. 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 01/23/2024, individual eligibility valid for six months.

Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

- K. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, 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.

Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

- L. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, 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.

Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

- M. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, 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.

Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

- N. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, 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.

Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

- O. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for Director of Communications, Management, SR2,

Open/Promotional-Dual Certification, updated 01/25/2024, individual eligibility.
valid for six months valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

- P. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, 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.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

- Q. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, 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.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

- R. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, 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.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

- S. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, 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.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

- T. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List Instructional Assistant – SpEd, SR34, Open/Promotional-Dual Certification, updated 01/30/2024, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

- U. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility for Custodian, SR32, Open/Promotional-Dual Certification, updated 01/31/2024, individual eligibility valid for six months.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes
- V. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility for School Bus Driver, SR38, Open/Promotional-Dual Certification, updated 02/01/2024, individual eligibility valid for six months.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes
- W. 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 02/05/2024, individual eligibility valid for six months.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes
- X. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Bus Driver Trainer, SR44, Open/Promotional-Dual Certification, updated 02/06/2024, individual eligibility valid for six months.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes
- Y. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, 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.
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 Custodian, SR32, Open/Promotional-Dual Certification.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments – There were 5 public speakers for agenda item A.

Carolyn Kinnare

Anne Van Winkle

Tracy Ngo

Carmen Blum

Carlos Magana

- 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 – 5:41 PM

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

Custodian Floater

Eligibility List-Continuous Filing
Open/Promo-Dual Certification

Effective Date: 2/8/2024

Applicant ID	Rank	Expiration Date	Source
3736753	1	8/8/2024	Open
7359780	2	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 - Bilingual Spanish

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 2/8/2024

Applicant ID	Rank	Expiration Date	Source
7388511	1	8/8/2024	Open
7332059	2	7/24/2024	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-Behavior Intervention

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 2/09/2024

Applicant ID	Rank	Expiration Date	Source
7360327	1	8/9/2024	Open
6944388	2	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: 2/12/2024

Applicant ID	Rank	Expiration Date	Source
1055189	1	8/5/2024	Open
6893658	2	8/12/2024	Open
7336079	3	7/19/2024	Open
3911919	4	3/26/2024	Open
6928309	5	7/30/2024	Open
6512695	6	6/4/2024	Promo
6944388	7	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**

Campus Supervisor

Eligibility List-Continuous

Open/Promo-Dual Certification

Updated Date: 2/14/2024

Applicant ID	Rank	Expiration Date	Source
7309714	1	5/7/2024	Open
7280115	2	3/28/2024	Open
7359780	3	8/14/2024	Open
2828476	4	8/14/2024	Open
7372831	5	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**

Instructional Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 2/16/2024

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
2429353	4	8/16/2024	Open
6512695	5	6/4/2024	Promo
7393355	6	8/16/2024	Open
6944388	7	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 - Bilingual Spanish

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 2/27/2024

Applicant ID	Rank	Expiration Date	Source
7388511	1	8/8/2024	Open
7185022	2	8/27/2024	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: 3/4/2024

Applicant ID	Rank	Expiration Date	Source
7309714	1	5/7/2024	Open
7280115	2	3/28/2024	Open
7419205	2	9/4/2024	Open
6547426	3	9/4/2024	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

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

Communications Coordinator

Eligibility List

Open/Promo-Dual Certification

Effective Date: 3/4/2024

Applicant ID	Rank	Expiration Date	Source
7357988	1	9/4/2024	Open
7372956	2	9/4/2024	Open
3091285	2	9/4/2024	Open
7349081	3	9/4/2024	Open
7358190	3	9/4/2024	Open
4315765	4	9/4/2024	Open
2246790	5	9/4/2024	Open
7368921	6	9/4/2024	Open

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

S. Gray



Board of Trustees
 Michael Allman
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 Jane Lea Smith
 Rimga Viskanta
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 Anne L. Staffieri, Ed.D.

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 Gray, Director

Classification Review Report	
Classification	Proposed – Registrar I (Reclassification of Secretaries who support middle school Counseling departments)
Classification Type	Classified
Salary Range	Proposed - 36
Submission to Classification Advisory Committee	March 1, 2024
Submission to Personnel Commission	March 12, 2024

Background Information

At the December 12, 2023 Personnel Commission meeting, the Commission requested staff to pursue next steps as it related to the reclassification request made by the Secretaries who support the middle school counseling office. This request was made following the lack of motion to approve a proposed revised Secretary job description.

Following the request, Commission staff researched similar positions at other school districts and developed a draft job description. This draft was shared with the District and the site supervisors for input on job duties and job title. Two school Counselors also provided input. The impacted Secretaries were also provided a draft of the proposed job description to which they provided their suggested edits. These suggestions were shared with the District for input on the final draft (attached).

The District agreed to a number of the suggested edits from the impacted Secretaries, however, it is important to note that many of the suggested edits were pulled directly from the current Registrar job description. The Registrar job description was last updated in 2001 and much of the verbiage is outdated and warrants updating. As such, the outdated verbiage from the Registrar job description was not included in the proposed new classification job description.

The impacted Secretaries also recommended the title of Middle School Registrar/Counseling Assistant. This suggested title was rejected for a number of reasons, including that the proposed title does not comport with SDUHSD standard naming convention and doesn't follow job title best practices. SDUHSD has moved away from designating positions as "middle school" or "high school"¹ and instead uses a step progression for titles (i.e., I, II, III, IV). In addition, the title is excessively long, uses a "/" and does is not adequately concise for the purposes of job postings and recruitment efforts.

¹ The exception is the Plant Supervisor classification which has "middle school" and "high school" designations in the title. These job descriptions, however, have not been updated since 2014.

Instead, the District is recommending a title of “Registrar I” with an accompanying request to revise the current Registrar job description and update of the title to “Registrar II.”

Sources of Information

Mary Anne Nuskin, Associate Superintendent of Human Resources
 Bryan Marcus, Associate Superintendent of Education Services
 Maritza Diaz, Supervisor, Information Systems Support
 Reno Medina, Principal, Earl Warren Middle School
 Kathryn Friedrichs, Principal, Oak Crest Middle School
 Celeste Barnette, Principal, Diegueno Middle School
 Michelle McNeff, Counselor, Oak Crest Middle School
 Lisa Curry, Counselor, Pacific Trails Middle School
 Comparable districts in San Diego County, including discussion with various Directors of Human Resources/Classified Personnel

Salary Compensation Review

Our standard practice when making salary recommendations is to identify comparable classifications among comparison school districts to determine the market rate of pay. These districts have been negotiated and agreed upon by the District and the California School Employees Union (CSEA). While there may be instances where additional market comparisons outside of this list are needed due to a lack of matching classifications, in this instance, the approved comparison districts have appropriately matched classifications to determine the appropriate market rate. In the market data below, descriptions of the comparison positions are included to demonstrate that these are similar positions.

When reviewing salary allocation, the minimum, midpoint, and maximum of the comparison ranges have been presented to see whether the district is competitive. In this instance, market data from 9 comparable districts was used to compile the market average, which establishes a reliable market comparison.

Salary Range 35 falls slightly below the market median (0.32%) and would not be recommended. Rather, Salary Range 36 would be the recommended salary range based upon the market analysis. The data reflects that at Salary Range 36, SDUHSD would be 4% above the market average at the midpoint of the range.

It is important to note that 6 out of the 9 comparison school district salary schedules are for the 2023-24 school year which includes their negotiated increases. SDUHSD has not yet settled the negotiations of its 2023-2024 salary rates. To demonstrate an apples to apples market comparison using 2022-2023 rates, SDUHSD falls at 8% above the market median for this classification.

While there are instances where it may be recommended to set a pay rate above the market average, that would typically only be recommended if there were limited qualified individuals in the labor market and/or the market rate was not adequate to recruit qualified individuals. Historically, however, this position has not been considered a hard to fill position so that an increased range placement would not be recommended.

District	Salary Range	Job Title	Min	Mid	Max	Job Descriptions
Carlsbad USD	19	Guidance Tech I - Enrollment	\$22.35	\$24.76	\$27.16	Middle School -Performs a variety of clerical and record-keeping duties in support of an assigned middle school counseling office; prepare, update and maintain scholastic records and schedules for middle school students; register students and process student enrollment information.

Escondido USD (23-24)	29	School Clerk	\$19.52	\$22.22	\$24.91	Middle School - clerical support, enrollment, processes transfers. Prepares and maintains records related to student attendance, test scores, participation in special projects, and other data; enters, revises, and updates student information; may schedule students for classes and prepare computerized progress and grade reports at a middle school. Distinguished from Registrar - The Registrar is a specialized class which performs a variety of responsible, varied and often complex activities relating to the development of a master schedule at a middle school and the assignment of students within the master schedule
Escondido UHSD (23-24)	23	Counseling Secretary	\$19.26	\$22.54	\$25.81	High School - assists registrar in maintaining student records, sending & receiving records, enters data for student schedules, master schedules, student records. provides transcripts, supports counseling office
Poway USD (23-24)	28	Student Data Tech I	\$21.69	\$24.73	\$27.77	Middle School: performs a variety of independent clerical and technical services; register and schedule middle school students according to established procedures and policies; maintain records and prepare reports.
Ramona USD (23-24)	26	Admin Assistant III	\$22.59	26.51	\$30.43	Supports counseling office - enrollment centralized Performs difficult secretarial and clerical work requiring independent judgment and discretion. This position is assigned to a district or site administrator/secondary counselor and performs administrative and technical duties; to assist in coordinating a broad range of functions and programs throughout the district or site; and other duties directly related to this class description.
San Marcos USD (23-24)	36	Registrar I	\$22.85	\$25.98	\$29.11	Middle School - also supports counseling office The job of "Registrar I" is done for the purpose/s of performing clerical recording at the middle schools' office and at the alternative high school's office; requesting/providing information from/to staff, students and public; maintaining and evaluating documents.
Oceanside USD	18	Office Assistant	\$18.78	\$21.39	\$24.00	Middle Schools- Participate in student registration activities as assigned by the position; assist parents with proper completion of forms; enroll and drop students as appropriate; ensure emergency cards are completed and up-to-date; enter student information into student information system. Input a wide variety of information into assigned computer database and generate a variety of reports and lists; review, audit, and monitor a variety of documents, records, files, and statistical information for accuracy, completion, and conformance to established procedures. Establish and maintain a variety of filing and record-keeping systems, including student cumulative records; sort and file materials according to established procedures.
Vista USD	41	School Support Secretary I	\$18.59	\$21.80	\$25.00	Elementary & Middle - Assists students, parents, and visitors in the completion of a wide variety of manual and electronic documents, forms, and materials (e.g., registration, enrollment, site specific forms, and parent volunteer forms, reviews forms for accuracy and completion, etc.) for the purpose of completing and disseminating information in compliance with established administrative guidelines. Compiles data for the purpose of preparing reports and/or preparing information for assigned administrator. Maintains a variety of manual and electronic documents, files, and records (e.g., student information, registration, enrollment, attendance related forms, acknowledgement forms, work orders, visitor and volunteer information, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.

Sweetwater UHSD (23-24)	53	Registrar	\$25.06	\$27.50	\$29.94	Middle & High School: Performs complex clerical and statistical recordkeeping duties in the evaluation, preparation, modification and maintenance of scholastic records at an assigned school site; register new students; input student data and master schedule information into an assigned computer system and maintain automated records and files.
	46	Office Assistant II	\$21.12	\$23.17	\$25.22	Supports Counseling Office: Under the direction of an assigned supervisor, perform a variety of clerical support duties requiring an understanding of the operations, procedures and functions of an assigned office; assist in assuring smooth office operations.
Average			\$21.18	\$23.99	\$27.93	
Proposed SDUHSD Range	36	Registrar I	\$21.36	\$25.00	\$28.63	
		Delta	1%	4%	6%	

Not a Match

Grossmont UHSD (23-24)	46	Site Support Technician	\$27.98	\$31.78	\$35.58	High schools - closer match to SDUHSD Registrar position The job of Site Support Technician is done for the purpose/s of managing automated student information system software; providing instruction and advice to system users; analyzing problems and issues related to the Student Information System and related software; coordinating usage among all system users; producing a variety of statistical reports; assisting in the establishment, maintenance and monitoring of student records; ensuring accuracy of data and compliance with established record keeping functions. Incumbents in this classification provide students and staff (and the public) with administrative support services (for school sites) which directly supports learning.
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Review of Data Submitted to Personnel Commission

At the December 12, 2023 Commission meeting, salary comparison data was provided to the Commission from one of the incumbent Secretaries. Extensive research was conducted on the data provided and it was determined to not be reliable for a number of reasons. In some instances, the data provided was simply incorrect (e.g. transposed numbers, numbers not matching posted salary schedules). In other instances, positions listed as comparisons were not accurate matches based upon a review of the posted job descriptions. In addition, standard compensation principles were not followed, including using data from districts outside SDUHSD’s labor market, not matching appropriate salary steps, including longevity steps to determine the maximum of the salary range, and incorrectly calculating the midpoint of the salary range. A detailed review of the data submitted is attached to this report.

Recommendation

If it is determined that a new class is warranted, it is recommended that the proposed job description for Registrar I be adopted and the new class be established to replace the Secretary classification which supports the middle school counseling departments.

If the new classification is established, it is further recommended that the rate of pay for the Registrar I be set at Salary Range 36.

Vote by Committee Members:

The Committee unanimously voted against the establishment of a new classification. The Committee reiterated its position that it does not support a new classification for this position for a number of reasons. The Committee stated that they are considering future individuals who may hold or seek this position when considering the impacts of creating this new class, as well as the current incumbents. The Committee believes that the creation of a new classification will significantly limit employees' ability to transfer into this position from other Secretary positions. It would also limit transferring from this position in to a Secretary position where the individual hadn't previously held a Secretary position. The Committee also reiterated its concern that separating these positions from the Secretary class could have negative impacts in the event of future layoffs.

The Committee also noted that during busy times, extra help is needed and by establishing a separate class the ability to have others assist will be limited. This was a concern from both the management perspective and from the employee perspective.

Another issue that the Committee raised was the ability to recruit and fill these positions. The Committee recognized that the current Secretary position is not typically considered a hard to fill position. The Committee was concerned that creating a niche position would make recruitment for this position more challenging.

While the Committee did not support the creation of a new classification, they did indicate that they remain supportive of revisions to the Secretary job description and a change in job title.

When presented with the question that if the new classification of Registrar I is established, what would the Committee support as the salary range, the Committee indicated they would support the recommended Salary Range 36.

Vote	Member	Vote	Member
Absent	Matt Colwell, CSEA	No	Antonio Perez, Admin
No	Kalani Crosby, CSEA	No	Dawn Campbell, Admin
No	Margy Lara, CSEA	No	Tina Peterson, Admin

REGISTRAR I

JOB SUMMARY

Under the direction of the site Principal, provides clerical support to an assigned counseling office and provides a variety of technical services related to District student registration; supports the counseling department with school-wide events and initiatives; registers students according to established procedures and policies; provides assistance to system users, students and parents; ensures accuracy of data and compliance with established State and Federal requirements as it pertains to student data; maintains records and prepares reports.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Registrar I may perform any combination of the following:

- Registers and enrolls new students from elementary schools and middle schools according to established policies and procedures; verifies and assures the accuracy of registration information, including student residency, annual data confirmation; inputs registration data into the computer; and distributes registration records.
- Requests and processes foreign, domestic, and outside school transcripts and student records for district schools; responds to transcript and records requests from other schools and authorities where authorized and legally appropriate; interprets/evaluates transcript information for proper placement of new students; completes records for the release of transfer students.
- Processes permanent records for incoming students, including making requests for records and/or course descriptions.
- Facilitates grade reporting process including communicating with teachers regarding grade changes, omissions, and incomplete transcripts.
- Provides clerical support to an assigned counseling office; responds to inquiries and exchange information with staff, students, and the public, schedules counseling appointments; maintains counseling website, answers telephone calls and provides information and assistance to callers, visitors, staff, and students.
- Supports the accommodation plan process (504), including setting up meetings, gathering teacher feedback, organizing plan documents from parents and teachers, providing plans to teachers, and completes documentation in the Student Information System.
- Provides a safe space and supportive environment for students while maintaining appropriate boundaries.
- Communicates with various individuals, including students, parents, and staff on information systems, proper student placement, student scheduling, school policies, report cards, and other technical issues; collaborates with District departments, feeder schools, and other school districts concerning student enrollment, assessment, placement and assigned functions.
- Inputs data into Student Information System (e.g., enrollment, student record updates, assessment records, scheduling, grading, transcripts) to ensure accuracy and completeness of data.
- Performs a variety of independent clerical and technical services; prepares a variety of correspondence, reports, and other materials as requested; schedules meetings and appointments as assigned by the counseling department and administration; processes a variety of District forms and enrollment applications; performs promotion related activities.

REGISTRAR I

- Compares, reviews, and evaluates student data and records; reviews data validation reports; identifies errors and discrepancies, makes corrections, additions, and modifications as needed; computes statistical information for various reports; and resolves a variety of statistical discrepancies.
- Prepares and maintains a variety of records, reports, spreadsheets, forms, applications, and packets.
- Operates a variety of school office equipment including a calculator, telephone, copier, fax machine, computer, and assigned software.
- Assists with coordinating articulation schedules; contacts elementary schools to arrange dates for Counselors to visit; prepares fliers/course sheets and other related materials for visitations.
- Participates in other assigned activities such as coordinating orientation activities, assists with incoming student testing activities (e.g., MDTP testing), and processes work permit applications.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Student Information System software; operation of a computer, assigned software.
- Legal requirements and regulations related to student records.
- Promotion credits and requirements.
- Perform basic math including calculation of fractions, percents and/or ratios.
- Modern office practices, procedures, and equipment.
- Record-keeping, accurate data entry techniques, report preparation, and filing techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Basic subjects taught in schools, including arithmetic, reading, writing, grammar, and spelling.
- Telephone techniques and etiquette.
- Statistical and confidential record keeping.

ABILITY TO:

- Perform a variety of independent clerical and technical services.
- Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars and email to perform job duties efficiently.
- Perform general functions in spreadsheet programs (i.e., Excel, Google Sheets)
- Ability to add, subtract, multiply and divide.
- Ability to conduct basic research; plan and organize work; meet schedules and timelines.
- Register students.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Learn laws, rules, and regulations related to assigned activities.
- Maintain records and prepare reports.
- Operate a computer and assigned software.
- Assemble, organize and prepare data for records and reports.
- Complete work with many interruptions.
- Keyboard or input data at an acceptable rate of speed.
- Work confidentially with discretion.

REGISTRAR I

Seldom/Occasionally	pushing and pulling, reach above shoulder, reach at shoulder 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	
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 see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

None

DRAFT

Information Provided by Carolyn Kinnare						Review by Personnel Commission Staff	
District	Salary Range	Job Title	Min	Midpoint	Max	Job Description Comments	Salary Comments
Carlsbad USD	19	Student Guide Tech I MS	\$22.35	\$25.87	\$32.17	Correct title: Guidance Tech I	Used Step 20 as top of range. Should use step 7 as max, which is \$27.46. Making midpoint \$24.76.
Coronado USD	10	School Admin I MS Registrar	\$18.47	\$27.40	\$34.42	Correct title: School Administrative Assistant I	Not part of agreed upon comparison school districts. Minimum rate incorrect. Should be \$18.65. Max should be set at step 7 at \$23.13, making midpoint \$20.89.
Escondido USD	34	Registrar MS	\$22.08	\$28.19	\$35.56	Correct title: Registrar. Not a match. According to the job descriptions, the Registrar - performs a variety of responsible, varied and often complex activities relating to the development of a master schedule at a middle school and the assignment of students within the master schedule and may also perform duties of School Clerk. Closer match is School Clerk which provides clerical support, enrollment, processes transfers. Job Description: Prepares and maintains records related to student attendance, test scores, participation in special projects, and other data; enters, revises, and updates student information; may schedule students for classes and prepare computerized progress and grade reports at a middle school.	Max of range is incorrect per salary schedule. Should be \$28.19. This would make mid point \$25.14
Gaujome Public Charter	26	Registrar K-12	\$24.71	\$34.77	\$40.25	No job description on district website. Unable to determine if a match.	Charter school district in Vista, CA. K-12. Not included in agreed upon comparison districts. Incorrect data from salary schedule. Minimum should be \$22.81, max \$30.56 and midpoint \$26.69.
Lemon Grove MS	13	Secretary MS	\$22.92	\$25.16	\$27.81	Correct title: School Secretary	Not part of agreed upon comparison school districts. K-8. Min rate should be \$22.20, max \$26.93, mid \$24.57. 5% increase approved 1/9/24, not reflected in these numbers.
Newport-Mesa	32	Registrar I MS	\$26.19	\$28.87	\$31.84	Correct Title: School Registrar I - Middle School Job Description: Primarily enrollment and student recordkeeping duties. Does not support counseling department. To determine accurate match, should include data for counseling support position.	This K-12 district is located in Orange County and covers the Newport Beach and Costa Mesa areas. This district is outside of SDUHSD labor market and is not an appropriate market comparison. Midpoint not accurate, should be \$29.02.
Oceanside USD	20	School Secretary MS	\$19.64	\$26.29	\$29.81	Not a match. School Secretary supports site Administrator, which matches with our Admin Assistant positions. Appropriate match is Office Assistant which supports a department/program and includes student registration, students records, scheduling IEPs, generating reports. Office Assistant is a range 18 at OUSD.	Oceanside uses 11 steps, step 7 should be used as the max of range which would be \$25.11, making the midpoint \$22.38.
Poway USD	28	Student Data Tech	\$21.69	\$23.94	\$27.77		
Ramona USD	24	Registrar MS & HS	\$21.50	\$23.71	\$27.46	Ramona has a centralized Registrar and uses HS Registrars. For middle schools, the clerical support is performed by Admin Asst III which is grade 26. Not a match.	Incorrect grade, should be a grade 26 at \$22.59 (min), \$25.73 (mid) and \$28.84 (max)
San Marcos USD	36	Registrar I MS	\$22.85	\$26.41	\$29.11		Mid point is incorrect. Should be \$25.98.
Sweetwater	53	Registrar	\$22.99	\$29.13	\$32.80	Registrar position does not support counseling office. Should also include Office Assistant for comparison.	Sweetwater's longevity is up to 25 years (13 steps). Max should be step 7 which is \$27.27 and midpoint \$25.23.
Vista	49	School Site Data Coordinator	\$22.65	\$32.00	\$38.95	IT classification. Closer match to SDUHSD's Information System Support Tech. Not a match.	Vista's longevity is up to step 30. Max of range should be step 7, which is \$30.46. Making midpoint \$25.14.
		Average	\$22.26	\$27.11	\$32.04		Using these numbers, midpont average should be \$27.15
SDUHSD	36		\$21.36	\$24.73	\$28.63		Incorrect midpoint - \$25.00



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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
RE: Transfer of Classified Employees
DATE: March 6, 2024

At the February 13, 2024 Personnel Commission meeting, Commissioner Baird requested that an item be added to the March 12, 2024 regarding the transfer of Classified staff. The Commission also requested information regarding the Education Code, Personnel Commission rules and the collective bargaining agreement between the District and the California School Employees Association (CSEA) as to what, if any, priority is afforded to current classified staff when seeking a transfer to another position within the same classification.

Education Code

The California Education Code does not currently require any priority with regard to the transfer of classified staff. During the 2023 Legislative session, AB 1699 was introduced which would have given “priority to current regular nonprobationary classified employees who meet the minimum job qualifications of the position, or who could meet the minimum job qualifications before their state date, unless otherwise negotiated between the education employer and the exclusive representative of the applicable employees.” While AB1699 did pass both the Assembly and the Senate, the bill was vetoed by Governor Newsom.

Personnel Commission Rules

Chapter 9 (Transfers) of the Rules & Regulations for the Classified Service provides “For bargaining unit members, transfers are conducted according to contract provisions. When the collective bargaining contract is silent, these Rules prevail.” As discussed below, the collective bargaining contract between the District and CSEA does address this issue. However, it should be noted that the Personnel Commission Rules do not set any priority with regard to the transfer of classified employees.

Collective Bargaining Contract

Article 7(G) of the Collective Bargaining Contract between CSEA and the District states:

“The selecting authority in considering applicants for vacant positions shall give priority in the following order:

1. Employees requesting Transfer/Demotion
2. Promotional Candidates
3. Outside Candidates”

All transfer, demotion, and qualified promotional candidates are shared with the hiring manager as part of the eligibility list. Interviews are typically scheduled based upon the above order of priority, taking into consideration the availability of the candidates.

The selection decision is made by the District. It is my understanding that CSEA has not grieved any prior District’s selection decision nor have there been any proposed modifications to this provision by either party.

In the event someone believed this article was not applied correctly, it appears that the appropriate remedy would be the grievance process agreed upon by the parties.

Vacancy Summary Report March 6, 2024

Site/Department	Full Time	Part Time	Grand Total
Canyon Crest Academy	1	4	5
Carmel Valley Middle School		1	1
District Office	6		6
Earl Warren Middle School		2	2
Facilities, Planning & Construction	1		1
La Costa Canyon High School	2	3	5
Maintenance & Operations	3		3
Oak Crest Middle School		5	5
Pacific Trails Middle School	1	5	6
Requeza Education Center		15	15
San Dieguito High School Academy		3	3
Torrey Pines High School		13	13
Transportation	1	21	22
Grand Total	15	72	87

Hard to Fill Positions	Count of STATUS
Bus Driver Trainer	1
Custodian Floater	2
Electrician	1
Facilities Planning Analyst	1
Instructional Assistant - Behavior Intervention	11
Instructional Assistant - Bilingual/SPANISH	2
Instructional Assistant Special Education	14
Instructional/Personal Care Assistant	15
Nutrition Services Assistant I	5
School Bus Driver	20
Student Health Care Specialist	2
Grand Total	74

Status	Count of STATUS
Hold	3
Interviews scheduled	4
Recruitment in progress	73
Selection clearing	7
Grand Total	87

87 Approved Requisitions							
20 Different Job Classifications							
SITE	SLOT	Position	# of Months	# of Hours a Week	# of Hours a Day	FTE	STATUS
District Office	AA556	Associate Superintendent, Business Services	12	40	8	1.00	Selection Clearing
Transportation	AA481	Bus Driver Trainer	12	40	8	1.00	Recruitment in progress
La Costa Canyon High School	AO530	Campus Supervisor	10	40	8	1.00	Selection Clearing
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	Interviews scheduled
Maintenance & Operations	AJ728	Custodian Floater	12	40	8	1.00	Selection Clearing
Maintenance & Operations	AA165	Custodian Floater	12	40	8	1.00	Recruitment in progress
Pacific Trails Middle School	AJ705	Custodian	12	40	8	1.00	Recruitment in progress
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	Hold
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
District Office	AA052	Executive Assistant	12	40	8	1.00	Recruitment in progress
District Office	AP603	Information Technology Support Tech	12	40	8	1.00	Recruitment in progress
District Office	AP606	Information Technology Support Tech	12	40	8	1.00	Recruitment in progress
La Costa Canyon High School	AO042	Interpreter for the Deaf and Hard-of-Hearing	10	32.5	6.5	0.81	Hold
Earl Warren Middle School	AO540	Instructional Assistant - Bilingual/SPANISH	10	19.5	3.9	0.49	Recruitment in progress
San Dieguito High School Academy	AO546	Instructional Assistant - Bilingual/SPANISH	10	16.5	5.5, 3X/Wk	0.49	Interviews scheduled
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	Selection Clearing
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
La Costa Canyon High School	AI331	Instructional Assistant Special Education	10	30	6	0.00	Interviews scheduled
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	Recruitment in progress
Earl Warren Middle School	AI068	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AO418	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AA382	Instructional Assistant Special Education	10	30	6	0.75	Selection Clearing
Torrey Pines High School	AJ266	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
Oak Crest Middle School	AA420	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Pacific Trails Middle School	AP609	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Pacific Trails Middle School	AN655	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

87 Approved Requisitions							
20 Different Job Classifications							
SITE	SLOT	Position	# of Months	# of Hours a Week	# of Hours a Day	FTE	STATUS
Requeza Education Center	AO416	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in progress
Pacific Trails Middle School	AO545	Nutrition Services Assistant I	10	18.75	3.75	0.47	Recruitment in progress
Canyon Crest Academy	AN671	Nutrition Services Assistant I	10	16.25	3.25	0.41	Recruitment in progress
Torrey Pines High School	AA220	Nutrition Services Assistant I	10	19.5	3.9	0.49	Recruitment in progress
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	Selection Clearing
Transportation	AF289	School Bus Attendant	10	20	4	0.50	Recruitment in progress
Transportation	AA530	School Bus Driver	10	30	6	0.75	Recruitment in progress
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	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	Recruitment in progress
Oak Crest Middle School	AO340	Student Health Care Specialist	10	30	6	0.75	Recruitment in progress

**Classified Personnel List
FEBRUARY 15, 2024**

Personnel Action	Classification	Last Name	First Name	Job Title	Site	Effective Date	Inactive Date	FTE	Reason
Change In Assignment	Classified	Read	Maria	Nutrition Services Assistant II	PTMS-Cafe	1/22/2024		0.49	Promotion
Employment	Classified	Barber	Jeremiah	Ground Maintenance Worker II	Facilities-Construction	1/22/2024		1	Vacancy
Employment	Classified	Chenard	Victoria	Instructional Assistant - SpED (BI)	LCC		1/19/2024	0.75	Resignation
Employment	Classified	Golueke	Monique	Instructional Assistant - SpED (BI)	LCC	1/31/2024		0.75	Vacancy
Employment	Classified	Lopez	Alyssa	Instruction Assistant - SpED	OCMS	1/29/2024		0.75	Vacancy
Resignation	Classified	Jackson	Travis	Instruction Assistant - SpED	OCMS		1/26/2024	0.49	Resignation
Resignation	Classified	Markovic	Maja	Student Health Care Specialist	TPHS		1/26/2024	1	Resignation
Resignation	Classified	Martinez	Marcelino	Custodian Floater	Facilities-Construction		1/29/2024	1	Resignation