

***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](mailto: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](http://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](mailto:susan.gray@sduhsd.net) to receive a copy.

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**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](mailto: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 <b>Proposed Title – Administrative Assistant II – Bilingual Spanish</b>
Classification Type	Classified
Salary Range	<b>41</b>
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 been 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
<b>Average</b>			<b>\$23.81</b>	<b>\$26.89</b>	<b>\$29.98</b>
SDUHSD	40	Administrative Assistant II	\$25.30	\$29.60	\$33.90
		<b>Delta</b>	<b>6.3%</b>	<b>10.1%</b>	<b>13.1%</b>

### Recommendation

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

## CLASSIFIED

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### 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

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### 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 to 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

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### **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

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### 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**

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### **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

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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, twisting back</u>
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<u>Seldom/Occasionally</u>	<u>pushing and pulling, reach above shoulder, reach at shoulder</u>
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<u>Occasionally</u>	<u>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,</u>
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<u>Occasionally/Frequently</u>	<u>handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder</u>
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### **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.

## CLASSIFIED

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### 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.

## CLASSIFIED

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### 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

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### 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
<b>Grand Total</b>	<b>13</b>	<b>24</b>	<b>37</b>

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
<b>Grand Total</b>	<b>28</b>

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
<b>Grand Total</b>	<b>37</b>

**Vacancy Report**

<b>SITE</b>	<b>SLOT</b>	<b>TITLE</b>	<b># of Months</b>	<b># of Hours a Week</b>	<b># of Hours a Day</b>	<b>FTE</b>	<b>STATUS</b>
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