

Merit

GREETINGS FROM THE CHAIRPERSON

This year I have the privilege of being Chairperson of the Personnel Commission. As most of you know, last year the Commission hired a new Personnel Director, Corrie Amador, who replaced longtime incumbent Rick Labib-Wood who retired in June. In addition, the Commission was successful in re-establishing the HR Analyst position, and hired Barbara Bass to join the team, along with long-time Human Resources Technician Kathy Potter. We as a Commission are excited that we are back to full staffing, and as a result need to tackle some issues that have been on hold for the last several years. The main areas that we are focusing on currently are as follows:

1. Revision of the Personnel Commission Rules & Regulations

We are conducting a complete review of the Rules & Regs over the next few years using the Model Rules published by California School Personnel Commissioners Association as a guide. Recent changes in legislation and court decisions will be incorporated into the rules as well. Prior to submission to the Commission for a first reading at one meeting and adoption at the following meeting, all stakeholders will be given a chance to review the proposed changes. The Commission seeks input from everyone in this process. The goal is to produce an easy to use and understandable guide for the District and staff.

2. Job Descriptions

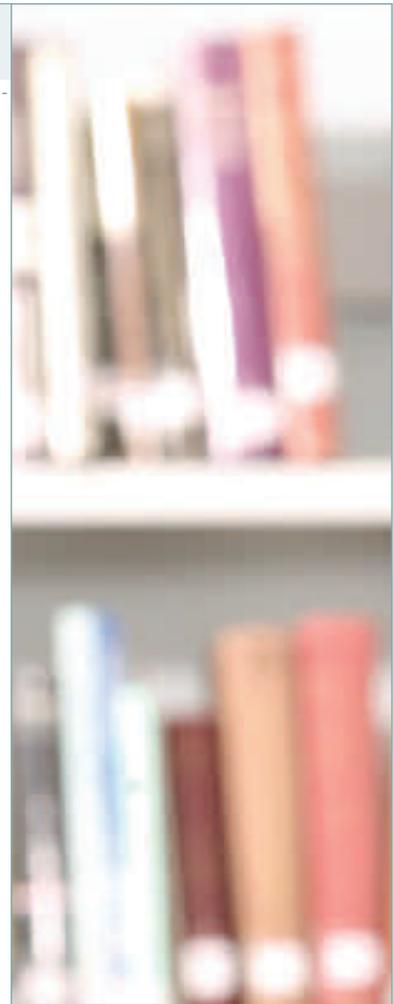
Over time, things change in the scope and breadth of the various positions held by District employees. Job descriptions need to accurately reflect the duties and responsibilities of the job functions actually performed since they are used for recruitment, assignment of salary, and performance evaluation. The Commission Staff is working to review them, and this will be an on-going process as a part of the overall work plan.

3. Personnel Commission Website

Our classified employees need to have a user-friendly and robust website to facilitate communication between the Commission and District employees. Currently, employees can access our meeting agendas, minutes, the Rules and other resources. Employees can find links to job announcements and ED-JOIN, the web-based job application system. Making information available to employees is a priority and ongoing improvements will continue.

Our Commission meetings are held on the 2nd Tuesday of each month, at 4:00 p.m. at the District Office. The Commission is made up of three members who serve rotating three-year terms. All employees are welcome and encouraged to attend.

- David Holmerud



PERSONNEL COMMISSIONERS:

- David Holmerud, Chairperson
- John Baird, Vice Chairperson
- Terry King, Member

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Principal Karl Mueller and district-wide EOY Diane Fisher

2015 CLASSIFIED EMPLOYEES OF THE YEAR

Congratulations to our AMAZING site and department Employees of the Year!

Canyon Crest Academy	Diane Fisher, Administrative Assistant—High School
Carmel Valley MS	Ramon Munoz, School Plant Supervisor
Diegueño MS	Vetha Pierce, Administrative Assistant
District Support Services	Cathy Shroyer, Administrative Secretary
Earl Warren MS	Michael Gonzalez, Instructional Assistant
La Costa Canyon HS	Ambrose Quebedeaux, School Plant Supervisor
Maintenance and Operations	Wendy Woodard, Administrative Secretary
Nutrition Services	Saul Villaseñor, Nutrition Services Assistant II
Oak Crest MS	Debbie Davidson, Lead Library Media Technician
San Dieguito HS Academy	Lois Delanty, Administrative Assistant—High School
Torrey Pines HS	Jesus Santa Cruz, Custodian Crew Leader
Transportation	Rick Adams, School Bus Driver

EMPLOYEE OF THE YEAR SELECTIONS

Each site and department selected their classified employee of the year (EOY) in February. Nomination forms were submitted to a committee of two principals, a classified manager, a confidential employee, last year's EOY and a representative from CSEA. The committee scored the nominees based on the nomination criteria, and the employee with the highest overall score was selected as the district-wide EOY. The nomination for Diane Fisher was submitted to the San Diego County Office of Education for consideration in the county-wide program.

All SDUHSD's fabulous EOYs will be honored at a celebratory event with the Board of Trustees on May 21, 2015.

NUTRITION SERVICES EVENTS

March is National Nutrition Month. Nutrition Services staff across the District have been holding lunch time events with food samples, fun quizzes, and music to get students motivated to eat healthily.

Nutrition Services staff are unsung heroes, caring for students everyday.



Nutrition Services Staff Training Day 1/27/15



Kelly Coward, Teacher, and Rose Hernandez, Nutrition Services Manager

PERSONNEL COMMISSION STAFF



Kathy Potter, Corrie Amador, Barbara Bass

Corrie Amador — Director of Classified Personnel

I'm so glad to be part of the team at San Dieguito Union High School District. I started as the new Director back in July, and I am a classified employee through and through. To give you a little bit of my background, I started working as a Clerk Typist III at Orange Glen High School in the Assistant Principal's office and Attendance office the year after I graduated high school. I have worked as a Secretary in Educational Services, then in a split assignment between Risk Management Technician and Student Nutrition Services Technician. From there, I transitioned to Human Resources where I've been since 2000. I am fortunate to have worked in Escondido Elementary and High School districts as well as Fallbrook Elementary and Solana Beach. At home, I am the daughter of a teacher, the wife of a Director of Student Information Systems, and the mother of four beautiful children.

Barbara Bass — Human Resources Analyst

I joined the team last October as an Human Resources Analyst and am responsible for recruitment and test development. I began my career as a middle school English and Spanish teacher, and also taught English as a Second Language to adults. Teaching led to an opportunity as a corporate trainer in HR, and that led to other HR roles in business. I come from a family of public school employees--my mom, sister and brother-in-law are teachers, another brother-in-law is a custodian and my sister-in-law is a school secretary. I am really excited about joining San Dieguito Union High School District and the opportunity to support the Merit System for Classified employees. I have enjoyed meeting many of you and learning about what you do. Personally, I'm married to Travis and we have two wonderful grown sons.

Kathy Potter — Human Resources Technician

I began my service to classified employees in June 1998 after completing my Bachelor's degree in Human Resources Management at San Diego State University. I have worked for the Personnel Commission as Personnel Assistant I, Human Resources Assistant and in my current position as Human Resources Technician. Outside of the office, I enjoy travel with my husband, visiting with my four grown children and walking through the Peñasquitos hills with our German Shepherd, Chewbaca.

THE PERSONNEL COMMISSION

The Personnel Commission is responsible for the recruitment, selection, training, and retention of employees in the classified service. Staff are responsible for implementing practices that adhere to the adopted Rules and Regulations. In addition, we conduct classification and compensation studies.

BECAUSE OF YOU

The Personnel Commission and staff believe that each classified employee plays a key role in supporting the work of the District to educate students. Some classifications directly support student education, such as our Instructional Assistants and Lead Library Media Technicians. In other cases the work we perform indirectly supports student education by providing services such as transportation, beautiful school grounds and classrooms, needed supplies, healthy meals, data to improve instruction and the list goes on. Our goal is to support you in the work that you do, whether that's through training opportunities to enhance your skills in your current position, preparation for your career advancement, or to recruit strong candidates to work on the team alongside you. Please feel free to contact us with any questions you may have about recruitment, selection, training and retention. We're here to help!



QUICK CALENDAR:

4/6/15–4/10/15 Spring Break

4/14/15—Next Personnel Commission Meeting

5/5/15 Personnel Commission Meeting

5/21/15 Celebratory Event for Employee of the Year and Retirees

5/25/15 Memorial Day

6/12/15 Last Day of School

TIME FOR BIG CONGRATS!



From Dan Love, Director of Maintenance, Operations and Transportation

On 3/21/15, our San Dieguito Rodeo team turned in a unprecedented showing at the California Association of School Transportation Officials (CASTO), Chapter 3, Rodeo event hosted by the San Diego Unified School District. At the Rodeo, drivers compete against each other using their skills in precision driving. The San Dieguito team consisted of Daniel Miranda, Chris Martinez, Trudy Abdipour, Sarah Cruz, Mike Cassell and Rolando Balderas. Each contestant's performance favorably represented themselves and SDUHSD.

1st Place, Beginner Class: Mike Cassell

1st Place, Intermediate Class: Chris Martinez

1st Place, Advanced Class: Daniel Miranda

1st Place, Team Class: Sarah Cruz, Chris Martinez, and Daniel Miranda

Best Represented District, San Dieguito (3rd year in a row)!

WELCOME NEW HIRES!

Kathleen Margiotta,
Health Technician

Carmen Romero,
Custodian

Vicente Ruiz, Jr.,
Custodian Floater

David Taylor,
School Bus Driver

Eddie Tirado,
Custodian



Barbara Bass and I had the opportunity to ride along with School Bus Drivers, **Gaby Cortez and Leticia Rangel** on their PM routes. We started at Oak Crest picking up students. Gaby and Leticia are cut out for working with students with special needs. They engaged them and made them feel comfortable and important while they rode home. We learned it takes a lot of skill to keep watch of the students while maneuvering the bus through traffic around town and on the freeway. Other drivers on the road can make things difficult, but Gaby and Leticia kept their cool, ever mindful of the students they were transporting.



Bus Driver Trainer, Ana Maria Ochoa takes pride in our Transportation services

Choose a job you love, and you will never have to work a day in your life. — Confucius

CLASSIFIED IN ACTION



Grounds Maintenance Crew: Alex Guerrero, Pete Trejo, and Luis Benitez

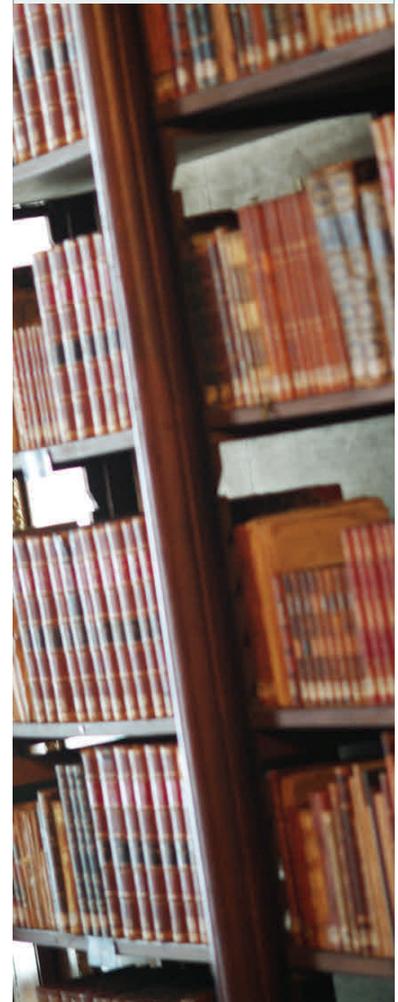
In February, Tina Peterson, Director of HR, Barbara Bass, HR Analyst, and Corrie Amador, Director of Classified Personnel met up with the north Grounds team at 5:45AM to see them in action. The north team meets at the Maintenance and Operations facility early in the morning to get their assignments, learn of any changes for the day, and load up their gear. We then

followed **Alex, Pete, and Luis** over to Sunset High School where we learned about their schedule and their knowledge of grounds maintenance. Each worked on his part to quickly get the job done before students would be on campus, while being mindful of noise that could disturb the neighbors. They definitely work as a team.



Thank you to Chuck Adams and Special Education Staff!

During the month of February and March, Barbara and Corrie had the privilege of touring several Special Education classrooms, and meeting Instructional Assistants in a variety of programs. It was motivating to see our classified staff making a difference for students! Instructional Assistants are busy. They are responsible to support instruction by working with students one on one or in small groups, and they relieve the teacher of many clerical duties. Whether assisting students with academics, life skills or outside the classroom, Instructional Assistants are making a huge difference in the lives of students.



DID YOU KNOW...

All job postings and applications are now On-line through www.edjoin.org. There are computers available for your use at each work site and in Human Resources. If you need assistance viewing a job posting or submitting an application, we can help over the phone, via email or in person.



Contact Information:

(760) 753-6491 x 5519

kathy.potter@sduhsd.net

barbara.bass@sduhsd.net

corrie.amador@sduhsd.net

www.sduhsd.net

CURRENT JOB OPENINGS

Position Title	Posting Deadline
Instructional Assistant Special Education Non-Severe	4/3/15
Grounds Maintenance Worker /Applicator	4/7/15
Custodian—Floater	4/10/15
Secretary	4/17/15
School Bus Driver	3/11/16

FREQUENTLY ASKED QUESTIONS

ELIGIBILITY LISTS

Personnel Commission staff send out emails to all staff announcing vacancies. A vacancy can be posted a variety of ways:

- 1) Reemployment Lists—If a vacancy occurs in a classification and there is a reemployment list, the laid off employees will be offered the position in reverse order of layoff.
- 2) Transfer—This type of posting is for employees currently in the classification or a higher classification in the same job family only.
- 3) Promotional—This type of posting is open to employees only (including employees on a reemployment list). The posting will be password protected in ED-JOIN and the password will

be included in the email to all staff.

- 4) Open/Promotional — This type of posting is open to employees and external candidates to apply. Current employees will be certified on the list ahead of external candidates.
- 5) Open/Promotional—Dual Certification—This type of posting is open to everyone. Final scores are used to rank all successful candidates onto the same list.

When a vacancy is posted, the email from Classified Personnel will include the link to ED-JOIN if it's open for applications, and a transfer form. An application must be submitted by the posting deadline and have all required documents attached.

PROMOTION

You have been working hard, learning the ropes of your position when suddenly Classified Personnel posts a job. It is the promotion you are looking for, but it's not the right work location. What should you do?

Remember that an eligibility list is good for six months. That means, if another position comes open in that classification you may miss out if you aren't on the list. Therefore, we strongly encourage you to apply. Once on the list, you can let us know that you are not interested in the current vacancy and we will make you inactive. If another position opens up, you can call us to let us know you want to be considered.

Questions? Give us a call if you would like help with this process.