

San Dieguito Union High School District Personnel Commission

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ANNUAL REPORT 2018-2019

The Annual Report for the 2018-19 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

John Baird

CSEA Appointee
Commissioner, Chair
Serving Since 2013
Current Term Expires
12/01/19

Jeffery Charles

Commission Joint Appointee
Commissioner
Serving Since 2018
Current Term Expires
12/01/21

Justin Cunningham

Board of Trustees Appointee
Commissioner
Serving Since 2018
Current Term Expires
12/01/20

Personnel Commission Staff



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.

Kathy Potter, 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

Board of Trustees:

Beth Hergesheimer, President
 Maureen "Mo" Muir, Vice-President
 Kristin Gibson, Clerk
 Joyce Dalessandro, Trustee
 Melisse Mossy, Trustee

District Administration:

Superintendent
Robert A. Haley, Ed. D.

Associate Superintendent, Human Resources
Cindy Frazee

Associate Superintendent, Business Services
Tina Douglas

Associate Superintendent, Educational Services
Bryan Marcus

Associate Superintendent, Administrative Services
Mark Miller

Classified Service

Classified Employees — 374

Confidential Employees — 5

Classified Supervisors — 13

Classified Management — 12

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 meetings of the Personnel Commission are held on the second Tuesday of the month at 3:30 p.m., in the District Office Board Room, 101. Special meetings are scheduled as needed.

The Personnel Commission held 18 meetings over the 2018-2019 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



Recruitment	2017-18	2018-19
Promotional Only Exams	4	1
Open/Promotional Exams	5	8
Open/Promotional Dual Certification	29	24
Applications Received	632	615
Candidates Tested	271	299
Candidates Eligible	188	170

Employment	2017-18	2018-19
Transfers	33	23
Promotions	21	13
New Hires	54	37
Re-employments	1	1
Limited Term Appointments	2	0
Leave of Absence	12	8
Voluntary Demotions	4	2
Placed in Unpaid Status	2	4

Terminations	2017-18	2018-19
Resignations	25	31
Retirements	22	13
Layoffs/Reductions	0	0
Employees Affected	0	0
Appeals from Discipline	0	1

Classification Activities	2017-18	2018-19
New Classifications Established	2	1
Classification Descriptions Revised	11	12
Positions/Incumbents Reclassified	0	0
Classifications Reallocated Upward	0	2
Classifications Reallocated Downward	0	0
Reclassification Requests Denied	3	0