

**San Dieguito Union High School District
PERSONNEL COMMISSION**

Regular Meeting Agenda

3:30 PM February 10, 2026

SDUHSD District Office

710 Encinitas Blvd, Encinitas, CA 92024

(public may attend in person or virtually)

PUBLIC COMMENTS

Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the commission on any item of interest to the public, before or during the commission's consideration of the item.

If you wish to speak regarding an item on the agenda, we request that you email the Director of Classified Personnel at susan.gray@sduhsd.net by 3:00 p.m. the day of the meeting or, if the meeting is being conducted in-person, you may complete a speaker slip located at the entrance to the meeting room prior to the start of the meeting. We request that you include your name, organization you represent (if applicable) and the nature of your comment including whether it is related to a specific item number on the agenda or a non-agenda item. If your comment is related to an item on the agenda, it will be heard at the time of the item. All non-agenda items will be heard during the public comments portion of the meeting. In accordance with Government Code §54954.2(3), no action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of the commission, or the commission itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.

Complaints or charges against an employee are not permitted in an open meeting of the Personnel Commission. Instead, such matters should be provided in writing to the Commission through the Classified Personnel Office.

AGENDA POSTING REQUIREMENTS

In accordance with the Brown Act and Personnel Commission Rules, agenda for Regular Personnel Commission Meetings will be posted at least 72 hours prior to the meeting. Agendas for Special Meetings will be posted at least 24 hours prior to the meeting.

PUBLIC INSPECTION OF DOCUMENTS

A copy of this agenda with all the supporting documents is available for review on the district website, www.sduhsd.net. In addition, a copy of the Personnel Commission Rules and Regulations may also be found on the district website. If you are unable to access the agenda packet on the website, please email susan.gray@sduhsd.net to receive a copy.

RECORDING OF PERSONNEL COMMISSION MEETINGS

All meetings of the Personnel Commission are audio and/or video recorded for record keeping purposes. Individuals may request the audio recording by emailing the director at susan.gray@sduhsd.net after the conclusion of the meeting. Recordings will be kept on file for 90 days following the date of the meeting.

CELL PHONES/ELECTRONIC DEVICES

As a courtesy to all attendees, please silence all electronic devices to silent mode and engage in conversations outside the meeting room. When meetings are conducted virtually, please mute your computer audio until you have been called to speak.

REQUESTS FOR DISABILITY-RELATED MODIFICATIONS OR ACCOMODATIONS

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations including auxiliary aids or services, in order to participate in the public meetings of the Personnel Commission, please contact the Classified Personnel Office at (760) 753-6491 x5543. Notification 72 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the Commission shall also make available this agenda and all other public records associated with the meeting in appropriate alternative formats for the persons with a disability.

**San Dieguito Union High School District
PERSONNEL COMMISSION**

Regular Meeting Agenda

3:30 PM, February 10, 2026

MEETING/OPEN SESSION

1. Call to Order, Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the February 10, 2026, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the agenda for the February 10, 2026, Personnel Commission Regular Meeting.
4. Approval of the Minutes for the January 13, 2026, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the minutes of the January 13, 2026, Personnel Commission Regular Meeting.
5. PUBLIC COMMENTS ON NON-AGENDA ITEMS
No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on their own activities. Furthermore, a member of the commission, or the body itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the commission at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.
 - A. California School Employees Association
 - B. San Dieguito Union High School District
 - C. Public

ACTION ITEMS (See Supplements)

1. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED
Public Comments, if any

- A. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 01/09/2026, individual eligibility valid for six months.
- B. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 01/12/2026, individual eligibility valid for six months.
- C. Motion by _____, second by _____, to approve an Eligibility List for School Bus Driver, SR38, Open/Promotional-Dual Certification, updated on 01/12/2026, individual eligibility valid for six months.
- D. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 01/15/2026, individual eligibility valid for six months.
- E. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated on 01/15/2026, individual eligibility valid for six months.
- F. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 01/20/2026, individual eligibility valid for six months.
- G. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated on 01/20/2026, individual eligibility valid for six months.
- H. Motion by _____, second by _____, to approve an Eligibility List for Nutrition Services Assistant – Floater, SR26, Open/Promotional-Dual Certification, updated on 01/21/2026, individual eligibility valid for six months.
- I. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 01/22/2026, individual eligibility valid for six months.
- J. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 01/23/2026, individual eligibility valid for six months.
- K. Motion by _____, second by _____, to approve an Eligibility List for School Bus Driver, SR38, Open/Promotional-Dual Certification, updated on 01/23/2026, individual eligibility valid for six months.
- L. Motion by _____, second by _____, to approve an Eligibility List for Administrative Assistant II, SR40, Open/Promotional-Dual Certification, updated on 01/26/2026, individual eligibility valid for six months.
- M. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 01/30/2026, individual eligibility valid for six months.
- N. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated on 01/30/2026, individual eligibility valid for six months.

- O. Motion by _____, second by _____, to approve an Eligibility List for Secretary, SR36, Open/Promotional-Dual Certification, updated on 01/30/2026, individual eligibility valid for six months.
- P. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd (Behavior Intervention), SR36, Open/Promotional-Dual Certification, updated on 02/02/2026, individual eligibility valid for six months.
- Q. Motion by _____, second by _____, to approve an Eligibility List for Executive Assistant to the Superintendent, Confidential SR2, Open/Promotional-Dual Certification, updated on 02/03/2026, individual eligibility valid for six months.

2. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments, if any

- A. Motion by _____, second by _____, to establish a six-month Eligibility List for Information Technology Support Technician, SR51, Open/Promotional.

3. JOB DESCRIPTION REVISION

- 1. Administrative Secretary – Bilingual (Spanish)

Motion by _____, second by _____, to approve the revised job description and proposed title change to Administrative Assistant II – Bilingual (Spanish)

DISCUSSION/INFORMATION ITEMS (See Supplements)

4. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments, if any

- A. Vacancy Report Summary
- B. Vacancy Report
- C. Personnel Listing

5. CORRESPONDENCE

Public Comments, if any

6. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, March 10, 2026 at 3:30 PM.

7. ADJOURNMENT

San Dieguito Union High School District
PERSONNEL COMMISSION

Regular Meeting Minutes

3:30 PM, January 13, 2026

MEETING/OPEN SESSION

1. Call to Order, Commission Chair
The meeting was called to order at 3:30 PM by Commissioner CUNNINGHAM.

2. Pledge of Allegiance
Commissioner CUNNINGHAM led the Pledge of Allegiance.

Personnel Commissioners in Attendance

Justin Cunningham
Jeff Charles
John Baird

Personnel Commission Staff in Attendance

Susan Gray, Director of Classified Personnel
Barbara Bass, Human Resources Analyst – Classified
Alyssa Avelar, Human Resources Technician

3. Approval of the Agenda for the January 13, 2026, Personnel Commission Regular Meeting.

Public Comments - None

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve the agenda for the January 13, 2026, Personnel Commission Regular Meeting.

Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

4. Approval of the Minutes for the December 9, 2025, Personnel Commission Regular Meeting.

Public Comments - None

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve the minutes of the December 9, 2025, Personnel Commission Regular Meeting.

John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

5. PUBLIC COMMENTS ON NON-AGENDA ITEMS

No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on their own activities. Furthermore, a member of the commission, or the body itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the commission at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.

- A. California School Employees Association - *None*
- B. San Dieguito Union High School District - *None*
- C. Public - *None*

ACTION ITEMS (See Supplements)

1. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments - None

- A. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve an Eligibility List for Grounds Maintenance Worker I, SR35, Open/Promotional-Dual Certification, updated on 12/04/2025, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

- B. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Custodian-Floater, SR33, Open/Promotional-Dual Certification, updated on 12/05/2025, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

- C. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve an Eligibility List for School Bus Driver, SR38, Open/Promotional-Dual Certification, updated on 12/15/2025, individual eligibility valid for six months.

John Baird

Jeff Charles

Justin Cunningham

Passed with Three Ayes

- D. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve an Eligibility List for Health Technician, SR35, Open/Promotional-Dual Certification, updated on 12/16/2025, individual eligibility valid for six months.

John Baird

Jeff Charles

Justin Cunningham

Passed with Three Ayes

- E. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 01/05/2026, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

- F. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd (Behavior Intervention), SR36, Open/Promotional-Dual Certification, updated on 01/06/2026, individual eligibility valid for six months.

John Baird

Jeff Charles

Justin Cunningham

Passed with Three Ayes

- G. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 01/06/2026, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

- H. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated on 01/07/2026, individual eligibility valid for six months.

John Baird

Jeff Charles

Justin Cunningham

Passed with Three Ayes

- I. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 01/07/2026, individual eligibility valid for six months.

Jeff Charles

John Baird
Justin Cunningham
Passed with Three Ayes

2. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments - None

- A. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to establish a six-month Eligibility List for Administrative Assistant II, SR 40, Open/Promotional-Dual Certification.

John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

- B. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to establish a six-month Eligibility List for Executive Assistant to the Superintendent, Confidential SR2, Open/Promotional-Dual Certification.

Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

- C. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to establish a six-month Eligibility List for Secretary, SR36, Open/Promotional-Dual Certification.

John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

- D. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to establish a six-month Eligibility List for Nutrition Services Assistant – Floater, SR26, Open/Promotional-Dual Certification.

Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

- E. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to establish a six-month Eligibility List for Vehicle/Equipment Mechanic, SR49, Open/Promotional-Dual Certification.

John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

- F. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to establish a six-month Eligibility List for School Plant Supervisor-Middle School, SR40, Promotional Only.

Jeff Charles
John Baird

Justin Cunningham
Passed with Three Ayes
G. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to
establish a six-month Eligibility List for Executive Assistant, Confidential SR1,
Open/Promotional-Dual Certification.
John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

3. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments - None

A. Vacancy Report Summary: *Susan Gray reported that the district currently has 33 open positions, down from 39, with notable progress in reducing bus driver vacancies to three open positions.*

B. Vacancy Report

C. Personnel Listing

4. CORRESPONDENCE

Public Comments – None

Susan provided an update on the CSPCA Conference which currently has 259 registered attendees, including vendors and sponsors.

5. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, February 10, 2026 at 3:30 PM.

6. ADJOURNMENT – 3:46 PM

**San Dieguito Union High School District
Personnel Commission**

Nutrition Services Assistant I

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Effective Date: 1/9/2026

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 11547 | 1 | 5/12/2026 | Promo |
| 13084 | 1 | 7/6/2026 | Open |
| 11693 | 1 | 7/7/2026 | Open |
| 13020 | 1 | 7/7/2026 | Open |
| 13112 | 1 | 7/7/2026 | Open |
| 12974 | 1 | 7/9/2026 | Open |

Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the exam is administered.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Instructional Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 1/12/2026

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 11812 | 1 | 7/5/2026 | Open |
| 9473 | 2 | 2/12/2026 | Open |
| 12872 | 3 | 7/5/2026 | Open |
| 12995 | 4 | 7/5/2026 | Open |
| 13065 | 5 | 7/12/2026 | Open |
| 13115 | 6 | 7/8/2026 | Promo |

Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the exam is administered.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

School Bus Driver

Eligibility List

Open/Promo-Dual Certification

Date: 1/12/2026

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 13179 | 1 | 7/12/2026 | Open |

Please note: individual eligibility list is valid for 6 months.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Instructional Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 1/15/2026

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 11812 | 1 | 7/5/2026 | Open |
| 9473 | 2 | 2/12/2026 | Open |
| 13110 | 3 | 7/15/2026 | Open |
| 13065 | 4 | 7/12/2026 | Open |

Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the exam is administered.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Instructional/Personal Care Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Date: 1/15/2026

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 11440 | 1 | 4/27/2026 | Promo |
| 13111 | 2 | 7/15/2026 | Open |

Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the exam is administered.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Instructional Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 1/20/2026

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 9473 | 1 | 2/12/2026 | Open |
| 13110 | 2 | 7/15/2026 | Open |
| 13098 | 3 | 7/20/2026 | Open |
| 13065 | 4 | 7/12/2026 | Open |

Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the exam is administered.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Instructional/Personal Care Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Date: 1/20/2026

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 11440 | 1 | 4/27/2026 | Promo |
| 13111 | 2 | 7/15/2026 | Open |
| 13212 | 3 | 7/20/2026 | Open |

Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the exam is administered.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Nutrition Services Assistant-Floater

Eligibility List

Open/Promo-Dual Certification

Effective Date: 1/21/2026

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 11535 | 1 | 5/19/2026 | Open |
| 11551 | 1 | 5/19/2026 | Promo |
| 13301 | 1 | 7/21/2026 | Open |

Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the exam is administered.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Nutrition Services Assistant I

Eligibility List-Continuous Filing
Open/Promo-Dual Certification

Effective Date: 1/22/2026

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 11547 | 1 | 5/12/2026 | Promo |
| 12974 | 1 | 7/9/2026 | Open |
| 13321 | 1 | 7/22/2026 | Open |

*Please note: individual eligibility list is valid for 6 months.
Scores are merged each time the exam is administered.*

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Instructional Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 1/23/2026

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 9473 | 1 | 2/12/2026 | Open |
| 13110 | 2 | 7/15/2026 | Open |
| 13390 | 3 | 7/23/2026 | Promo |
| 13098 | 4 | 7/20/2026 | Open |
| 13065 | 5 | 7/12/2026 | Open |

Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the exam is administered.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

School Bus Driver

Eligibility List

Open/Promo-Dual Certification

Date: 1/23/2026

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 13389 | 1 | 7/23/2026 | Open |

Please note: individual eligibility list is valid for 6 months.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Administrative Assistant II

Eligibility List

Open/Promo-Dual Certification

Date: 1/26/2026

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 12911 | 1 | 7/26/2026 | Promo |
| 12917 | 2 | 7/26/2026 | Promo |
| 12902 | 3 | 7/26/2026 | Promo |
| 13014 | 4 | 7/26/2026 | Open |
| 13149 | 5 | 7/26/2026 | Open |
| 12010 | 5 | 7/26/2026 | Open |
| 13133 | 6 | 7/26/2026 | Promo |
| 13070 | 7 | 7/26/2026 | Open |
| 12901 | 8 | 7/26/2026 | Promo |

Please note: individual eligibility list is valid for 6 months. Scores are merged each time the exam is administered.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Instructional Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 1/30/2026

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 9473 | 1 | 2/12/2026 | Open |
| 13390 | 2 | 7/23/2026 | Open |
| 12995 | 3 | 7/5/2026 | Open |
| 13383 | 4 | 7/30/2026 | Open |
| 13098 | 5 | 7/20/2026 | Open |
| 13115 | 6 | 7/8/2026 | Promo |

Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the exam is administered.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Instructional/Personal Care Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Date: 1/30/2026

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 13381 | 1 | 7/30/2026 | Open |
| 13212 | 2 | 7/20/2026 | Open |

Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the exam is administered.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Secretary

Eligibility List

Open/Promo-Dual Certification

Date: 1/30/2026

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 13061 | 1 | 7/30/2026 | Open |
| 12981 | 2 | 7/30/2026 | Open |
| 13034 | 2 | 7/30/2026 | Open |
| 12975 | 2 | 7/30/2026 | Open |
| 13269 | 3 | 7/30/2026 | Open |
| 12991 | 4 | 7/30/2026 | Open |
| 13083 | 4 | 7/30/2026 | Open |
| 13122 | 5 | 7/30/2026 | Promo |

Please note: individual eligibility list is valid for 6 months.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Instructional Assistant SpEd-Behavior Intervention

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 2/2/2026

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 13505 | 1 | 8/2/2026 | Promo |

Please note: individual eligibility list is valid for 6 months.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Executive Assistant to the Superintendent

Eligibility List

Open/Promo-Dual Certification

Updated Date: 2/3/2026

| Applicant ID | Rank | Expiration Date | Source |
|--------------|------|-----------------|--------|
| 12956 | 1 | 8/3/2026 | Open |
| 13208 | 1 | 8/3/2026 | Promo |
| 13042 | 2 | 8/3/2026 | Open |

Please note: individual eligibility list is valid for 6 months.

S. Gray



710 Encinitas Boulevard, Encinitas, CA 92024
Telephone (760) 753-6491
www.sduhsd.net

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Classified Personnel Commission

John Baird, Commissioner
Jeff Charles, Commissioner
Justin Cunningham, Commissioner
Susan Gray, Director

Classification Review Report

| | |
|------------------------------------|---|
| Classification | Administrative Secretary – Bilingual Spanish Proposed Title – Administrative Assistant II – Bilingual Spanish |
| Classification Type | Classified |
| Salary Range | 41 |
| Submission to Personnel Commission | February 10, 2026 |

Background Information

In 2018, the Office and Administrative Support job family was reviewed and the classifications in the job family were revised and aligned. However, the Administrative Secretary – Bilingual Spanish was not included in that review process. After identifying that this classification has not be updated since its establishment in 2002, a classification review was conducted.

Revisions were made to align the position with its non-bilingual counterpart, Administrative Assistant II. The Administrative Secretary – Bilingual Spanish performs similar duties to the Administrative Assistant II, with additional duties related to translation and interpretation. The job description has been updated to reflect those duties specific to the bilingual function. In addition, the format of the job description was updated to align with the current job description template.

It is also recommended that the job title be updated to align with the updated titles in the job family and be changed to Administrative Assistant II – Bilingual Spanish.

Salary Compensation Review

Comparable classifications were identified among comparison school districts to determine the market rate of pay. When reviewing salary allocation, the minimum, midpoint and maximum of the comparison ranges are reviewed to see whether the district is competitive.

The District has historically compensated bilingual positions at 1 pay range higher than the non-bilingual counterpart. As such, a market survey was conducted for the Administrative Assistant II classification. The survey indicates that the classification is currently 10% above the market midpoint. As such, no change in salary allocation is recommended at this time.

| District | Salary Range | Job Title | Min | Median | Max |
|----------------|--------------|---|----------------|----------------|----------------|
| Carlsbad USD | 22 | School Admin Asst-AP & Administrative Assistant | \$25.10 | \$27.97 | \$30.84 |
| Escondido UHSD | 27 | Secretary II (Assistant Principals) | \$22.65 | \$26.51 | \$30.36 |
| Grossmont UHSD | 44 | Senior Secretary | \$26.67 | \$30.27 | \$33.86 |
| Poway | 30 | Administrative Assistant I | \$22.79 | \$25.98 | \$29.17 |
| Poway | 27 | School Secretary | \$21.16 | \$24.13 | \$27.09 |
| Ramona USD | 24 | Secretary III | \$23.14 | \$26.35 | \$29.55 |
| San Marcos | 33 | Secretary II | \$22.81 | \$25.95 | \$29.08 |
| Sweetwater | 52 | Administrative Secretary | \$25.44 | \$28.36 | \$31.28 |
| Vista | 45 | School Support Secretary II | \$21.49 | \$25.20 | \$28.90 |
| Vista | 46 | Staff Secretary I | \$26.84 | \$28.24 | \$29.63 |
| Average | | | \$23.81 | \$26.89 | \$29.98 |
| | | | | | |
| SDUHSD | 40 | Administrative Assistant II | \$25.30 | \$29.60 | \$33.90 |
| | | Delta | 6.3% | 10.1% | 13.1% |

Recommendation

It is recommended that the job description be revised as proposed and the title be changed to Administrative Assistant II – Bilingual Spanish.

~~ADMINISTRATIVE SECRETARY — BILINGUAL (SPANISH)~~

~~ADMINISTRATIVE ASSISTANT II -BILINGUAL (SPANISH)~~

OVERALL JOB SUMMARY PURPOSE STATEMENT

~~The job of Administrative Assistant II Secretary-Bilingual (Spanish) provides clerical and secretarial support to a District-wide administrator. The Administrative Assistant II-Bilingual (Spanish) is done for the purpose/s of supporting the assists the assigned administrator in carrying out the functional responsibilities and relieves the assigned administrator of administrative detail. The Administrative Assistant II-Bilingual (Spanish) speaks, reads, and writes in both English and Spanish, and translates and interprets from English to Spanish and vice versa. of the office; maintaining efficiency of office operations and productivity of personnel; documenting and communicating activities and actions; providing interoperations, comparisons and/or recommendations; providing confidentiality and a system of access to information; coordinating and directing inquiries to appropriate parties; maintaining operating expenses within budget and processing of payments; speaking, reading, and writing a language (Spanish) in addition to English.~~

DUTIES

~~The position description describes the general nature of work performed.~~

DISTINGUISHING CHARACTERISTICS

~~This job is distinguished from similar jobs by the following characteristics: Positions in the secretarial/clerical series provide clerical and progressively more responsible secretarial and administrative support to a supervisor, school or district administrator, in the collection, compiling, processing, and reporting of program data and in the day-to-day organization and implementation of program functions and activities. The Administrative Secretary-Bilingual (Spanish) is a single-position class responsible to perform a variety of clerical and secretarial duties to coordinate office and other activities in relieving the assigned program director of a variety of administrative duties and is required to speak, read, and write a language (Spanish) in addition to English.~~

ESSENTIAL JOB FUNCTIONS

- ~~• Assists assigned administrator for the purpose of supporting the administrator in carrying out his/her functional responsibilities.~~
- ~~• Relieves the administrator of and in relieving her/him of routine administrative detail.~~
- ~~• Translates written communications from English to Spanish and Spanish to English.~~
- ~~• Interprets proceedings, meetings and other forms of oral communication from English to Spanish and Spanish to English.~~
- ~~• Composes written communications in English and Spanish.~~
- ~~• Provides support in Spanish for various activities (e.g., proctoring student testing and providing instructions in Spanish).~~
- ~~• Supports department programs such as administering testing (e.g., training proctors, test security and inventory of test materials, and processing work permits in accordance with legal requirements as assigned).~~
- ~~• Compiles, enters and verifies data and produces reports (e.g., updating student information in the Student Information System including generating end-of-year and other reports for agencies such as CALPADs; querying, cleaning and uploading SBAC, ELPAC, language fluency, and Star data for all students, and querying and organizing Multilingual Learner enrollment data).~~

CLASSIFIED

~~ADMINISTRATIVE SECRETARY — BILINGUAL (SPANISH)~~

~~ADMINISTRATIVE ASSISTANT II -BILINGUAL (SPANISH)~~

- Coordinates personnel processes, e.g., timesheets, evaluations, attendance tracking and assignments.
 - Receives, screens and processes visitors, telephone calls, and mail.
 - Provides information and directs inquiries to appropriate staff.
 - Evaluates situations and determines appropriate action to take.
 - Maintains current, organized, and secure records, complying with established practices and policies.
 - Coordinates activities such as events and schedules, prepares agendas, attends meetings, and takes meeting minutes.
 - Applies and clearly explains District and worksite policies and procedures.
 - Monitors budget, e.g., may process orders, payments and requisitions and inventory supplies.
 - Assists other office staff in completing work assignments.
 - Attends professional development as related to duties and assignments.
 - Performs other job-related duties as assigned.
-
- ~~Attends meetings as required for the purpose of taking minutes and/or dictation, and receiving and/or conveying information.~~
 - ~~Compiles/analyzes employee records, school policies, codes, standards and similar data for the purpose of providing interpretations, comparisons and/or recommendations.~~
 - ~~Coordinates/oversees office functions and activities (e.g. meetings, schedules, appointments, calendars, office equipment repair, etc.) for the purpose of maintaining efficiency of office operations and productivity of personnel.~~
 - ~~Designs produces a variety of materials (e.g. brochures, flyers, forms, booklets, etc.), in both English and Spanish, for the purpose of communicating information.~~
 - ~~Guides/trains other office personnel for the purpose of assisting them in performing their assigned functions. Maintains a variety of files and/or records (e.g., annual, monthly, quarterly reports) for the purpose of maintaining an up-to-date trail for reference and ensuring compliance with established regulations.~~
 - ~~Monitors/reconciles/documents budget expenditures for the purpose of maintaining operating expenses within budget and processing payment.~~
 - ~~Organizes records and files for the purpose of providing confidentiality and a system of access to information.~~
 - ~~Oversees work related activities (e.g., purchasing requisitions, payroll time sheets, etc.) for the purpose of ensuring timely and accurate submission to and coordination with appropriate departments.~~
 - ~~Prepares/composes/disseminates a variety of documents (e.g. correspondence, agendas, minutes of meetings, lists, reports, memoranda, mail, calendars, newsletters, daily bulletins, schedules, forms, flyers, charts, etc.) for the purpose of documenting and communicating activities and actions.~~
 - ~~Receives/screens/processes visitors, telephone calls, and mail for the purpose of coordinating and directing inquiries o appropriate parties. Uses English or Spanish as appropriate to the situation.~~

OTHER FUNCTIONS

- ~~Assists other office personnel for the purpose of supporting them in the completion of their work assignments.~~

CLASSIFIED

~~ADMINISTRATIVE SECRETARY – BILINGUAL (SPANISH)~~

~~ADMINISTRATIVE ASSISTANT II -BILINGUAL (SPANISH)~~

- ~~• Performs other related duties as assigned for the purposes of accomplishing work unit tasks, projects, priorities.~~

JOB REQUIREMENTS - MINIMUM QUALIFICATIONS

KNOWLEDGE OF: SKILLS, KNOWLEDGE, AND ABILITIES

- Current, up-to-date office practices and procedures.
- Telephone techniques and etiquette.
- Electronic and manual recordkeeping practices.
- Computer-based applications such as word processing, databases, spreadsheets, calendars, and email.
- Workplace math such as arithmetic operations, percents, rounding, and problem solving.
- Correct English and Spanish usage, grammar, spelling, punctuation and vocabulary.
- Correct translation/interpretation from English to Spanish and vice versa.
- Business writing, proofing and editing in English and Spanish.

ABILITY TO:

- Read, speak, write and translate/interpret fluently in English and Spanish.
- Monitor budget expenses, process payments and order supplies.
- Coordinate and schedule activities, meetings and events.
- Compose written communications applying correct English and Spanish usage, grammar, spelling, punctuation and vocabulary.
- Adapt to changing work priorities.
- Operate a variety of office equipment.
- Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.
- Keyboard information accurately and at a rate of speed sufficient to complete required tasks.
- Provide information to staff, students, parents, and the public.
- Communicate with courtesy, diplomacy and tact.
- Learn, apply and clearly explain District and worksite policies and procedures.
- Understand and resolve issues, complaints and problems.
- Work effectively, independently and as part of a team with minimum supervision.
- Maintain confidentiality of sensitive information.
- Establish and maintain cooperative working relationships with others.
- Organize, safeguard, and comply with recordkeeping practices and policies.
- Compile, enter and verify data and produce reports.
- Perform accurate math calculations.
- Plan, prioritize and organize work, schedules and timelines.
- Work with constant interruptions.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.

CLASSIFIED

~~ADMINISTRATIVE SECRETARY — BILINGUAL (SPANISH)~~

~~ADMINISTRATIVE ASSISTANT II -BILINGUAL (SPANISH)~~

~~**SKILLS** are required to perform multiple non-technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications (word processing, spread sheets, databases, email, scheduler); performing standard bookkeeping; preparing and maintaining accurate records.~~

~~**KNOWLEDGE** is required to perform basic math including calculation of fractions, percents and/or ratios; read a variety of manuals, write documents following prescribed formats and or present information before groups; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation, both for English and Spanish; accounting/bookkeeping principles~~

~~**ABILITY** is required to schedule a number of activities; routinely gather, collate, and/or classify data; and use basic job-related equipment (e.g., computer workstation, copiers, calculator). Flexibility is required to work with others under a wide variety of circumstances; analyze data using various processes, some of which may be undefined; and operate equipment using standard methods of operations. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is moderate to significant; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality and working with discretion; setting priorities; working as part of a team; working with constant interruptions; working with detailed information/data; and meeting deadlines and scheduled.~~

~~**RESPONSIBILITY**~~

~~Responsibilities include: working under standardized instructions and/or routines focusing primarily on results; leading, guiding and/or coordinating other persons; and operating within a defined budget and/or financial guidelines. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.~~

~~**WORKING ENVIRONMENT**~~

~~The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.~~

~~**EDUCATION AND EXPERIENCE**~~

~~Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. Two years of increasingly responsible clerical and secretarial experience involving recordkeeping and frequent contact with the public is required.~~

CLASSIFIED

ADMINISTRATIVE SECRETARY — BILINGUAL (SPANISH)

ADMINISTRATIVE ASSISTANT II -BILINGUAL (SPANISH)

~~Job-related experience with increasing levels of responsibility is desired, typically demonstrated with three years increasingly responsible clerical and secretarial experience involving frequent contact with the public.~~

EDUCATION

~~Targeted job-related education necessary to perform the essential job functions, typically consistent with graduation from high school supplemented by college course work in secretarial sciences or related field.~~

DISTINGUISHING CHARACTERISTICS

The Administrative Assistant II-Bilingual (Spanish) is a classification within the Administrative Support series. Positions in this series provide clerical and progressively more responsible secretarial and administrative support as the series progresses.

The **Administrative Assistant II-Bilingual (Spanish)** assists the assigned administrator in carrying out his or her functional responsibilities. Assigned duties require a working knowledge of the program or functions for which the Administrative Assistant II-Bilingual (Spanish) supports, and the ability to speak, read, write and translate/interpret fluently in English and Spanish.

Differentiation between Administrative Assistant II-Bilingual and positions above and below are distinguished as follows:

The **Administrative Assistant III** provides assistance to the Principal of a middle school or continuation high school, or a department with multiple functions. Positions in the Administrative Assistant class exercise a higher level of independence, confidentiality and discretion, and have knowledge of middle or continuation high school or department operations, policies and procedures. The Administrative Assistant III does not perform any duties which require the use of a language other than English.

The **Administrative Assistant II** assists the assigned administrator in carrying out his or her functional responsibilities and performs duties requiring a working knowledge of the program or functions for which the Administrative Assistant II supports. The Administrative Assistant II does not perform any duties which require the use of a language other than English.

REQUIRED TESTING

Pre-employment testing and assessment is required in order to demonstrate the minimum qualifications for the position.

CERTIFICATES

None

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

CLASSIFIED

~~ADMINISTRATIVE SECRETARY – BILINGUAL (SPANISH)~~

~~ADMINISTRATIVE ASSISTANT II -BILINGUAL (SPANISH)~~

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions requires the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

| | |
|--------------------------------|--|
| <u>Seldom</u> | <u>stooping/bending, squatting/crouching, climbing/balancing, kneeling,</u> <u>twisting back</u> |
| <u>Seldom/Occasionally</u> | <u>pushing and pulling, reach above shoulder, reach at shoulder</u> |
| <u>Occasionally</u> | <u>walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs.</u> <u>up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height,</u> <u>carrying up to 10 lbs. up to 25 feet,</u> |
| <u>Occasionally/Frequently</u> | <u>handling/simple grasping, sitting, neck flexation/rotation, fingering/fine</u> <u>manipulation, reach below shoulder</u> |

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

None

TRAVEL

Ability to travel to and from various school sites as needed.

ADMINISTRATIVE ASSISTANT II -BILINGUAL (SPANISH)

JOB SUMMARY

The Administrative Assistant II-Bilingual (Spanish) provides clerical and secretarial support to a District-wide administrator. The Administrative Assistant II-Bilingual (Spanish) assists the assigned administrator in carrying out functional responsibilities and relieves the assigned administrator of administrative detail. The Administrative Assistant II-Bilingual (Spanish) speaks, reads, and writes in both English and Spanish, and translates and interprets from English to Spanish and vice versa.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL JOB FUNCTIONS

- Assists assigned administrator in carrying out functional responsibilities.
- Relieves the administrator of routine administrative detail.
- Translates written communications from English to Spanish and Spanish to English.
- Interprets proceedings, meetings and other forms of oral communication from English to Spanish and Spanish to English.
- Composes written communications in English and Spanish.
- Provides support in Spanish for various activities (e.g., proctoring student testing and providing instructions in Spanish).
- Supports department programs such as administering testing (e.g., training proctors, test security and inventory of test materials, and processing work permits in accordance with legal requirements as assigned).
- Compiles, enters and verifies data and produces reports (e.g., updating student information in the Student Information System including generating end-of-year and other reports for agencies such as CALPADs; querying, cleaning and uploading SBAC, ELPAC, language fluency, and Star data for all students, and querying and organizing Multilingual Learner enrollment data).
- Coordinates personnel processes, e.g., timesheets, evaluations, attendance tracking and assignments.
- Receives, screens and processes visitors, telephone calls, and mail.
- Provides information and directs inquiries to appropriate staff.
- Evaluates situations and determines appropriate action to take.
- Maintains current, organized, and secure records, complying with established practices and policies.
- Coordinates activities such as events and schedules, prepares agendas, attends meetings, and takes meeting minutes.
- Applies and clearly explains District and worksite policies and procedures.
- Monitors budget, e.g., may process orders, payments and requisitions and inventory supplies.
- Assists other office staff in completing work assignments.
- Attends professional development as related to duties and assignments.
- Performs other job-related duties as assigned.

ADMINISTRATIVE ASSISTANT II -BILINGUAL (SPANISH)

JOB REQUIREMENTS - MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Current, up-to-date office practices and procedures.
- Telephone techniques and etiquette.
- Electronic and manual recordkeeping practices.
- Computer-based applications such as word processing, databases, spreadsheets, calendars, and email.
- Workplace math such as arithmetic operations, percents, rounding, and problem solving.
- Correct English and Spanish usage, grammar, spelling, punctuation and vocabulary.
- Correct translation/interpretation from English to Spanish and vice versa.
- Business writing, proofing and editing in English and Spanish.

ABILITY TO:

- Read, speak, write and translate/interpret fluently in English and Spanish.
- Monitor budget expenses, process payments and order supplies.
- Coordinate and schedule activities, meetings and events.
- Compose written communications applying correct English and Spanish usage, grammar, spelling, punctuation and vocabulary.
- Adapt to changing work priorities.
- Operate a variety of office equipment.
- Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.
- Keyboard information accurately and at a rate of speed sufficient to complete required tasks.
- Provide information to staff, students, parents, and the public.
- Communicate with courtesy, diplomacy and tact.
- Learn, apply and clearly explain District and worksite policies and procedures.
- Understand and resolve issues, complaints and problems.
- Work effectively, independently and as part of a team with minimum supervision.
- Maintain confidentiality of sensitive information.
- Establish and maintain cooperative working relationships with others.
- Organize, safeguard, and comply with recordkeeping practices and policies.
- Compile, enter and verify data and produce reports.
- Perform accurate math calculations.
- Plan, prioritize and organize work, schedules and timelines.
- Work with constant interruptions.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. Two years of increasingly responsible clerical and secretarial experience involving recordkeeping and frequent contact with the public is required.

ADMINISTRATIVE ASSISTANT II -BILINGUAL (SPANISH)

DISTINGUISHING CHARACTERISTICS

The Administrative Assistant II-Bilingual (Spanish) is a classification within the Administrative Support series. Positions in this series provide clerical and progressively more responsible secretarial and administrative support as the series progresses.

The **Administrative Assistant II-Bilingual (Spanish)** assists the assigned administrator in carrying out his or her functional responsibilities. Assigned duties require a working knowledge of the program or functions for which the Administrative Assistant II-Bilingual (Spanish) supports, and the ability to speak, read, write and translate/interpret fluently in English and Spanish.

Differentiation between Administrative Assistant II-Bilingual and positions above and below are distinguished as follows:

The **Administrative Assistant III** provides assistance to the Principal of a middle school or continuation high school, or a department with multiple functions. Positions in the Administrative Assistant class exercise a higher level of independence, confidentiality and discretion, and have knowledge of middle or continuation high school or department operations, policies and procedures. The Administrative Assistant III does not perform any duties which require the use of a language other than English.

The **Administrative Assistant II** assists the assigned administrator in carrying out his or her functional responsibilities and performs duties requiring a working knowledge of the program or functions for which the Administrative Assistant II supports. The Administrative Assistant II does not perform any duties which require the use of a language other than English.

REQUIRED TESTING

Pre-employment testing and assessment is required in order to demonstrate the minimum qualifications for the position.

CERTIFICATES

None

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions requires the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

Never = 0%

CLASSIFIED

ADMINISTRATIVE ASSISTANT II -BILINGUAL (SPANISH)

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

| | |
|-------------------------|---|
| Seldom | stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back |
| Seldom/Occasionally | pushing and pulling, reach above shoulder, reach at shoulder |
| Occasionally | walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet, |
| Occasionally/Frequently | handling/simple grasping, sitting, neck flexation/rotation, fingering/fine manipulation, reach below shoulder |

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

None

TRAVEL

Ability to travel to and from various school sites as needed.

Vacancy Summary Report

February 4, 2026

| Site/Department | Full Time | Part Time | Grand Total |
|------------------------------|-----------|-----------|-------------|
| Carmel Valley Middle School | | 7 | 7 |
| Coast Academy | | 2 | 2 |
| Diegueno Middle School | 2 | 1 | 3 |
| District Office | 2 | | 2 |
| La Costa Canyon High School | 2 | 6 | 8 |
| Maintenance & Operations | 3 | | 3 |
| Nutrition Services | | 1 | 1 |
| Pacific Trails Middle School | | 3 | 3 |
| Technology | 1 | | 1 |
| Torrey Pines High School | 2 | 2 | 4 |
| Transportation | 1 | 2 | 3 |
| Grand Total | 13 | 24 | 37 |

| Hard to Fill | Count of FTE |
|---|--------------|
| Campus Supervisor | 4 |
| Instructional Assistant - Behavior Intervention | 6 |
| Instructional Assistant Special Education | 5 |
| Instructional/Personal Care Assistant | 3 |
| Nutrition Services Assistant - Floater | 1 |
| Nutrition Services Assistant I | 6 |
| School Bus Driver | 2 |
| Vehicle & Equipment Mechanic | 1 |
| Grand Total | 28 |

| Status | Count of FTE |
|-------------------------|--------------|
| Hired | 2 |
| Hold | 1 |
| Interviews in Progress | 2 |
| Recruitment in Progress | 27 |
| References | 1 |
| Selection Clearing | 2 |
| Testing in Progress | 2 |
| Grand Total | 37 |

Vacancy Report

| SITE | SLOT | TITLE | # of Months | # of Hours a Week | # of Hours a Day | FTE | STATUS |
|------------------------------|-------|---|-------------|-------------------|------------------|-------|-------------------------|
| Maintenance & Operations | AQ801 | Administrative Assistant II | 12 | 40 | 8 | 1 | Hired |
| Torrey Pines High School | AA037 | Administrative Assistant II | 10 | 40 | 8 | 1 | Recruitment in Progress |
| Carmel Valley Middle School | AO538 | Campus Supervisor | 10 | 19.5 | 3.9 | 0.49 | Recruitment in Progress |
| La Costa Canyon High School | AO531 | Campus Supervisor | 10 | 40 | 8 | 1 | Recruitment in Progress |
| La Costa Canyon High School | AA306 | Campus Supervisor | 10 | 40 | 8 | 1 | Recruitment in Progress |
| Torrey Pines High School | AK188 | Campus Supervisor | 10 | 40 | 8 | 1 | Hold |
| Maintenance & Operations | AA165 | Custodian Floater | 12 | 40 | 8 | 1 | Selection Clearing |
| District Office | AA053 | Executive Assistant - Human Resources | 12 | 40 | 8 | 1 | Testing in Progress |
| District Office | AE041 | Executive Assistant to the Superintendent | 12 | 40 | 8 | 1 | Interviews in Progress |
| Technology | AM576 | Information Technology Support Technician | 12 | 40 | 8 | 1 | Recruitment in Progress |
| Carmel Valley Middle School | AQ764 | Instructional Assistant - Behavior Intervention | 10 | 30 | 6 | 0.75 | Recruitment in Progress |
| Carmel Valley Middle School | AQ766 | Instructional Assistant - Behavior Intervention | 10 | 30 | 6 | 0.75 | Recruitment in Progress |
| Coast Academy | AN154 | Instructional Assistant - Behavior Intervention | 10 | 27.5 | 5.5 | 0.69 | Recruitment in Progress |
| La Costa Canyon High School | AH757 | Instructional Assistant - Behavior Intervention | 10 | 30 | 6 | 0.75 | Recruitment in Progress |
| Pacific Trails Middle School | AQ162 | Instructional Assistant - Behavior Intervention | 10 | 30 | 6 | 0.75 | Recruitment in Progress |
| Pacific Trails Middle School | AQ649 | Instructional Assistant - Behavior Intervention | 10 | 30 | 6 | 0.75 | Recruitment in Progress |
| Carmel Valley Middle School | AQ795 | Instructional Assistant Special Education | 10 | 30 | 6 | 0.75 | Recruitment in Progress |
| Carmel Valley Middle School | AN497 | Instructional Assistant Special Education | 10 | 30 | 6 | 0.75 | Recruitment in Progress |
| Carmel Valley Middle School | AQ725 | Instructional Assistant Special Education | 10 | 30 | 6 | 0.75 | Recruitment in Progress |
| La Costa Canyon High School | AF620 | Instructional Assistant Special Education | 10 | 30 | 6 | 0.75 | Recruitment in Progress |
| Torrey Pines High School | AQ644 | Instructional Assistant Special Education | 10 | 30 | 6 | 0.75 | Recruitment in Progress |
| Coast Academy | AH447 | Instructional/Personal Care Assistant | 10 | 30 | 6 | 0.75 | Hired |
| La Costa Canyon High School | AI315 | Instructional/Personal Care Assistant | 10 | 30 | 6 | 0.75 | Recruitment in Progress |
| Torrey Pines High School | AI815 | Instructional/Personal Care Assistant | 10 | 30 | 6 | 0.75 | Recruitment in Progress |
| Carmel Valley Middle School | AC928 | Nutrition Services Assistant I | 10 | 19.5 | 3.9 | 0.49 | Recruitment in Progress |
| Diegueno Middle School | AA231 | Nutrition Services Assistant I | 10 | 15 | 3 | 0.38 | Recruitment in Progress |
| La Costa Canyon High School | AA241 | Nutrition Services Assistant I | 10 | 12.5 | 2.5 | 0.25 | Recruitment in Progress |
| La Costa Canyon High School | AA261 | Nutrition Services Assistant I | 10 | 17.5 | 3.5 | 0.44 | Recruitment in Progress |
| La Costa Canyon High School | AJ076 | Nutrition Services Assistant I | 10 | 17.5 | 3.5 | 0.44 | Selection Clearing |
| Pacific Trails Middle School | AJ950 | Nutrition Services Assistant I | 10 | 18.75 | 3.75 | 0.47 | Recruitment in Progress |
| Nutrition Services | AQ323 | Nutrition Services Assistant - Floater | 10 | 35 | 7 | 0.88 | Recruitment in Progress |
| Transportation | AA512 | School Bus Driver | 10 | 35 | 7 | 0.875 | References |

| | | | | | | | |
|--------------------------|-------|---|----|----|---|-------|-------------------------|
| Transportation | AA500 | School Bus Driver | 10 | 35 | 7 | 0.875 | Recruitment in Progress |
| Maintenance & Operations | AA175 | School Plant Supervisor - Middle School | 12 | 40 | 8 | 1 | Testing in Progress |
| Diegueno Middle School | AA119 | Secretary | 10 | 40 | 8 | 1 | Interviews in Progress |
| Diegueno Middle School | AA089 | Secretary | 11 | 40 | 8 | 1 | Recruitment in Progress |
| Transportation | AA551 | Vehicle & Equipment Mechanic | 12 | 40 | 8 | 1 | Recruitment in Progress |

**Classified Personnel List
January 22, 2026**

| Personnel Action | Classification | Last Name | First Name | Job Title | Site | Effective Date | Inactive Date | FTE |
|----------------------|---------------------------|----------------|------------|---|---------------------------------|----------------|---------------|--------------|
| Change in Assignment | Classified | Evers | Allyson | Registrar | CCA to TPHS | 01/05/2026 | | 1.00 |
| Change in Assignment | Classified | Flores | Andres | Athletic Trainer | CCA | 11/01/2025 | | 0.88 to 1.00 |
| Change in Assignment | Classified | Green | Zayna | Athletic Trainer | TPHS | 11/01/2025 | | 0.88 to 1.00 |
| Change in Assignment | Classified | Gugler | Paula | School Bus Driver to Nutrition Services Assistant Floater | District Office | 12/01/2025 | | 0.88 |
| Change in Assignment | Classified to Supervisory | Magana | Carlos | School Plant Supervisor to Custodial Supervisor I | DNO to Maintenance & Operations | 01/05/2026 | | 1.00 |
| Change in Assignment | Classified | Van Winkle | Anne | Secretary to Registrar | DNO to CCA | 01/05/2026 | | 1.00 |
| Change in Assignment | Classified | Wong | Ding | Athletic Trainer | SDA | 11/01/2025 | | 0.88 to 1.00 |
| Employment | Classified | Cardenas | Roger | School Bus Driver | Transportation | 01/06/2026 | | 0.88 |
| Employment | Classified | Flores Jr | Emmanuel | Nutrition Services Assistant Floater | Nutrition Services | 01/06/2026 | | 0.88 |
| Employment | Classified | Jimenez | Olivia | Instructional Assistant-Special Education | TPHS | 12/01/2025 | | 0.75 |
| Employment | Classified | Maciel | Maritza | Instructional Assistant-Behavior Intervention | COAST | 12/12/2025 | | 0.69 |
| Employment | Classified | Matthews | Coty | Campus Supervisor | CVMS | 12/08/2025 | | 0.49 |
| Employment | Classified | Melendez Erazo | Gabriela | Translator/Interpreter Spanish | District Office | 12/15/2025 | | 1.00 |
| Employment | Classified | Nydhruva | Nalini | Accounting Assistant | District Office | 12/09/2025 | | 1.00 |
| Employment | Classified | Schweitzer | Albina | Nutrition Services Assistant I | CVMS | 01/12/2026 | | 0.49 |
| Resignation | Classified | Gonzalez | Karla | Nutrition Services Assistant I | PTMS | | 12/18/2025 | 0.49 |

**Classified Personnel List
January 22, 2026**

| Personnel Action | Classification | Last Name | First Name | Job Title | Site | Effective Date | Inactive Date | FTE |
|-------------------------|-----------------------|------------------|-------------------|---|-----------------|-----------------------|----------------------|------------|
| Resignation | Classified | Summeril | Sandra | Nutrition Services Assistant I | LCC | | 11/17/2025 | 0.44 |
| Retirement | Classified | Branson | Lori | Campus Supervisor | LCC | | 01/06/2026 | 1.00 |
| Retirement | Confidential | Gallison | Paula | Executive Assistant, Human Resources | District Office | | 02/27/2026 | 1.00 |
| Retirement | Classified | Thompson | Chana | Instructional Assistant-Special Education | CVMS | | 12/05/2025 | 0.75 |