

# San Dieguito Union High School District Personnel Commission

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## ANNUAL REPORT 2020-2021

The Annual Report for the 2020-2021 year has been prepared by Personnel Commission staff in compliance with Education Code Section 45266, and Personnel Commission Rule 2.17. The Annual Report describes Commission activities for the preceding fiscal year.

The District has operated under the Merit System since its adoption in 1972. The San Dieguito Union High School District is comprised of five middle schools, four comprehensive high schools and one alternative high school and is located in coastal North San Diego County. The employees in the classified service proudly serve the students and the community in support of high education standards.

The Commission staff thanks each employee of the classified service for their dedication to the students of the San Dieguito Union High School District. Additional appreciation goes to the many individuals who have served as subject matter experts in the development and administration of examinations to ensure the employment of highly qualified individuals and to those employees who provided input for classification description updates.



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

## Personnel Commissioners

### Established:

December 1, 1972

### Jeffery Charles

Commission Joint Appointee

Commissioner, Chair

Serving Since 2018

Current Term Expires  
12/01/21

### John Baird

CSEA Appointee

Commissioner, Vice Chair

Serving Since 2013

Current Term Expires  
12/01/22

### Justin Cunningham

Board of Trustees Appointee

Commissioner

Serving Since 2018

Current Term Expires  
12/01/23

## Personnel Commission Staff

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### **Susan Dixon, Director of Classified Personnel**

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

### **Barbara Bass, Human Resources Analyst**

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

### **Jennifer Laity, Human Resources Technician**

Responsible for a wide variety of complex clerical functions related to the recruitment, on-boarding and employment processes for the classified service. Additionally, responsible for administrative support to the Personnel Commission.

## San Dieguito Union High School District Administration

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### Board of Trustees:

Maureen "Mo" Muir, President

Melisse Mossy, Vice-President

Katrina Young, Clerk

Michael Allman, Trustee

Vacant, Trustee

### District Administration:

*Superintendent*

**Cheryl James Ward, Ed. D.**

*Deputy Superintendent, Administrative Services*

**Mark Miller**

*Associate Superintendent, Human Resources*

**Olga West, Ed. D.**

*Associate Superintendent, Business Services*

**Tina Douglas**

*Associate Superintendent, Educational Services*

**Bryan Marcus**

## Classified Service

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**Classified Employees — 383**

**Confidential Employees — 5**

**Classified Supervisors — 13**

**Classified Management — 11**

*Classified personnel play an important role in supporting our students and our teachers. Most often, it is the friendly face of a classified employee that students and parents first see when they come to our schools.*

## The Merit System

The fundamental purpose of merit employment for classified employees under California Education Code is to ensure selection, promotion, and retention are without favoritism or prejudice and on the basis of merit and fairness. An independent Personnel Commission administers the Merit System. It is composed of three Commissioners, each appointed for a three-year term. The District appoints one Personnel Commissioner. The classified employees, through their bargaining unit, appoint the second Commissioner. Those two Commissioners then appoint the third member of the Commission.

The Commission has a threefold responsibility:

- To cooperate with the Board of Trustees and District administrators in the quest for high quality employees and sound human resources administration.
- To represent the interests of the general public by providing a personnel system dedicated to hiring and keeping competent employees to perform the classified work in the service of the jurisdiction.
- To ensure that classified employees receive fair and equitable treatment.

The three-way division of responsibilities sometimes places Commissioners in the position of being mediators between conflicting interests of employees, management and the general public. Commissioners must make decisions that are fair and contribute to the overall goal of a personnel program based on merit.

## Goals of the Commission

Commissioners have the responsibility to oversee that classified employment is built on, and remains consistent with, core merit principles. The most important of these merit employment principles are best summarized as follows:

- Hiring and promoting employees on the basis of ability, with open competition for initial employment.
- Retaining employees on the basis of performance and separating from the service those whose

inadequate performance cannot be corrected.

- Ensuring that employees doing like work are classified the same.
- Providing for fair and impartial rules and consistency of administration of the rules.

Assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, immigration status, religious beliefs or customs, sexual orien-

tation, parental, pregnancy, family or marital status, military status or association with a person or a group with one or more of these actual or perceived characteristics and with proper regard for their privacy and constitutional rights.

### *Merit System*

*The merit system provides for the selection and retention of employees, promotional opportunities and other related matters on the basis of merit.*

## Personnel Commission Meetings

### RULE 2.6 REGULAR MEETINGS

Regularly scheduled virtual meetings of the Personnel Commission are held on the second Tuesday of the month at 3:30 p.m. Special meetings are scheduled as needed.

The Personnel Commission held 13 meetings over the 2020-2021 fiscal year. Commissioners received a stipend of \$50.00 per meeting attended. Commissioners do not receive District-paid health and/or dental benefits.



## SUMMARY OF PERSONNEL COMMISSION ACTIVITIES



<b>Recruitment</b>	2019-20	2020-21
Promotional Only Exams	2	5
Open/Promotional Exams	8	4
Open/Promotional Dual Certification	37	28
Applications Received	1002	666
Candidates Tested	386	251
Candidates Eligible	251	215

**A year in review**

<b>Employment</b>	2019-20	2020-21
Transfers	16	6
Promotions	10	19
New Hires	50	51
Re-employments	1	4
Limited Term Appointments	0	0
Leave of Absence	5	16
Voluntary Demotions	6	5
Placed in Unpaid Status	1	1

<b>Terminations</b>	2019-20	2020-21
Resignations	19	32
Retirements	13	24
Layoffs/Reductions	0	0
Employees Affected	0	0
Appeals from Discipline	0	0

<b>Classification Activities</b>	2019-20	2020-21
New Classifications Established	4	5
Classification Descriptions Revised	4	5
Positions/Incumbents Reclassified	3	0
Classifications Reallocated Upward	0	0
Classifications Reallocated Downward	0	0
Reclassification Requests Denied	1	1