

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

**Regular Meeting Agenda**

3:30 P.M. April 9, 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 PM, April 9, 2024

**MEETING/OPEN SESSION**

1. Call to Order, Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the April 9, 2024, Personnel Commission Regular Meeting.  
*Public Comments, if any*  
Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve the agenda for the April 9, 2024, Personnel Commission Regular Meeting.
4. Approval of the Minutes for the March 12, 2024, Personnel Commission Regular Meeting.  
*Public Comments, if any*  
Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve the minutes of the March 12, 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 – SpEd, SR34, Open/Promotional-Dual Certification, updated 03/07/2024, individual eligibility valid for six months.
- B. Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 03/08/2024, individual eligibility valid for six months.
- C. Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve a Continuous Filing Eligibility List for Instructional Assistant – SpEd, SR34, Open/Promotional-Dual Certification, updated 03/12/2024, individual eligibility valid for six months.
- D. Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve an Eligibility List for School Bus Attendant, SR29, Open/Promotional, updated 03/12/2024, individual eligibility valid for six months.
- E. Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 03/13/2024, individual eligibility valid for six months.
- F. Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve a Continuous Filing Eligibility List for Instructional Assistant – SpEd (Behavior Intervention), SR36, Open/Promotional-Dual Certification, updated 03/14/2024, individual eligibility valid for six months.
- G. Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant – SpEd, SR37, Open/Promotional-Dual Certification, updated 03/15/2024, 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 03/18/2024, individual eligibility valid for six months.
- I. Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve an Eligibility List for Information Technology (IT) Support Technician, SR51, Open/Promotional, updated 03/19/2024, individual eligibility valid for six months.
- J. Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated 03/21/2024, individual eligibility valid for six months.
- K. Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve a Continuous Filing Eligibility List for Instructional Assistant – SpEd, SR34, Open/Promotional-Dual Certification, updated 03/22/2024, individual eligibility valid for six months.
- L. Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve a Continuous Filing Eligibility List for Instructional Assistant – SpEd, SR34, Open/Promotional-Dual Certification, updated 03/25/2024, individual eligibility valid for six months.
- M. Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual

Certification, updated 03/28/2024, individual eligibility valid for six months.

N. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a Continuous Filing Eligibility List for School Bus Driver, SR38, Open/Promotional-Dual Certification, updated 03/28/2024, 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 Secretary, SR36, Open/Promotional-Dual Certification.

B. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish a six-month Eligibility List for Receptionist, SR32, Open/Promotional-Dual Certification.

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

1. RECLASSIFICATION REQUEST UPDATE – SECRETARIES SUPPORTING MIDDLE SCHOOL COUNSELING OFFICE

*Public Comments, if any*

2. TRANSFER OF CLASSIFIED EMPLOYEES

*Public Comments, if any*

A. CSPCA Model Merit Rules

B. AB 2088

3. PROPOSED 2024-2025 BUDGET REVIEW (First Read)

*Public Comments, if any*

4. STAFF COMMENTS ON PERSONNEL ACTIVITIES

*Public Comments, if any*

A. Vacancy Report Summary

B. Vacancy Report

C. Personnel List Report

5. CORRESPONDENCE

*Public Comments, if any*

6. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, May 14, 2024, at 3:30 p.m.

7. ADJOURNMENT

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

**Regular Meeting Minutes**

3:30 PM, March 12, 2024

**MEETING/OPEN SESSION**

1. Call to Order

The meeting was called to order at 3:13 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

3. Approval of the Agenda for the March 12, 2024, Personnel Commission Regular Meeting.

*Public Comments, if any*

Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the agenda for the March 12, 2024, Personnel Commission Regular Meeting.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

4. Approval of the Minutes for the February 13, 2024, Personnel Commission Regular Meeting.

*Public Comments, if any*

Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve the minutes of the

February 13, 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 - *None*
- B. San Dieguito Union High School District – *Tina Peterson, Susan Gray*
- C. Public - *None*

**ACTION ITEMS (See Supplements)**

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

*Public Comments, if any*

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

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

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

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- C. 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 02/09/2024, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

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 02/12/2024, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- E. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated 02/14/2024, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- F. 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 02/16/2024, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- G. 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 02/27/2024, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

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

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- I. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for Communications Coordinator, Management, SR11, Open/Promotional-Dual Certification, updated 03/04/2024, individual eligibility valid for six months.

Justin Cunningham  
Jeff Charles  
John Baird  
Passed with Three Ayes

7. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

*Public Comments, if any*

- A. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Information Technology (IT) Support Technician, SR51. Open/Promotional-Dual Certification.

Justin Cunningham  
Jeff Charles  
John Baird  
Passed with Three Ayes

- B. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Executive Assistant, Confidential, SR1, Open/Promotional-Dual Certification.

Justin Cunningham  
Jeff Charles  
John Baird  
Passed with Three Ayes

- C. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for School Bus Attendant, SR29, Open/Promotional.

Justin Cunningham  
Jeff Charles  
John Baird  
Passed with Three Ayes

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

Justin Cunningham  
Jeff Charles  
John Baird  
Passed with Three Ayes

- E. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification.

Justin Cunningham  
Jeff Charles  
John Baird  
Passed with Three Ayes

8. CLASSIFICATION REVIEW

*Public Comments – There were 9 Public Speakers  
Marielle Bravo-Saltzman*

*Carolyn Kinnare  
Anne Van Winkle  
Carlos Magana  
John Baird  
Ambrose Lark  
Carmen Blum  
Mary Anne Nuskin  
Matthew Colwell*

A. New Classification – Registrar I

Commissioner BAIRD questioned whether this item was agendized in accordance with the Brown Act. Commissioner BAIRD also questioned whether this item was a “new classification” or whether it was a “reclassification.”

Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to postpone 8A to next month for the purpose of recommending strongly that the CAC give them the ability to go the next meeting to advocate their position.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

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

9. TRANSFER OF CLASSIFIED EMPLOYEES

*Public Comments – There were 3 public speakers.*

*Tim Snedeker*

*Carmen Blum*

*Jose Castrellon*

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

*Public Comments - None*

A. Vacancy Report Summary

B. Vacancy Report

C. Personnel List Report

11. CORRESPONDENCE

*Public Comments - None*

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 – 6:16 p.m.

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

**Instructional Assistant SpEd**

Eligibility List-Continuous Filing  
Open/Promo-Dual Certification

Updated Date: 3/7/2024

Applicant ID	Rank	Expiration Date	Source
7336079	1	7/19/2024	Open
3911919	2	3/26/2024	Open
303179	3	9/7/2024	Open
6512695	4	6/4/2024	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**

**Nutrition Services Assistant I**

Eligibility List-Continuous Filing  
Open/Promo-Dual Certification

Updated Date: 3/8/2024

Applicant ID	Rank	Expiration Date	Source
6409237	1	4/18/2024	Open
6421403	1	5/2/2024	Promo
154	1	9/8/2024	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: 3/12/2024

Applicant ID	Rank	Expiration Date	Source
7336079	1	7/19/2024	Open
3911919	2	3/26/2024	Open
303179	3	9/7/2024	Open
2708769	4	9/12/2024	Open
6512695	5	6/4/2024	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**

**School Bus Attendant**

Eligibility List

Open/Promo

Effective Date: 3/12/2024

Applicant ID	Rank	Expiration Date	Source
7304517	1	9/12/2024	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: 3/13/2024

Applicant ID	Rank	Expiration Date	Source
6409237	1	4/18/2024	Open
6421403	1	5/2/2024	Promo
168	1	9/13/2024	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: 3/14/2024

Applicant ID	Rank	Expiration Date	Source
7436304	1	9/14/2024	Open

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

S. Gray

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

**Instructional/Personal Care Assistant SpEd**

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 3/15/2024

Applicant ID	Rank	Expiration Date	Source
3911919	1	5/28/2024	Open
6909434	2	4/18/2024	Open
3577972		10/28/2026	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: 3/18/2024

Applicant ID	Rank	Expiration Date	Source
7336079	1	7/19/2024	Open
3911919	2	3/26/2024	Open
303179	3	9/7/2024	Open
2708769	4	9/12/2024	Open
6512695	5	6/4/2024	Promo
7407747	6	9/18/2024	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**

**Information Technology Support Technician**

Eligibility List

Open/Promo-Dual Certification

Effective Date: 3/19/2024

<b>Applicant ID</b>	<b>Rank</b>	<b>Expiration Date</b>	<b>Source</b>
95	1	9/19/2024	Open
61	2	9/19/2024	Open
103	3	9/19/2024	Open
121	4	9/19/2024	Open
7000486	4	9/19/2024	Open
81	5	9/19/2024	Open
90	5	9/19/2024	Open
115	5	9/19/2024	Open
94	6	9/19/2024	Open
83	7	9/19/2024	Open
67	8	9/19/2024	Open
109	9	9/19/2024	Open
75	10	9/19/2024	Open
51	11	9/19/2024	Open

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

S. Gray

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

**Campus Supervisor**

Eligibility List-Continuous

Open/Promo-Dual Certification

Updated Date: 3/21/2024

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
1879836	5	9/21/2024	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: 3/22/2024

Applicant ID	Rank	Expiration Date	Source
7336079	1	7/19/2024	Open
3911919	2	3/26/2024	Open
303179	3	9/7/2024	Open
2708769	4	9/12/2024	Open
6488010	4	9/22/2024	Open
6512695	5	6/4/2024	Promo
7407747	6	9/18/2024	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**

**Instructional Assistant SpEd**

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 3/25/2024

Applicant ID	Rank	Expiration Date	Source
7336079	1	7/19/2024	Open
3911919	2	3/26/2024	Open
303179	3	9/7/2024	Open
2708769	4	9/12/2024	Open
6488010	4	9/22/2024	Open
6512695	5	6/4/2024	Promo
7407747	6	9/18/2024	Open
3868153	7	9/25/2024	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 Assistant I**

Eligibility List-Continuous Filing  
Open/Promo-Dual Certification

Updated Date: 3/28/2024

Applicant ID	Rank	Expiration Date	Source
6409237	1	4/18/2024	Open
6421403	1	5/2/2024	Promo
168	1	9/13/2024	Open
221	1	9/28/2024	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: 3/28/2024

Applicant ID	Rank	Expiration Date	Source
213	1	9/28/2024	Open

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

S. Gray

# Merit Rules and Regulations

## CSPCA Recommended Personnel Policies and Procedures Manual for California School Merit Systems

Ed Code 45240 – 45320 (K-12)  
Ed Code 88060 – 88057 (Community College)



### Chapter 11 – Transfers

Chapter eleven of the Personnel Commission Rules and Regulations covers transfer, demotion and restoration. **Bear in mind that transfer, demotion and restoration actions for classified positions are usually governed by the provisions set force in the negotiated contract(s) with represented classified employee union(s).** Subjects not addressed in the negotiated contract(s) shall follow the provisions set force in the following rules and regulations.

- **Transfer**

- Definition of Vacancy

For purposes of this Rule, a vacancy shall occur when a new position is created or an incumbent of a position terminates employment with the District.

Definition of Transfer

A transfer is a relocation of an employee without examination to the same class in a different department or job site or to a related classification within the same salary range.

#### 11.1.2 Voluntary Transfer

Transfer requests may be granted at any time, subject to the availability of positions and the qualifications of the applicant. Employees who have requested a transfer shall be given first consideration for a transfer based upon, but not limited to seniority, job performance, qualifications, and the needs of the District.

- a. Denial of a Transfer: An employee denied transfer may request, in writing, and shall be granted a meeting with the administrator who made the decision to deny the transfer. 25

Following such meeting(s), an employee may request and shall receive written rationale for the denial of the transfer request. A copy of the written response shall become part of the employee's personnel file.

#### 11.1.3 Administrative Assignment (Involuntary Transfer)

The Superintendent or designee, subject to the approval of the Board of Education, retains the right in accordance with these Rules to transfer staff at any time such assignment is in the best interest of the District. The employee shall be provided an official copy of the transfer notice within five (5) working days.

##### a. Conference To Discuss Involuntary Transfer: An employee who has been involuntarily

transferred may, within five (5) working days after receiving written notification, request and shall be granted a conference with the appropriate administrator to discuss the administrative reassignment. An employee may also request a written rationale for the administrative assignment and the benefits that would accrue to the District as a result of the transfer. A copy of the written rationale shall become part of the employee's personnel file.

#### 11.1.4 Lateral Transfer

An employee may request voluntary transfer or be administratively assigned from his/her position to another position in a related class. The determination of whether classes are sufficiently related to permit transfer between them shall be made by the Personnel Administrator-Personnel Commission. The following factors shall be considered in determining whether classes are sufficiently related: 1) duties, 2) minimum qualifications, and 3) examination content. The extent to which two classes are comparable may depend on additional factors deemed appropriate by the Personnel Commission.

#### 11.1.5 Period for Lateral Transfer

A permanent employee who transfers to a position from a class in which the employee has not previously completed a probationary period shall be considered probationary in the new class for the standard probationary period outlined in employment status chapter of these Rules. At any time during this probationary period, the employee may be returned (transferred) to his/her former class without the right of appeal.

#### 11.1.6 No Adverse Effect from Transfers

A transfer shall not change the employee's range and step placement on the salary schedule, salary increment date, accumulated leave and vacation credit, or otherwise adversely affect the employee's rights as provided in these Rules.

#### 11.1.7 Seniority Credit

Transfers shall have no adverse impact upon the employee's seniority. When transfers are between positions in the same class, the employee shall retain his/her full seniority in that class.

#### 11.1.8 Posting of Vacancy Notices

Vacancy notices shall only be required to be distributed if there is no current and valid eligibility list in existence. In such instances, the vacancy notice will be posted pursuant to the procedures<sup>26</sup> outlined in Recruitment and Examination Chapter.

#### 11.1.9 Submission for Request for Transfer

An employee may request a transfer to a vacant position by submitting a request for transfer on the approved form to the Personnel Commission Office no later than the closing date for those vacancies advertised in Classified Position Announcement(s).

#### 11.1.10 Certification of Names to Interview

The Personnel Administrator-Personnel Commission shall maintain a transfer and reinstatement list. Whenever the appointing authority requests an eligibility list to fill an existing vacancy in a classification, the Personnel Administrator-Personnel Commission shall also submit the appropriate transfer and reinstatement list (if any). **The appointing authority may fill a vacant position by either a selection from the transfer and reinstatement list or eligibility list.**

#### 11.1.11 Appeal Rights

An employee may utilize the Personnel Commission complaint procedure if the employee believes that the procedure for transfer has not been followed in accordance with these Rules. The complaint procedure shall not be available to challenge the District's right to transfer or deny a transfer in accordance with these Rules.



## AB-2088 K-14 classified employees: part-time or full-time vacancies: public postings. (2023-2024)

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Date Published: 03/18/2024 09:00 PM

AMENDED IN ASSEMBLY MARCH 18, 2024

CALIFORNIA LEGISLATURE— 2023–2024 REGULAR SESSION

### ASSEMBLY BILL

**NO. 2088**

Introduced by Assembly Member McCarty

February 05, 2024

An act to ~~amend Section 45108.7 of~~ add Sections 45139.5 and 88039 to the Education Code, relating to classified employees.

### LEGISLATIVE COUNSEL'S DIGEST

AB 2088, as amended, McCarty. ~~Classified employees: senior management employees. K-14 classified employees: part-time or full-time vacancies: public postings.~~

*Existing law requires county offices of education and the governing boards of school districts and community college districts, except those incorporating the merit system, to employ persons for positions not requiring certification qualifications or that are not academic, as applicable, and to classify those employees and positions, and requires that they be known as the classified service, as provided.*

*This bill would require these governing boards and county offices, including those incorporating the merit system and including certain joint powers authorities formed by them, to offer vacancies for part-time or full-time positions, as a right of first refusal for 10 business days, with specified priorities, to current regular nonprobationary classified employees who meet the minimum job qualifications of the position at the time of application, as specified. The bill would require these employers, referred to in the bill as education employers, to adhere to specified requirements, including, among others, that they provide all of their classified employees and their exclusive representatives notice of, and instructions for applying for, any new classified position, and that they not offer the position to any applicant until after the position has been noticed for 10 business days. The bill would expressly prohibit retaliation against classified employees for either refusing or accepting a vacancy.*

*The bill would authorize an employee who accepts a new assignment to elect to either add the hours for the new assignment to their current assignment, if feasible, or, if the new assignment is more hours than their current assignment, would authorize the employee to replace their current assignment with the new assignment, and would require the education employer to provide reasonable modifications to the assignment schedules to allow the employee to work both assignments, as provided.*

*The bill would require an education employer to accept a current part-time employee's number of years of service with the education employer, regardless of the capacity in which they were earned, when that part-time employee*

*applies for an additional part-time assignment that requires a certain number of years of service. The bill would require that classified employees who work part-time assignments that equal the number of hours for a full-time assignment for the same education employer receive the same benefits as employees who work a full-time assignment. The bill would prohibit applicants from being offered a vacancy if the total of the regular hours of the 2 positions would require overtime pay or otherwise violate the federal Fair Labor Standards Act of 1938 or any other state or federal law.*

*Existing law requires a person laid off by a county office of education, school district, or community college district because of lack of work or funds to be eligible for reemployment for period of 39 months, as specified.*

*This bill would provide that its provisions do not supersede that reemployment requirement, do not apply to an education employer with a valid contravening collective bargaining agreement in effect on January 1, 2025, until the expiration or renewal of that agreement, and may be waived or modified by mutual agreement in a valid collective bargaining agreement, as specified. The bill would not apply to (1) an employee who is in the process of completing a written performance improvement plan, who was previously involuntarily demoted from the same position as the vacancy, who has been suspended, or who is the subject of a pending disciplinary action for suspension or dismissal, or (2) confidential or management employees or vacancies for their positions, as provided.*

~~Existing law authorizes local educational agencies to employ persons as part of the classified service. Each position of the classified service is required to have a designated title, a regular minimum number of assigned hours per day, days per week, and months per year, a specific statement of the duties required to be performed by the employees in that position, and regular monthly salary ranges for that position. Existing law authorizes school district governing boards to apply to the State Board of Education to waive a provision of existing law that, among other things, limits the number of employees in the classified service that a school district may employ as senior management employees, as defined.~~

~~This bill would make nonsubstantive changes to the latter provision.~~

Vote: majority Appropriation: no Fiscal Committee: no Local Program: no

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

**SECTION 1.** *Section 45139.5 is added to the Education Code, to read:*

**45139.5.** *(a) Notwithstanding any other law, except Section 45298, vacancies for part-time and full-time positions of an education employer shall be offered with priority to current regular nonprobationary classified employees who meet the minimum job qualifications of the position at the time of their application for the position. The education employer shall adhere to the following requirements:*

*(1) The education employer shall provide all of its classified employees and their exclusive representatives notice of, and instructions for applying for, any new classified position at least 10 business days before the general public is authorized to apply for the position. In order to qualify for the right of first refusal to that position pursuant to this section, an employee must apply for the position within 10 business days of the notice. The education employer shall not offer the position to any applicant until that 10-day period has expired, and may only award the position in accordance with the requirements of this section. If no qualified, internal candidate applies for or accepts the new position within at least 10 business days after the education employer provides notice, only then may the education employer offer the new position to an external applicant.*

*(2) (A) An education employer shall grant the new position as a right of first refusal to a current regular nonprobationary classified employee who applies for the position and who meets the minimum job qualifications of the position at the time of their application for the position. If there is more than one such applicant, then the right of first refusal shall be granted to a qualified, internal applicant who is selected according to the method of selection from among multiple applicants that has been collectively bargained between the education employer and the applicable exclusive representative of those employees. If no such method is set forth in a valid collective bargaining agreement between the education employer and the applicable exclusive representative, then priority among those applicants shall be determined as follows:*

*(i) First, among applicants currently working in the same classification as the new position for whom the new position would represent an increase in hours, priority shall be by seniority, as determined by date of hire in the current job classification, regardless of number of hours, and if two or more such applicants have the same date of hire, then by drawing lots.*

*(ii) If there are no qualified applicants from the same classification, then among applicants in other classifications for whom the new position would represent an increase in hours or wages, awarding the position among those applicants according to the education employer's standard method of selection.*

*(B) In no case, except pursuant to Section 45298, shall the education employer select someone for an open position who is not currently employed by the education employer if there is at least one current regular nonprobationary classified employee who has applied for and would accept the position, and who meets the minimum job qualifications of the position at the time of their application for the position.*

*(3) An employee who accepts a new assignment may elect to either add the hours for the new assignment to their current assignment, if feasible, or, if the new assignment is more hours than their current assignment, the employee may replace their current assignment with the new assignment. If the employee elects to add the new assignment to their current assignment and the hours for the new assignment overlap with the hours for their current assignment, the education employer shall provide reasonable modifications to the assignment schedules to allow the employee to work both assignments. This paragraph shall not be construed as to require an education employer to grant additional hours that would qualify the employee for overtime pay.*

*(b) An education employer shall accept a current part-time employee's number of years of service with the education employer, regardless of the capacity in which they were earned, when that part-time employee applies for an additional part-time assignment that requires a certain number of years of service.*

*(c) Classified employees who work part-time assignments that equal the number of hours for a full-time assignment for the same education employer shall receive the same benefits as employees who work a full-time assignment.*

*(d) Classified employees shall not be retaliated against for either refusing a vacancy or accepting a vacancy.*

*(e) Notwithstanding subdivision (a), applicants shall not be offered a vacancy if the total of the regular hours of the two positions would require overtime pay or otherwise violate the federal Fair Labor Standards Act of 1938 (29 U.S.C. Sec. 201 et seq.) or any other state or federal law.*

*(f) This section shall apply to county offices of education, school districts, and joint powers authorities comprising county offices of education or school districts, regardless of whether the county office of education, school district, or joint powers authority comprising county offices of education or school districts has adopted the merit system.*

*(g) For purposes of this section, "education employer" means a county office of education, school district, or joint powers authority comprised of county offices of education or school districts.*

*(h) (1) This section shall not apply to an employee who is in the process of completing a written performance improvement plan, who was previously involuntarily demoted from the same position as the vacancy, who has been suspended, or who is the subject of a pending disciplinary action for suspension or dismissal.*

*(2) This section shall not apply to confidential or management employees, as defined pursuant to subdivisions (c) and (g), respectively, of Section 3540.1 of the Government Code, nor to vacancies for confidential or management positions.*

*(i) This section does not supersede the rights provided to a person pursuant Section 45298.*

*(j) (1) To the extent that this section conflicts with a provision of a valid collective bargaining agreement entered into by an education employer and an exclusive bargaining representative pursuant to Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code, and that is in effect as of January 1, 2025, this section shall not apply to the education employer until the expiration or renewal of that collective bargaining agreement.*

*(2) The requirements of this section may be waived or modified by mutual agreement pursuant to a valid collective bargaining agreement entered into by an education employer and an exclusive bargaining representative pursuant to Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code, provided that the waiver or modification is explicitly stated in the agreement and directly references this section.*

**SEC. 2.** *Section 88039 is added to the Education Code, to read:*

**88039.** *(a) Notwithstanding any other law, except Section 88117, vacancies for part-time and full-time positions of an education employer shall be offered with priority to current regular nonprobationary classified employees who meet the minimum job qualifications of the position, or who could meet the minimum job qualifications of the position at the time of their application for the position. The education employer shall adhere to the following requirements:*

*(1) The education employer shall provide all of its classified employees and their exclusive representatives notice of, and instructions for applying for, any new classified position at least 10 business days before the general public is authorized to apply for the position. In order to qualify for the right of first refusal to that position pursuant to this section, an employee must apply for the position within 10 business days of the notice. The education employer shall not offer the position to any applicant until that 10-day period has expired, and may only award the position in accordance with the requirements of this section. If no qualified, internal candidate applies for or accepts the new*

position within at least 10 business days after the education employer provides notice, only then may the education employer offer the new position to an external applicant.

(2) (A) An education employer shall grant the new position as a right of first refusal to a current regular nonprobationary classified employee who applies for the position and who meets the minimum job qualifications of the position at the time of their application for the position. If there is more than one such applicant, then the right of first refusal shall be granted to a qualified, internal applicant who is selected according to the method of selection from among multiple applicants that has been collectively bargained between the education employer and the applicable exclusive representative of those employees. If no such method is set forth in a valid collective bargaining agreement between the education employer and the applicable exclusive representative, then priority among those applicants shall be determined as follows:

(i) First, among applicants currently working in the same classification as the new position for whom the new position would represent an increase in hours, priority shall be by seniority, as determined by date of hire in the current job classification, regardless of number of hours, and if two or more such applicants have the same date of hire, then by drawing lots.

(ii) If there are no qualified applicants from the same classification, then among applicants in other classifications for whom the new position would represent an increase in hours or wages, awarding the position among those applicants according to the education employer's standard method of selection.

(B) In no case, except pursuant to Section 88117, shall the education employer select someone for an open position who is not currently employed by the education employer if there is at least one current regular nonprobationary classified employee who has applied for and would accept the position, and who meets the minimum job qualifications of the position at the time of their application for the position.

(3) An employee who accepts a new assignment may elect to either add the hours for the new assignment to their current assignment, if feasible, or, if the new assignment is more hours than their current assignment, the employee may replace their current assignment with the new assignment. If the employee elects to add the new assignment to their current assignment and the hours for the new assignment overlap with the hours for their current assignment, the education employer shall provide reasonable modifications to the assignment schedules to allow the employee to work both assignments. This paragraph shall not be construed as to require an education employer to grant additional hours that would qualify the employee for overtime pay.

(b) An education employer shall accept a current part-time employee's number of years of service with the education employer, regardless of the capacity in which they were earned, when that part-time employee applies for an additional part-time assignment that requires a certain number of years of service.

(c) Classified employees who work part-time assignments that equal the number of hours for a full-time assignment for the same education employer shall receive the same benefits as employees who work a full-time assignment.

(d) Classified employees shall not be retaliated against for either refusing a vacancy or accepting a vacancy.

(e) Notwithstanding subdivision (a), applicants shall not be offered a vacancy if the total of the regular hours of the two positions would require overtime pay or otherwise violate the federal Fair Labor Standards Act of 1938 (29 U.S.C. Sec. 201 et seq.) or any other state or federal law.

(f) This section shall apply to community college districts and joint powers authorities comprising community college districts, regardless of whether a community college district or joint powers authority comprising community college districts has adopted the merit system.

(g) For purposes of this section, "education employer" means a community college district or joint powers authority comprising community college districts.

(h) (1) This section shall not apply to an employee who is in the process of completing a written performance improvement plan, who was previously involuntarily demoted from the same position as the vacancy, who has been suspended, or who is the subject of a pending disciplinary action for suspension or dismissal.

(2) This section shall not apply to confidential or management employees, as defined pursuant to subdivisions (c) and (g), respectively, of Section 3540.1 of the Government Code, nor to vacancies for confidential or management positions.

(i) This section does not supersede the rights provided to a person pursuant Section 88117.

(j) (1) To the extent that this section conflicts with a provision of a valid collective bargaining agreement entered into by an education employer and an exclusive bargaining representative pursuant to Chapter 10.7 (commencing with

*Section 3540) of Division 4 of Title 1 of the Government Code, and that is in effect as of January 1, 2025, this section shall not apply to the education employer until the expiration or renewal of that collective bargaining agreement.*

*(2) The requirements of this section may be waived or modified by mutual agreement pursuant to a valid collective bargaining agreement entered into by an education employer and an exclusive bargaining representative pursuant to Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code, provided that the waiver or modification is explicitly stated in the agreement and directly references this section.*

~~SECTION 1. Section 45108.7 of the Education Code is amended to read:~~

~~45108.7. The governing board of a school district may apply to the state board to waive Section 45108.5 for purposes of expanding the number and type of senior management positions:~~

<b>PERSONNEL COMMISSION</b>				
<b>Description</b>	<b>2023-24 Budget</b>	<b>2023-24 Expenses</b>	<b>2024-25 Budget</b>	<b>Notes</b>
Cert bd Members Salary	900	400	900	Commissioner Cunningham - 12 reg mtgs, 6 special mtgs
Benefits			211	Benefits for Commissioner Cunningham
Class Superv & Admin Salaries	137,153	90,262	163,338	Salary for Director
Class.Bd.Members Salary	1,800	800	1,800	Commissioners Baird & Charles - 12 reg mtgs, 6 special mtgs
Benefits	209	13	38,785	Benefits for Director
Clerical And Office Salaries	154,170	102,769	154,169	Salaries for PC Staff
Clerical Overtime Wages	1,500	133	1,500	Overtime for PC Staff
Benefits			58,415	Benefits for PC Staff
Clerical Subs-Illness/Leave	0	0	0	
Clerical-Extra Help	250	0	250	Internal Raters
Other.Class-Extra Help	250	19	250	Internal Raters
Benefits	145,574	94,136	118	Benefits for Internal Raters
Materials And Supplies	1,500	0	1,000	
Refreshments	950	19	300	Classified Employee of Year celebrations
Non-Capitalized Equipment	0	0	0	
Non-Capitalized Tech Equipment	0	0	0	
Conference,Workshop,Sem.	6,400	2,397	5,500	CSPCA Conference (Commissioners & PC Staff - no travel)
Mileage	500	179	500	Mileage reimbursement for PC staff.
Dues And Memberships	3,400	3,350	3,525	\$2675 CODESP, \$800 CSPCA,\$50 SDCSPCA
Rents & Leases	2,000	591	2,000	Copier Machine, PC pays 1/3 of department cost
Copy Charges	2,000	478	2,000	Copies, PC pays 1/3 of department cost
Professional/Consult Svs	10,000	0	10,000	Hearing expenses - Hearing Officer, Transcriber, Translator
Legal Expense	14,275	0	14,275	
Computer Licensing	5,000	4,500	5,000	eskill
Advertising	5,500	6,572	7,000	\$1,600 Edjoin, \$1,200 School Spring, other job postings. Printing.
Other Serv.& Oper.Exp.	0	42	0	
Communications-Postage	25	0	25	Certified Mail
	<b>493,356</b>	<b>306,661</b>	<b>470,861</b>	

## Vacancy Summary Report

### April 3, 2024

Row Labels	Full-Time	Part-Time	Grand Total
Canyon Crest Academy		4	4
Carmel Valley Middle School		1	1
Diegueno Middle School	1		1
District Office	5		5
Earl Warren Middle School	1	2	3
Facilities, Planning & Construction	1		1
La Costa Canyon High School	1	3	4
Maintenance & Operations	3		3
Oak Crest Middle School		6	6
Pacific Trails Middle School	1	6	7
Requeza Education Center		15	15
San Dieguito High School Academy		3	3
Torrey Pines High School	2	14	16
Transportation	1	21	22
<b>Grand Total</b>	<b>16</b>	<b>75</b>	<b>91</b>

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/CHINESE/KOREAN	1
Instructional Assistant - Bilingual/SPANISH	2
Instructional Assistant Special Education	15
Instructional/Personal Care Assistant	15
Nutrition Services Assistant I	6
School Bus Driver	20
Student Health Care Specialist	2
<b>Grand Total</b>	<b>77</b>

Status	Count of STATUS
Hold	2
Interviews scheduled	5
Job Offer Made	1
Job Offer Pending	1
Recruitment in progress	75
Selection Clearing	7
<b>Grand Total</b>	<b>91</b>

<b>91 Approved Requisitions</b>							
<b>21 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>
Transportation	AA481	Bus Driver Trainer	12	40	8	1.00	Recruitment in progress
Earl Warren Middle School	AF457	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
Diegueno Middle School	AO533	Campus Supervisor	12	40	8	1.00	Recruitment in progress
District Office	AM729	Communications Coordinator	12	40	8	1.00	Selection Clearing
District Office	AP750	Communications Coordinator	12	40	8	1.00	Selection Clearing
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	Recruitment in progress
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	Selection Clearing
District Office	AP606	Information Technology Support Tech	12	40	8	1.00	Selection Clearing
La Costa Canyon High School	AO042	Interpreter for the Deaf and Hard-of-Hearing	10	32.5	6.5	0.81	Hold
Pacific Trails Middle School	AO543	Instructional Assistant - Bilingual/CHINESE/KOREAN	10	19.5	3.9	0.49	Recruitment in progress
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	Recruitment in progress
Pacific Trails Middle School	AJ965	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Interviews scheduled
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
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	Interviews scheduled
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

<b>91 Approved Requisitions</b>							
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
Oak Crest Middle School	AN328	Nutrition Services Assistant I	10	10	2	0.25	Job Offer Pending
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
Torrey Pines High School	AA080	Receptionist	10	40	8	1.00	Recruitment in progress
Transportation	AA482	School Bus Attendant	10	20	4	0.5	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	Job Offer Made
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
Torrey Pines High School	AA106	Secretary	10	40	8	1.00	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  
MARCH 13, 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	Bialostozky	Lilian	Instructional Assistant - SpED	Requeza	02/12/2024		0.75	Transfer
Change In Assignment	Classified	Lin	Jianying	Information Systems Support Tech	District Office	02/15/2024		1	Promotion
Employment	Classified	Braganca	Josue	Custodian	CCA	03/01/2024		1	Vacancy
Employment	Classified	Colavin	Richard	School Bus Driver	Transportation	03/04/2024		1	Vacancy
Employment	Classified	Duguay	Diana	Instructional Assistant - SpED	TPHS	02/13/2024		0.75	Vacancy
Employment	Classified	Genovese	Marguerite	Student Support Facilitator	SDA	03/05/2024		0.49	Vacancy
Employment	Classified	Gomer	Marian	Instructional Assistant - Bilingual	SDA	02/13/2024		0.41	Vacancy
Employment	Classified	Lagandaon	Adonis	Campus Supervisor	PTMS	02/21/2024		1	Vacancy
Employment	Classified	Park	Elodie	Instructional Assistant - SpED	TPHS	03/04/2024		0.75	Promotion
Employment	Classified	Regan	Greg	Instructional Assistant - SpED	CVMS	02/05/2024		0.75	Vacancy
Employment	Classified	Schofield	Brianna	Instructional Assistant - SpED	LCC	02/05/2024		0.75	Vacancy
Employment	Classified	Solis Pacheco	Cesar	Campus Supervisor	EWMS		03/08/2024	1	Resignation
Employment	Classified	Velasco	Brian	Instructional Assistant - Bilingual	OCMS	03/01/2024		0.47	Vacancy
Resignation	Classified	Macrorie	Danielle	Information Systems Support Tech	District Office		03/01/2024	1	Resignation
Resignation	Confidential	Rhodes	Lesley	Executive Assistant, Ed Services	District Office		05/13/2024	1	Retirement
Resignation	Classified	Wilson	Lori	IS Support Tech	District Office		01/31/2024	1	Retirement