

# Celebrating Accomplishments!

## GREETINGS FROM THE DIRECTOR

*Welcome to the start of a new school year. The energy and enthusiasm that comes with this time of year is apparent at all our campuses and other District offices. Congratulations to everyone on a successful opening day. "It takes a village" certainly describes the team effort at each school site and department.*

*I hope everyone had a wonderful summer. For those who worked, I hope you were able to tackle some projects that are easier to complete when there are fewer interruptions.*

*What an amazing year we just finished. In the 2016-17 fiscal year, we welcomed 57 new classified employees to our District and welcomed back four returning members. In addition, 30 classified employees received a transfer to either an assignment with more hours or an assignment to a more preferred work location and 19 classified employees were promoted.*

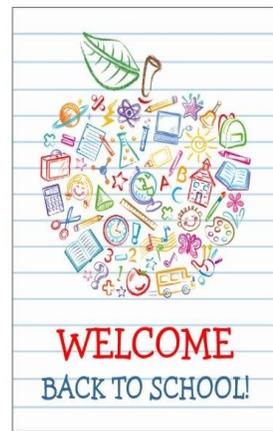
*Speaking of promotions this past year, an employee who was hired 16 years ago as a classified employee is now our superintendent, Eric Dill. Now that's working your way up!*

*Another exciting event for the District this year was the recognition Bridget Sabin received when she was named the San Diego County Classified Employee of the Year and then went on to be selected as one of the State Employees of the Year. A truly amazing accomplishment that made us all proud to be part of the San Dieguito UHSD team.*

*This edition of our newsletter features many of our incredible employees by highlighting the 2017 Classified Employees of the Year. Their contributions to the success of our District is inspirational. It is always a pleasure to hear the testimonials from supervisors and colleagues about the positive impact classified staff have on students, as well as community and parent relations, safety, financial reporting, record keeping and many other factors that make our District one of the best in the nation.*

*I look forward to another productive year and the opportunity to serve classified employees and the District.*

- Susan Dixon  
Director of Classified Personnel



### PERSONNEL COMMISSIONERS:

- Terry King, Chairperson
- Patricia (Pat) Spirit, Vice Chairperson
- John Baird, Member

### INSIDE THIS ISSUE

Employees of the Year.....	2-5
Employment Opportunities..	.....5
Welcome New Hires.....	.....6
Employees on the Move.....	.....6
Bridget is Honored.....	.....7
Commissioners' Corner.....	.....7
Back to School Photos.....	.....8-9
Frequently Asked Questions.....	.....10

## 2017 Classified Employees of the Year

District Office Student Support  
**Lesley Rhodes**, Executive Assistant



Employed with the District since 1990,  
“Lesley works well under pressure and her personality is extremely calming to those who surround her.”

Canyon Crest Academy  
**Andy Shephard**, Registrar



Employed with the District since 1988,  
“Andy is unflappable in stressful situations and works hard to make sure everyone understands, and is comfortable with, whatever situation she is addressing.”

Carmel Valley Middle School  
**Nicky DeLeone**, Secretary



Employed with the District since 2014,  
“Nicky’s work at Carmel Valley was appreciated and she helped to make it the great school it is known to be.”

Diegueño Middle School  
**Robin Coy**, Learning Commons Tech



Employed with the District since 2011,  
“Robin is the ‘Energizer Bunny’ of Diegueño. She works tirelessly to create a welcoming and enjoyable environment for our students, staff and parents.”

District Office Employee Support  
**Kathy Potter**, Human Resources Tech



Employed with the District since 1998, “Kathy’s body of knowledge and her ability to apply that knowledge accurately to each task has contributed greatly to maintaining compliance with an almost unlimited number of rules.”

Earl Warren Middle School  
**Roberta Blank**, Admin Secretary



Employed with the District since 2002, “Roberta is a big reason the EWMS ASB program is so successful. One of the qualities that truly stands out is her positive energy. Roberta always has a smile on her face!”

La Costa Canyon High School  
**Judy Mendez**, Secretary



Employed with the District since 2015, “LCC is fortunate to have Judy—her professionalism, dedication to students and staff and overall ability to streamline daily tasks using technology makes her a true asset to the LCC Family.”

Maintenance & Operations Department  
**Dale Umphrey**, Lead Maintenance Wk.



Employed with the District since 1992, Dale is a standout in the M&O Department. “We look up to his leadership and support in making our department what it is today.”

Nutrition Services Department  
**Barbara “Gaby” Cortez**, Nutrition Serv Asst



Employed with the District since 2009, “Gaby’s personal commitment to quality is obvious in everything she does and wherever she has worked, whether it’s prepping of lunch, serving the students, helping in the office or balancing 2 department jobs - Nutrition Services and Transportation.”

Oak Crest Middle School  
**Marcia Molnar**, Administrative Secretary



Employed with the District since 2000, “Marcia is the person that all staff members can count on to always offer cheerful assistance in every situation. She anticipates what is needed and solves problems with grace and efficiency.”

Pacific Trails Middle School  
**Mona Healy**, Secretary, Counseling



Employed with the District since 1999, “Mona’s impeccable work ethic lends to the efficiency and professionalism of the entire administration office. No matter the task at hand, you can depend on Mona to complete it effectively, correctly and well within any deadlines.”

San Dieguito High School Academy  
**Bridget Sabin**, Registrar



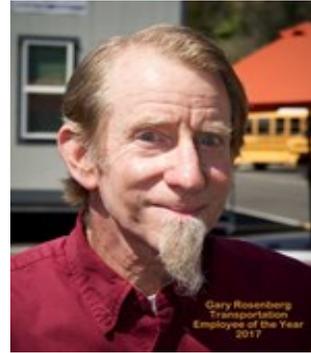
Employed with the District since 1995, “Bridget will do whatever is necessary to get the job done. She problem solves by looking ahead and checking every detail of a student’s transcript to make sure they are on track for graduation.”

Torrey Pines High School  
**Janine Dupree, IA Special Ed**



Employed with the District since 1999, “Janine is highly competent, dedicated and kind. She handles difficult tasks with a smile, plenty of patience and extreme kindness.”

Transportation Services Department  
**Gary Rosenberg, School Bus Driver**



Employed with the District since 2006, “Gary seeks ways to grow relationships that lead to a trusting, safe environment for all the students on his bus. Gary truly enjoys serving his kids.”

If you would like to help promote our District as a great place to work, we would appreciate your assistance. The Classified Personnel staff would like to display promotional photos and videos on our employment website featuring employees at work to give external applicants a preview of what it is like to work at SDUHSD. To volunteer, please give us a call at x5543.




---

**Current SDUHSD Employment Opportunities      Posting Deadline**

---

Accounting Specialist      September 8, 2017

Instructional Assistant Special Education—Non Severe      Continuous Filing

Instructional Assistant Special Education -Severe      Continuous Filing

School Bus Driver      Continuous Filing

Nutrition Services Assistant I      Continuous Filing

For more information go to:

[www.sduhsd.net/Human-Resources](http://www.sduhsd.net/Human-Resources)

Do you know someone who would be a good fit for any of these positions? If so, please refer them to our website.

---

**DID YOU KNOW...**

Our job postings and applications are online. To view job openings, go to [www.sduhsd.net/Human-Resources](http://www.sduhsd.net/Human-Resources). Click on the job title link which will take you to the electronic application found on [www.edjoin.org](http://www.edjoin.org). There are computers available for your use at each work site and in Human Resources. For assistance, contact us.

**WELCOME NEW HIRES!**  
(Those hired between  
April and August 20, 2017)

**Janie Ghinazzi**

Instructional Assistant—Non  
Severe, Torrey Pines

**Erick Delval**

Maintenance Worker II, Facilities

**Rosella Arce**

Construction Projects Manager II  
Facilities Construction

**Stephanie Lytle**

Learning Commons Technician  
Oak Crest

**Ann Rump**

Learning Commons Technician  
Earl Warren

**Andrea Howe**

Health Technician, Pacific Trails

**Chamayra Hillard**

Nutrition Services Assistant I  
Carmel Valley

**Elizabeth Espinoza**

Nutrition Services Assistant I  
Diegueño

**Rebecca Topete**

Administrative Secretary  
Earl Warren

**Janice Spector**

Instructional Assistant—Non  
Severe, La Costa Canyon

**Paige Mosby**

Instructional Assistant—BI  
Diegueño

**Christina Hild**

Nutrition Services I  
Carmel Valley

**Shannon Cary**

Secretary, Pacific Trails

**Lisa Rimbach**

Secretary, Oak Crest

**Tina Douglas**

Associate Superintendent  
Business Services

**Maria Dias**

Instructional Assistant—Severe  
La Costa Canyon ATP

**Norma Serrano**

Instructional Assistant—Severe  
La Costa Canyon ATP

**Eufrazio Madueno**

Custodian Floater, Facilities

## Employees on the Move



**Marina Burton** is now an Instructional  
Assistant— Severe at Oak Crest

**Nicky DeLeone** is now a Secretary at  
Torrey Pines

**Cesar Prado** is now a Nutrition Services Assistant II at La Costa Canyon

**Omar Mendoza** is now a Custodian at Diegueño

**Maria Matilde Cortes** is now a Nutrition Services Assistant II at Diegueño

**Tamara Rey** is now the Administrative Assistant at Oak Crest

**Kathleen Margiotta** is now the Health Technician at Canyon Crest Academy

**Grace Lisle** is now the Administrative Assistant at Torrey Pines

**Alicia Gonzalez** is now a Nutrition Services Assistant I at San Dieguito Academy

**Roberta Blank** is now the Administrative Assistant at Carmel Valley

**Tracy Ngo** is now a Secretary at Carmel Valley

**Maria Lindley** is now a Facilities Planning Analyst in Facilities Construction

**Melanie Lawson** is now an Administrative Secretary at Oak Crest

**Michael Coy** is now the Chief Facilities Officer in Facilities Construction

**Pam Brand** is now an Administrative Secretary at Torrey Pines

**Ralf Bernard** is now the Facilities Construction Planner in Facilities Construction

**Bryan Bostic** is now a Grounds Maintenance Worker II in Facilities

**Thomas Hernandez** is now a Skilled Maintenance Worker in Facilities

**Daryl Ceasar** is now a Campus Supervisor at La Costa Canyon

**Kristina Martinez** is now the Registrar at Torrey Pines

**Leslie Luna** is now an Administrative Secretary at San Dieguito Academy

**Tim Snedeker** is now a Custodian Floater in Facilities

**Becky Tico** is now an Instructional Assistant—BI at Diegueño MS

**Anthony Valencia** is now the Campus Supervisor at Diegueño MS

## Ms. Sabin Goes to Sacramento

Our SDUHSD Family felt enormous pride this past Spring when our 2017 Classified Employee of the Year, Bridget Sabin, was announced as the San Diego County Employee of the Year and then a California State Employee of the Year. In May, Bridget and her guests were invited to a recognition ceremony in Sacramento followed by a tour of the State Capitol. 2018, here we come!



Bridget along with the five other California Classified Employees of the Year and Tom Torlakson, State Superintendent of Public Instruction (back center). Mr. Torlakson expressed admiration and appreciation for the contributions of each recipient and presented each with a plaque.



Members of "Team Bridget", Matt Colwell, Susan Dixon, Jeanne Jones, Eric Dill, Bridget, Lois Delanty, and Bjorn Paige.



State Senator Steven Bradford gave a "behind the scenes tour" prior to the "official" capitol tour. Here is Senator Bradford with Bridget and her fellow recipient in the Senate Chamber (left) and State Assembly Chamber (right). Notice the Senator made arrangements to announce their presence in the capitol.



### COMMISSIONERS' CORNER

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 adopted Rules and Regulations.

Our goal is to support you in the work that you do. Please feel free to contact any member of our team with questions, comments or suggestions.

We're here to help!



Personnel Commission Staff  
Contact Information:

(760) 753-6491

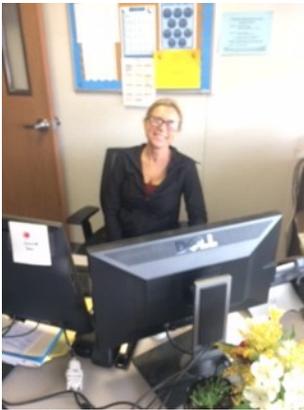
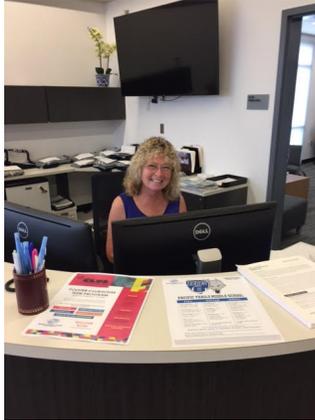
kathy.potter@sduhsd.net  
x5519

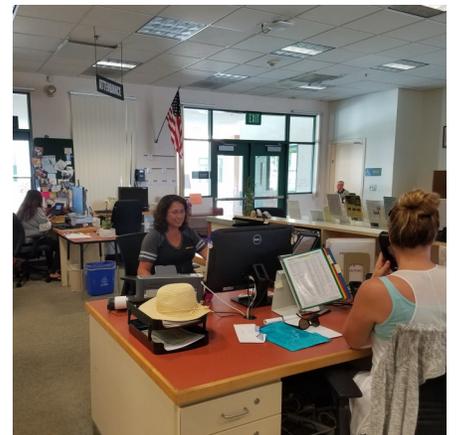
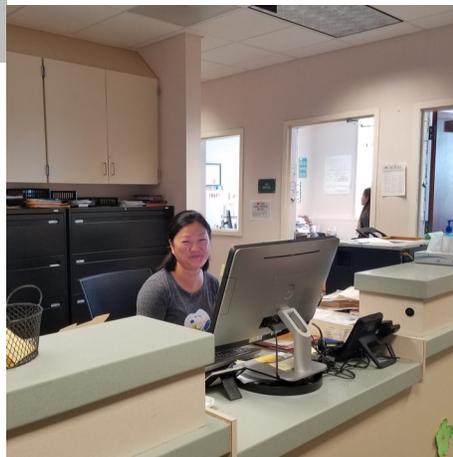
barbara.bass@sduhsd.net  
X5626

susan.dixon@sduhsd.net  
x5543

# BACK TO SCHOOL

Classified Employees Working Hard to Ensure a Successful First Day of School





## FREQUENTLY ASKED QUESTIONS

**I received an email announcing a transfer opportunity for a position I am interested in. The email said it was only for employees already in that job. Why is it 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. As a reminder, a request for transfer may be submitted by any staff member who has established permanency in the job classification (passed probation). This 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.

Eligibility lists are established for a job classification rather than a specific opening; therefore, if an employee is interested in a specific classification, he/she should always apply when the classification is posted for recruitment on Edjoin, even if the vacancy at the time of the posting is not at a location in which he or she desires to work.

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

**I submitted an application on Edjoin and received an email stating my application was declined because I did not meet the minimum qualifications. I know I have the background required to do the job so why was my application declined?**

Each time a recruitment is conducted, the first phase of the selection process is a formal screening of the applications. Although the screening is not usually a weighted portion of the examination, it is the first opportunity Personnel Commission staff has to determine whether a candidate meets the minimum qualifications for the classification. Only the information contained on the application will be used to make this first screening determination. Two key areas screeners review on the application include the “Record of Work Experience” and responses to any Supplemental Questions.

When completing the “Record of Work Experience” be sure to include your current job. Sometimes, current employees are under the impression that personnel staff will check the employee database or may know the employee well enough where an applicant believes there is no need to list current employment information. This is not the case. It is important to include your current assignment and describe your

current job duties in detail. The duties listed should be specific. Do not put statements such as “all duties of the job” or “everything asked of me” as this does not give the screener the information needed.

The application form has space for three current or previous positions from your employment history. If your qualifying experience was at employment prior to the three jobs you describe in this section, you must find a way to convey your previous qualifying experience. This can be done by attaching a resume or a summary of additional experience to your application or by referencing the qualifying information in your responses to the supplemental questions.

When responding to the “Supplemental Questions” section of the application, it is important to respond in sufficient detail. Read the supplemental questions carefully and be sure your responses provide the information requested. Staff conducting the screening will not retrieve the responses you provided from previous applications, only the information contained on the current application will be considered. As an applicant, think of the supplemental questions the same way you would an interview. For example, if the question asks you to describe your experience working in an office environment, be thorough in your response. An applicant who responds with, “I have worked in an office my entire adult life” does not give the screener the information necessary to advance in the screening process.

Please feel free to contact any Personnel Commission staff member if you have questions.

**I have a lot of knowledge and experience with different software programs and other technologies used by the District. Is there a way I can share my knowledge with others?**

Yes, thank you for asking! If you are willing to share your expertise with other classified employees, please contact the Classified Personnel Office at x5543. We are exploring ways in which we can all become more proficient with tools that will streamline our work. With such a talented group of classified employees, we would like to see if there are options available in-house.

