



Welcome Back!

GREETINGS FROM THE DIRECTOR

The start of a new school year is both an exciting and anxiety-filled time for students, parents, and staff. The District is fortunate to have dedicated and talented classified employees to help ensure a successful experience. Parents' and students' first encounter with our District is often through classified staff and it is much appreciated that those first experiences are positive. Well-maintained and clean grounds and facilities, secure campuses, caring support of students, and accurate enrollment are just a few of the things that help the community see firsthand that we are a well-functioning school district.

This month marks my three year anniversary with San Dieguito. I can clearly remember the anxiety I had those first few weeks as I tried to overcome my fear of change. I am very thankful for the many relationships I have developed in the time that I've been here. I am also appreciative that many people feel comfortable asking questions, expressing concerns or sharing ideas for improvement. While my role requires that I follow a never-ending set of rules and processes, there are sometimes opportunities to make adjustments—provided it is not in violation of any rules, codes, or laws and modifications are consistently and equitably applied. A good example of this is a recent change to our Rules & Regulations for Classified Service which allows applicants, in many cases, the option of transferring exam scores from one recruitment to another to minimize the repetition of taking similar exams over and over.

I encourage you to contact me with any question you may have; however, be forewarned that I tend to “over explain” things so make sure you allow plenty of time.

- Susan Dixon
Director of Classified Personnel



Personnel Commissioners

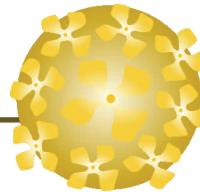
John Baird
Justin Cunningham
Vacant

INSIDE THIS ISSUE

Employees of the Year.....	2-6
Meet the Purchasing Staff... ..	7
Welcome New Hires.....	8
Employees on the Move.....	8
Employment Opportunities	9
Commissioners' Corner.....	9
Rule Revision.....	9
Back to School Photos	10 & 11
Frequently Asked Questions....	12

2018 Classified School Employees of the Year Program

The Classified School Employee of the Year (CSEY) Program recognizes the outstanding contributions of classified staff. The 2018 recipients were each selected by their work sites, and a committee reviewed all nominations and selected the District Classified School Employee of the Year.



2018 District Classified School Employee of the Year

Carmel Valley Middle School
Roberta Blank, Administrative Assistant



Employed with the District since 2002, “Roberta’s dedication to being the absolute best she can be at her job is simply amazing and unparalleled. She works her heart out every day to make CVMS the best it can be.”



At the celebration event, **Cara Dolnik** “crowns” **Roberta** and **Susan Dixon** presents her with a plaque and personalized treats.



2018 Site Classified School Employees of the Year

Canyon Crest Academy
Darlene Burton, Secretary



Employed with the District since 2007, “Darlene relates well with students, parents, colleagues, teachers and administrators. She is a true professional and takes every aspect of her job seriously.”

Diegueño Middle School
Anthony Valencia, Campus Supervisor



Employed with the District since 2017, “Anthony is an integral part of our administrative team. He is dependable and is focused on keeping this campus and our students safe.”

District Office
Jo Schultz, Executive Asst. to the Supt.



Employed with the District since 1985, “Jo’s years of experience, knowledge and grasp of the interworkings of the District as well as her attention to detail have made her a valuable District employee.”

Earl Warren Middle School
Marcos Marta, Campus Supervisor



Employed with the District since 2016, “Marcos is a presence on our campus. He’s effective, reliable, respected and well-liked. Simply, he’s part of the EW family and a valued staff member.”

2018 Site Classified Employees of the Year, continued

La Costa Canyon High School

Kristin Jenkins, Administrative Secretary



Employed with the District since 2012, “Kristin is an extremely hard worker who takes pride in her job. She has a positive attitude, she is a problem solver, and she is always willing to help.”

Oak Crest Middle School

Kelly Clausen, Campus Supervisor



Employed with the District since 2009, “Kelly constantly strives to build relationships with all of the students here at Oak Crest. She has a positive attitude towards work, students and colleagues.”

Nutrition Services Department

Jose Garcia, Nutrition Services Asst.



Employed with the District since 2007, “Jose is a team player, takes pride in his work, and handles any task that is given to him. When preparing the hot production, it’s made with perfection in every way.”

Pacific Trails Middle School

Jessica Richards, Learning Commons Technician



Employed with the District since 2012, “Jessica makes great connections with the students. She has a lot of fun activities going on in the learning commons. She is accommodating, humble and kind.”

2018 Site Classified Employees of the Year, continued

San Dieguito High School Academy
Pandora Johnson, Health Technician



Employed with the District since 2007, “Pandora is dedicated to the students at SDA and serves our students with the utmost compassion. Pandora is proactive in her role, resourceful and knowledgeable.”

Torrey Pines High School
Patricia Hargraves, Accounting Asst, ASB



Employed with the District since 1996, “Patricia’s tireless efforts to support our students through ASB and senior activities is the stuff of legend. She is a quiet hero behind the scenes.”



Chocolate or vanilla?
“Congratulations” or
“Thank You”? Two cakes
was the best way to go!



Transportation Services Department
Raul Lara, Vehicle & Equip. Svc. Worker



Employed with the District since 2008, “Raul’s commitment to the safety of the school bus fleet is exemplary. He does a thorough bus inspection and takes care of all vehicle issues.”

The Classified Employees of the Year celebration has become such a fun-filled event that we want to schedule it in a way that allows as many people as possible to attend while also allowing plenty of time for the honorees to be recognized and the festivities to take place. To accomplish this, we will not schedule this event to precede a Personnel Commission meeting. The date and time of this May celebration will be advertised early spring. We hope to see you there!

2018 Site Classified School Employees of the Year, continued

Maintenance, Custodial & Grounds Dept **Erick Delval**, Maintenance Worker II

Employed on March 7, 2017, Erick was a welcomed new member of the Maintenance team, and one of the newest members of the Delval family to join SDUHSD. He was able to quickly establish himself as a friendly and helpful SDUHSD team member. Unfortunately, Erick passed away on January 30, 2018. The Maintenance, Custodial and Grounds Department named Erick their Employee of the Year. Erick will be greatly missed by his coworkers, family and friends.

I had made a point of telling Erick that his family was “winning” the competition for most members of the same family working in the District and told him that someday I would feature his family in this newsletter. I am grateful that Amador, Erick’s dad, provided the photo to the right along with an explanation that Erick had shared with him that I was planning on featuring the Delvals in a newsletter. Thank you Amador for taking this photo so I could make good on my word to Erick and showcase such a wonderful family. Thank you Delval/Del Val family members for many combined years of dedicated service to the District.



Erick's parents, Amador and Juana, accepting Erick's award from Jim Mitroff.

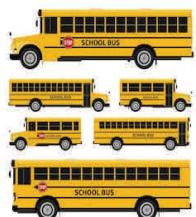


Honoring Erick Delval are both current and former San Dieguito UHSD Delval and Del Val employees. From left to right: Jaime, Eddie, Juan, Jose, Rick, Agapito, Amador (Erick's dad), Cristina, Iliana (Lily), Elizabeth, and Nicole.

Purchasing Team, Continued from page 7

be put in the unenviable role of being the “enforcer”. We can all help them by recognizing they must do their due diligence to find the best prices. We do not want to put them at risk by asking for exceptions or using the “it’s easier to ask for forgiveness than permission” method of getting supplies. Another gentle reminder for all of us is that we ourselves can be personally responsible for the cost of an item if we don’t follow the correct process.

An interesting part of all their jobs is that they get to learn a lot about programs to be able to follow legalities and problem solve. In other words, they know just enough about what all of us do to be dangerous :)



shutterstock.com - 265654289

shutterstock.com - 299724338

Meet the Purchasing Team



The Purchasing Department's mission is to procure goods and services for school sites and departments from vendors who offer the best prices, quality and service. **Doug Gilbert**, Director of Purchasing, leads the team and oversees purchasing, contracts, the competitive bidding process, inventory and warehouse/delivery functions. **Gabriela Fulton** is the Contracts Analyst who processes all contracts, agreements, and bids. **Margy Lara** and **Sheila Graciano** are Senior Buyers whose work includes researching to find the best deals for our school sites and departments. **Rick Del Val**, Warehouse Supervisor, oversees the warehousing functions including receiving, document shredding, and mail pick-up and delivery.

Busy is an understatement for this hardworking team. While many employees relax over the summer, this group has been working hard to close out the end of one fiscal year and simultaneously make sure we are ready for the new school year. Most of us probably do not realize the sheer volume of work that is processed through this office. You probably cannot imagine every contract that makes its way through the office—security and chairs for graduation ceremonies, dj's for school events, specialized services for Maintenance and Operations, and field trips—are just some examples. Most of us also could not begin to list the broad variety of items that are researched and purchased by the unit—sheep brains, pigs in a bag, school buses, pizza, produce and, of course, a lot of books. A unicorn costume has even been processed through the system!

The team has recently taken on the additional project of recycling and repurposing supplies. When something is no longer of use to a facility, this fiscally responsible and environmentally conscientious team has set up a “junk dealing business” which allows materials and supplies that still have some life in them to find a new home.

The Purchasing staff face many unique challenges on a regular basis. Currently, there is a severe shortage of copy paper. Paper mills are not producing products and options to procure items from other countries are limited. Despite their continued efforts, paper is hard to locate. From Purchasing's perspective, this is a great time for all of us to consider going paperless! Another challenge is obtaining competitive prices due to the consolidation of companies. Where there may have once been seven companies that provided a product, consolidation may have reduced that number to just a couple of companies.

The Purchasing team also has to adhere to legal and board policy requirements. This can sometimes be frustrating to their customers but Purchasing staff cannot overlook proper procedures or take “shortcuts” because they can be held liable for misappropriation of funds. They value our strong working relationships but can sometimes

(continued on page 6)

WELCOME NEW HIRES!

As of July 1, 2018

Pierre Alston

Custodian, Canyon Crest Academy

Xavier Carillo, Theater Technician, La Costa Canyon HS

David Esquivel

Instructional Asst-SpEd (S), Pacific Trails MS

Yvonne Hoyos, School Bus Driver, Transportation

Karen Lake, returning employee, Instructional Asst-SpEd (S), ATP, La Costa Canyon HS

Preston Loomer, Theater Technician, Canyon Crest Academy

Selena Martinez, Instructional Asst-SpEd (S), Pacific Trails MS

Amy Moore, Custodian, Pacific Trails MS

Heather Newman, Occupational Therapist, DO

Sandra Ramirez, Custodian, Earl Warren MS

Lurdes Reynoso, School Bus Driver, Transportation

Andrea Strickland, Administrative Secretary, San Dieguito Academy

Graciano Torres Orozco,
Grounds Maintenance Worker II,
Custodial and Grounds



EMPLOYEES ON THE MOVE

As of July 1, 2018

Stephanie Bowman, Instructional Asst -SpEd (S), to ATP, to La Costa Canyon HS

Robin Carafa, Nutrition Services Supervisor, to La Costa Canyon HS

Adan Cervantes, Instructional Asst SpEd (S), to ATP, to La Costa Canyon HS

David Daymude, Nutrition Services Transporter I, to San Dieguito HS Academy

Alfredo Jaime Del Val, Custodian, to Diegueño MS

Miguel Lopez, Nutrition Services Supervisor, to Canyon Crest Academy

Jose Garcia Perez, Nutrition Services I, to La Costa Canyon HS

Terri La Beau, Instructional Asst-SpEd (NS), to Carmel Valley MS

Vanessa Magana, Instructional Asst-SpEd (NS), to San Dieguito High School Academy

James Munger, Instructional Asst-SpEd (S), to Torrey Pines HS

Sheilah Pearson, Instructional Asst-SpEd (NS), to San Dieguito High School Academy

Danna Rabasco, Instructional Asst-SpEd (NS), to La Costa Canyon HS

Natalie Schleining, Instructional Asst-SpEd (NS), to La Costa Canyon HS

Colleen Teague, Instructional Asst-SpEd (S) to La Costa Canyon HS

*****PROMOTIONS*****

As of July 1, 2018

Ralf Bernard—Construction Project Manager I, Facilities, Planning and Construction

Siu Chan—Nutrition Services Asst II, Carmel Valley MS

Francisco Gurrola—Instructional Asst-SpEd (S), Pacific Trails MS

Omar Mendoza - Grounds Maintenance Worker II, Custodial and Grounds

Marley Nelms - Director of Nutrition Services, Nutrition Services

Leah Ryan-Sonnich - Administrative Asst-High School, San Dieguito HS Academy

David Yamashiro - Plumber, Maintenance and Operations Dept





We're Hiring!

Please share with your friends and family that SDUHSD is a great place to work! Employment opportunities are listed on the SDUHSD website: <http://www.sduhsd.net/Human-Resources/Employment-Opportunities/index.html>

There are continuous filings for:

- School Bus Driver
- Nutrition Services Asst I
- Instructional Asst– SpEd (NS)

We are also seeking substitutes for Custodians, Instructional Assts, Nutrition Services Assts, and Clerical/Secretarial staff.



RULE REVISION: TRANSFER OF EXAM SCORES

Rule 6.16 in the “Rules and Regulations for the Classified Service” has been revised. It now states:

“Candidates competing for placement on an eligibility list may, at their option, transfer their written and/or performance exam score(s) from one recruitment to another provided the exam is sufficiently similar, as determined by the Director, Classified Personnel, and the exam was administered within the last two years.”



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.

Please feel free to contact any member of our team with questions, comments or suggestions.

Personnel Commissioners

john.baird@sduhsd.net

justin.cunningham@sduhsd.net

Personnel Staff

classifiedpersonnel@sduhsd.net

(760) 753-6491

kathy.potter@sduhsd.net

x5519

barbara.bass@sduhsd.net

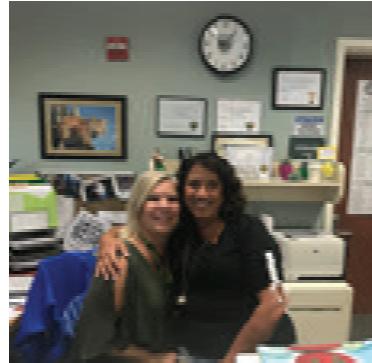
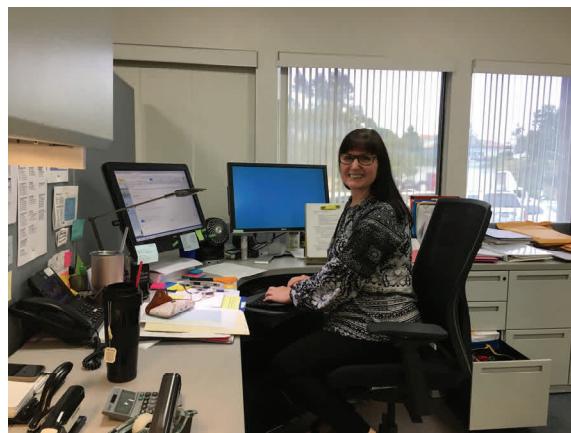
X5626

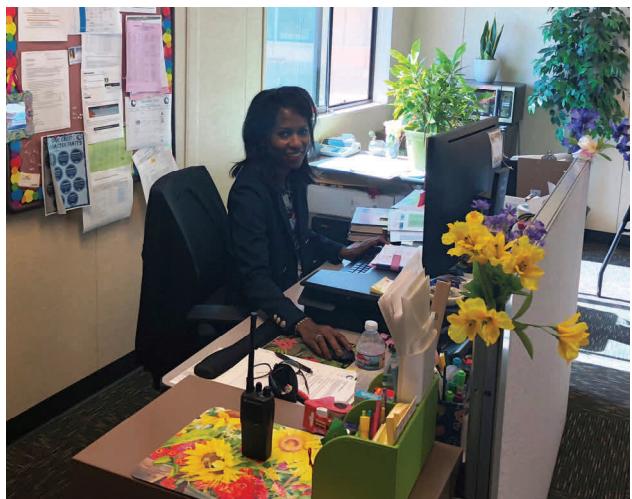
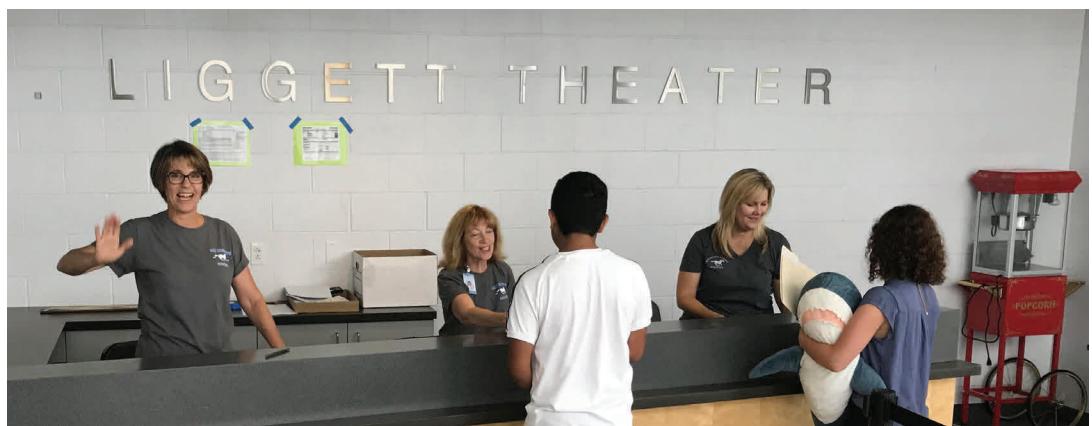
susan.dixon@sduhsd.net

x5543

IT'S BACK TO SCHOOL!

Classified Employees Working Hard to Ensure a Successful First Week 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) 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.

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 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 reference the knowledge and abilities required of the position (on the job description attached to the posting) 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), software applications (e.g. Word and Excel), 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.

Our Frequently Asked Questions on the Personnel Commission website has detailed information regarding the different types of exams if you ever want to refresh your memory.

Is there anything I can do to help the Classified Personnel Office?

Yes, thank you for asking! As referenced above, we use subject matter experts on our Qualifications Appraisal Interviews. Individuals who have mastered the tasks of their classification are a great source for us to use in this capacity. Depending upon the number of candidates we have, a QAI may take a few hours or a whole day. If you are comfortable serving in this capacity, please feel free to let us know you are willing to serve as a panel member.

I have heard you request that you would like employees to spread the word about working at SDUHSD, especially for some of our hard-to-fill openings like School Bus Driver, Instructional Asst—Severe, and Nutrition Services Asst. Can you help me come up with a list of some of the benefits of working here?

Sure, that's easy! Our rate of pay as well as our sick leave, vacation, and holiday pay is very competitive. In addition, we offer medical, dental and life insurance for positions that include health benefits. There are also some lesser-known perks to employment such as reimbursement for classified employees for professional growth (outlined in the bargaining agreement) and children of employees may attend District schools. Of course, the friendly people are an added bonus!

