

Thankful for ALL Classified Employees!

It sounds so cliché but it's hard to believe it's already November. The cornucopia is symbolic of "an abundant or overflowing supply of good things." What better time of year to acknowledge and thank ALL classified employees for their hard work. Your abundant knowledge and abilities in opening the 19-20 school year as well as keeping things running year round is appreciated.



For those of you who worked tirelessly throughout the summer, I'm extending an additional thank you. It's easy for people to think everyone who works at a school district has the summer off but many of us know summer can be the busiest time in our jobs.

All units within Business Services: closing the books on one year while simultaneously gearing up to be ready for a new year— that's a lot to manage and you all did it exceptionally well, even during a time of staff turnover in a lot of your areas.

Educational/Administrative/Pupil/Student Information Services/ Special Education: it's always a team effort with these groups. From pulling together a staff training on Aeries for the Inservice Day to seeing you helping parents with a wide range of inquiries, your efforts are noticed.

Maintenance and Operations: summer projects and deep cleanings say it all. Your expertise in your fields is remarkable. Whenever I saw any of you over the summer doing grounds work, on the roof or otherwise out in the elements, the only thing I could think of to lessen my guilt that I work indoors was, "at least we aren't in Phoenix."

Technology Services: I need a full page. Please see Page 2.

Human Resources: last but not least (it would look bad if I put you guys first), the number of openings to fill, applications to process, exams to administer, interviews to schedule, job offers to make and employees to onboard was as high as ever. You all did a wonderful job to ensure positions were staffed to the best extent possible. I'm so happy to be part of this team :)

-Susan Dixon, Director of Classified Personnel

San Dieguito Union High
School District

**Personnel Commission
November 2019**

Personnel Commissioners

John Baird, Chair

Jeff Charles, Member

Justin Cunningham, Vice-
Chair

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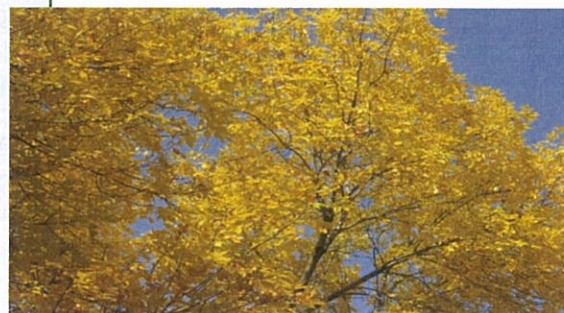
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Spotlight on the Technology Team

The Technology team helps us get our jobs done on a daily basis. They manage the District's technology infrastructure and keep everything running. The team is responsible for a variety of systems, services, and devices such as phone systems, computers, printers, internet, multimedia systems, email, student information systems, copiers and more.

Located at Earl Warren Middle School, the team includes:

Joel Van Hooser, Director of Information Technology—responsible for the planning and integration of technology across multiple sites, departments and platforms.

Daric Howedel, Network Analyst—administers the District's network connections, which include networks, systems, hardware and software.

Matt Colwell, **Scott Froese**, **Micah Sambrano**, and **Dayne Tsuda**, Network Technicians—provide technical support for networks, network security, and software and hardware associated with networks.

Michael Bishop and **George Vega**, Telecommunications Technicians—provide technical support for telecommunications systems and equipment such as telephones, fire alarms, bells, projectors.

Debbie Johnson, Administrative Assistant II—supports the team and coordinates a variety of administrative processes to keep the department running smoothly.

A recent visit with the team garnered interesting insights into this highly cohesive group of individuals.

Who has been here the longest?

Everybody was quick to point to Debbie although there is significant longevity among the entire group. The group (minus Debbie) took this opportunity to sing Debbie's praises (she's retiring in December) with no shortage of compliments for all her efforts over the years. "We call her lightning," they exclaimed!

What is the biggest change you've seen in the department?

According to Debbie, "The guys haven't really changed but the technology has changed a lot." The group shared their memories of the old big case computers with CRT monitors, floppy discs and their first pag-ers—which required Debbie to type a message via fax modem to reach them.

What is the oddest request someone has made for IT Services?

To have staff contact Google headquarters and ask them to make changes to the Google platform.

Is there anything our employees can do to make IT's job easier?

(Interviewer's comment: everyone should already know the answer to this question...) Complete a School Dude instead of calling and provide as much detailed information as possible in your request.

What do you enjoy the most about the type of work you do?

There were numerous responses to this question but the team agreed that they enjoy their job, their coworkers and their work environment. Other favorable factors include all the people with whom they get to interact and the variety of work they get to experience daily. Rounding out the responses were comments



Continued on Page 3

related to the meaningfulness of the work, such as, "Seeing students excited about the product (e.g., robotics) is rewarding," and "Interacting with people to see where your energy is going gives purpose to the work we do," and "Getting to see firsthand how our work supports the education environment."

What's the biggest challenge to working in the IT field?

"Keeping up with changes," was a quick response. Besides keeping themselves and others up-to-date, it's not always easy to get the average person to roll with the changes. (That would be me but they were very polite and didn't single me out). In addition, the group shared that as people come to rely on technology more and more, it becomes harder to keep up with the expectations.

Thanks, Technology Team, for keeping us connected. We appreciate your dedication!

WELCOME NEW HIRES!

Ryan Bath, Instructional Assistant-SpEd (NS), Torrey Pines HS

Josue Braganca, Custodian, Earl Warren MS

Brooke Bruhn, Accounting Assistant, District Office, Finance

Nicholas Diaz, Instructional Assistant-SpEd (BI), Pacific Trails MS

Naomi Diehl, Health Technician, Earl Warren MS

Alan Flower, Instructional Assistant-SpEd (S), Torrey Pines HS

Paul Head, Instructional Assistant-SpEd (BI), Carmel Valley MS

Selena Hernandez, Instructional Assistant-Bilingual (Spanish), Oak Crest MS

Russell Leedy, Instructional Assistant-SpEd (NS), Diegueño MS

Ming-Yi "Lynn" Lim, Nutrition Svcs Assistant, Carmel Valley MS

Camilla Maki, Instructional Assistant-SpEd (NS), San Dieguito HS Academy

Marco Martinez, Custodian, San Dieguito HS Academy

Amy Mentado, Instructional Assistant-SpEd (BI), La Costa Canyon HS

Rachel Miller, Receptionist, District Office

Sara Ocon, Instructional Assistant-SpEd (S), Adult Transition Program

Colleen Owens, Occupational Therapist, District Office, Special Education

Taylor Pearson, Instructional Assistant-SpEd (S), Adult Transition Program

Tracy Poplawski, Instructional Assistant-SpEd (BI), Adult Transition Program

Debora Schork, Administrative Assistant II, District Office, Sp Education

John Shaul, Instructional Assistant-SpEd (NS), Oak Crest MS

Mario Silva, Custodian, La Costa Canyon HS

Stacey Snethen, Accounting Technician, District Office, Finance

Ezekiel Taylor, Instructional Assistant-SpEd (S), La Costa Canyon HS

Dalisa Toro, Instructional Assistant-SpEd (S), Adult Transition Program

Consuelo Uribe, Nutrition Svcs Assistant, Oak Crest MS

Brittney Vaughn, Nutrition Svcs Operations Supervisor, Nutrition Services



PROMOTIONS

Lori Carl, Instructional Assistant-SpEd (S), La Costa Canyon HS

Norma Magana, Custodian, San Dieguito HS Academy

Vanessa Magana, Instructional Assistant-SpEd (S), La Costa Canyon HS

Christian Martinez, School Plant Supervisor, Canyon Crest Academy

EMPLOYEES ON THE MOVE

Jennifer Beales, Administrative Assistant II, San Dieguito HS Academy

Katharin Bulleit, Instructional Assistant-SpEd (NS), Earl Warren MS

Xavier Carillo, Theater Technician, Torrey Pines HS

Aura Dearmond, Nutrition Services Assistant I, Earl Warren MS

Jill Fisher, Nutrition Svcs Assistant I, La Costa Canyon HS

Leslie Luna, Administrative Assistant II, Nutrition Services Dept

Kam Ma, Nutrition Svcs Assistant I, Torrey Pines HS

Jessica Rios, Instructional Assistant-SpEd (S), La Costa Canyon HS

Gabriel Schrager, Instructional Assistant-SpEd (S), La Costa Canyon HS

Marisela Serrano, Nutrition Svcs Assistant I, Torrey Pines HS

Personnel Commission

The Personnel Commission is responsible for the recruitment, selection, training, and retention of employees in the classified service as well as maintaining job descriptions and classification and compensation plans. Staff members are responsible for implementing practices that adhere to the Rules and Regulations.

Commissioners

John Baird, Chair
john.baird@sduhsd.net

Justin Cunningham, Vice-Chair
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Jeff Charles, Member
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Classified Personnel Staff

(760) 753-6491
classifiedpersonnel@sduhsd.net

Susan Dixon, Director
ext. 5543

Barbara Bass, HR Analyst
ext. 5626

Kathy Potter, HR Technician
ext. 5519

Feel free to contact us with your questions and comments:





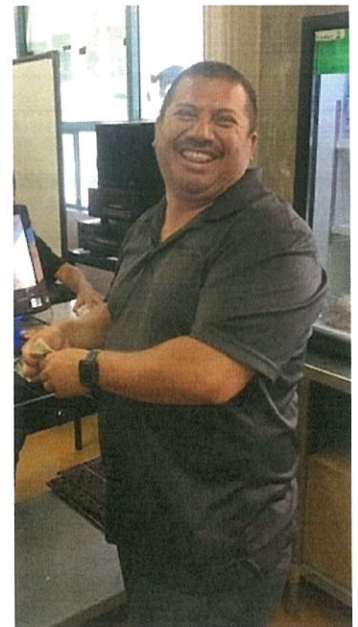
Know of a full-time college student seeking part-time work—AVID Tutors can work around their own school schedule and earn \$16.09 per hour.

**Requests must be emailed before the job posting closing date.*

even if a current posted vacancy is not at your desired site, you should apply so you can be considered for future vacancies.



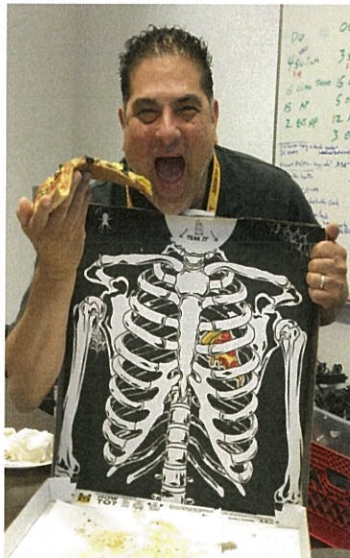
Hard At Work



"We make a living by what we get, we make a life by what we give."

-Winston Churchill





Certified photo bomb!

"Work hard, be kind, and amazing things will happen."
—Conan O'Brien





“Don’t count the days, make the days count.”

—Muhammad Ali





“Be yourself, everyone else is already taken.”
—Oscar Wilde





FREQUENTLY ASKED QUESTIONS



Why are some job openings only open to employees who are already in that job classification?

When a vacancy occurs, the position may be filled by either a transfer candidate (including voluntary demotion) or by someone in the top three ranks on a valid eligibility list.

When eligibility lists are created as a result of a recruitment, the lists are established for six months. Therefore, it is possible that when a vacancy occurs, an eligibility list may already exist. In these instances, the email notification to all staff will only advertise the opening as a transfer opportunity.

- A request for transfer may be submitted by any staff member who has established permanency in the job classification (passed probation) or employees serving probation if the vacant position is an increase in hours, days, or months.
- "Transfer" can include employees who are requesting a voluntary demotion to a lower class with related skills.
- Employees who qualify as transfer candidates proceed directly to a selection interview for the vacant position because they have already demonstrated possession of the minimum qualifications.

We welcome all inquiries regarding vacancy notices and will be happy to explain the various types of postings or answer specific questions.

I am applying for a promotion. How do I find out what will be on the exam and what is the best way to study?

Each classification (job title) has its unique set of exam components. A breakdown of those components, including the percentage weighting of each component towards the final score, is listed on the job posting.

Exams are tailored to the knowledge and abilities required of the classification. It is always a good idea to review the job description to prepare for the exam.

Typically, the exams can be categorized as follows:

- Multiple-choice—this exam will consist of several categories depending upon the classification. Examples of categories include: grammar, spelling, punctuation, reading comprehension, basic math, safety,

and principles or practices of the trade or profession. This exam is typically 20% of the overall exam score.

- Performance—the performance of tasks typically used on the job, such as: writing exercises (e.g., composing correspondence), basic spreadsheet formulas and functions, demonstrations of carpentry, electrical, plumbing or other trades skills. This exam is typically 30% of the overall exam score.
- Qualifications Appraisal Interview (QAI) - this exam is administered by a panel of subject matter experts. Typically, there are eight to twelve questions on the exam. Questions may be experience-based, situation-based, or knowledge-based. The panel members score the candidate's responses based on a scoring rubric. This exam is typically 50% of the overall exam score.

Mention this coupon to Susan Dixon in Room 100 at the DO for a free cup of hot chocolate. Valid through 2/21/20. Please note small print below:



Must be a classified employee. One coupon per person. Site visits can be arranged by request. Possible side effects of redeeming this coupon include exposure to a chatty individual.

I'd like to refer friends and family to job openings at SDUHSD. What are some jobs that are typically open? What are the benefits of working at SDUHSD?

We have continuous postings for School Bus Drivers, Nutrition Services Assistants and Instructional Assistants-SpEd. These are great part-time jobs!

The pay, sick leave, vacation, and holidays are competitive. We also offer medical, dental and life insurance for positions that include health benefits.

Some lesser-known perks:

- Professional growth reimbursement
- Children of employees may attend District schools.

Of course, the friendly people are an added bonus!

Have a question?

Contact us: classifiedpersonnel@sduhsd.net

(760) 753-6491 (ext 5543)

