

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

Regular Meeting Agenda

3:30 PM November 4, 2025

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, November 4, 2025

MEETING/OPEN SESSION

1. Call to Order, Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the November 4, 2025, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the agenda for the November 4, 2025, Personnel Commission Regular Meeting.
4. Approval of the Minutes for the October 14, 2025, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the minutes of the October 14, 2025, 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)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments, if any

- A. Motion by _____, second by _____, to approve an Eligibility List for Translator/Interpreter (Spanish), SR41, Open/Promotional-Dual Certification, updated on 10/09/2025, individual eligibility valid for six months.
 - B. Motion by _____, second by _____, to approve an Eligibility List for Network Technician, SR57, Promotional Only, updated on 10/09/2025, individual eligibility valid for six months.
 - C. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 10/21/2025, individual eligibility valid for six months.
 - D. Motion by _____, second by _____, to approve an Eligibility List for Accounting Assistant, SR40, Open/Promotional-Dual Certification, updated on 10/23/2025, individual eligibility valid for six months.
 - E. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated on 10/24/2025, individual eligibility valid for six months.
 - F. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd (Behavior Intervention), SR36, Open/Promotional-Dual Certification, updated on 10/27/2025, 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 10/27/2025, individual eligibility valid for six months.
7. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED
- Public Comments, if any*
- A. Motion by _____, second by _____, to establish a six-month Eligibility List for Grounds Maintenance Worker I, SR35, Open/Promotional-Dual Certification.
8. OUT OF CLASSIFICATION REPORT – TRANSPORTATION DISPATCHER
- Public Comment, if any*
- Motion by _____, second by _____, to adopt the findings of the Out of Classification Report for the Transportation Dispatcher.

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES
- Public Comments, if any*
- A. Vacancy Report Summary
 - B. Vacancy Report
 - C. Personnel Listing
10. CORRESPONDENCE
- Public Comments, if any*

11. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, December 9, 2025 at 3:30 p.m.

12. ADJOURNMENT

San Dieguito Union High School District
PERSONNEL COMMISSION

Regular Meeting Minutes

3:30 PM, October 14, 2025

MEETING/OPEN SESSION

1. Call to Order, Commission Chair
The meeting was called to order at 3:32 PM by Commissioner BAIRD.

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

Personnel Commissioners in Attendance

John Baird
Jeff Charles
Justin Cunningham

Personnel Commission Staff in Attendance

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

3. Approval of the Agenda for the October 14, 2025, Personnel Commission Regular Meeting.

Public Comments - None

Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to approve the agenda for the October 14, 2025, Personnel Commission Regular Meeting.

Justin Cunningham
Jeff Charles
John Baird

Passed with Three Ayes

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

Public Comments - None

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

Jeff Charles
Justin Cunningham
John Baird

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 – *John Baird requested an update on the Registrar and Middle School Counseling Secretary job descriptions. Susan Gray informed Baird that she is waiting to receive feedback from the Director of Student Information Systems regarding the revised job descriptions and will likely bring forward the final drafts and compensation review at the December meeting.*

ACTION ITEMS (See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments - None

- A. Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to approve a Continuous Filing Eligibility List for Custodian-Floater, SR33, Open/Promotional-Dual Certification, updated on 09/05/2025, individual eligibility valid for six months.
Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes
- B. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated on 09/05/2025, individual eligibility valid for six months.
Jeff Charles
Justin Cunningham
John Baird
Passed with Three Ayes
- C. Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to approve a Continuous Filing Eligibility List for

Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated on 09/08/2025, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- D. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated on 09/09/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

- E. Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to approve an Eligibility List for Aquatics Program & Facility Use Supervisor, Supervisory SR11, Open/Promotional-Dual Certification, updated on 09/10/2025, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles,

John Baird

Passed with Three Ayes

- F. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve an Eligibility List for Vocational Developer, SR37, Open/Promotional-Dual Certification, updated on 09/12/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

- G. Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to approve an Eligibility List for Aquatics Program & Facility Use Supervisor, Supervisory SR11, Open/Promotional-Dual Certification, updated on 09/15/2025, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- H. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant – Multilingual Learners, SR31, Open/Promotional-Dual Certification, updated on 09/15/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

- I. Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 09/19/2025, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- J. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant – Multilingual Learners, SR31, Open/Promotional-Dual Certification, updated on 09/22/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

- K. Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated on 09/24/2025, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- L. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve an Eligibility list for Receptionist, SR32, Open/Promotional-Dual Certification, updated on 09/24/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

- M. Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd – Behavior Intervention, SR36, Open/Promotional-Dual Certification, updated on 09/25/2025, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- N. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated on 09/25/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

- O. Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 10/03/25, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- P. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated on 10/08/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

7. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments - None

- A. Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to establish a six-month Eligibility List for Accounting Assistant, SR40, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- B. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to establish a six-month Eligibility List for Network Technician, SR57, Promotional Only.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

- C. Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to establish a six-month Eligibility List for Translator/Interpreter (Spanish), SR41, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- D. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to establish a six-month Eligibility List for Registrar, SR40,

Open/Promotional-Dual Certification.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

- E. Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to establish a six-month Eligibility List for Vehicle & Equipment Service Worker, SR41, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

8. CLASSIFICATION REVIEWS

Public Comments - None

A. Job Description Revisions

1. Systems Integration Analyst

Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to revise the job description for Systems Integration Analyst as proposed.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

Susan noted that the recent law prohibits requiring a driver's license for positions where driving is not essential. She explained that the current IT position does not require regular driving as it involves primarily virtual work, but that there might be rare instances requiring in-person attendance.

9. PERSONNEL COMMISSION RULES & REGULATIONS

Public Comments - None

Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to approve the reformatted Personnel Commission Rules and Regulations.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

Susan explained that the changes were primarily formatting updates and number corrections to ensure proper cross-reference. The new document now allows for easier editing and automatic repagination when rule changes are implemented. The commission also discussed archival procedures for the electronic version of the rules, which will be stored in compliance with Ed Code Section 45260C.

DISCUSSION/INFORMATION ITEMS (See Supplements)

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments - None

A. Vacancy Report Summary: *Susan reported on the third cohort of bus driver trainees, with four participants.*

B. Vacancy Report

C. Personnel Listing

11. CORRESPONDENCE

Public Comments - None

12. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, November 4, 2025 at 3:30 p.m.

13. ADJOURNMENT – 4:24 PM

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

Translator-Interpreter (Spanish)

Eligibility List

Open/Promo-Dual Certification

Date: 10/9/2025

Applicant ID	Rank	Expiration Date	Source
11029	1	4/9/2026	Open
11032	2	4/9/2026	Open
11234	2	4/9/2026	Open
11168	3	4/9/2026	Open
11081	4	4/9/2026	Open
11167	4	4/9/2026	Open
11231	5	4/9/2026	Promo

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

S. Gray

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

Network Technician

Eligibility List

Promo Only

Effective Date: 10/9/2025

Applicant ID	Rank	Expiration Date	Source
11243	1	4/9/2026	Promo

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

S. Gray

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

Instructional Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 10/21/2025

Applicant ID	Rank	Expiration Date	Source
9473	1	2/12/2026	Open
7348	2	11/5/2025	Open
9573	3	4/15/2026	Promo
10679	4	2/25/2026	Open
11305	4	4/21/2026	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**

Accounting Assistant

Eligibility List

Open/Promo-Dual Certification

Effective Date: 10/23/2025

Applicant ID	Rank	Expiration Date	Source
11254	1	4/23/2026	Open
11304	2	4/23/2026	Open
11215	3	4/23/2026	Open
11230	4	4/23/2026	Open
11277	5	4/23/2026	Open
11307	6	4/23/2026	Open
11209	7	4/23/2026	Open

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

S. Gray

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

Campus Supervisor

Eligibility List-Continuous

Open/Promo-Dual Certification

Updated: 10/24/2025

Applicant ID	Rank	Expiration Date	Source
11355	1	4/24/2026	Open
10984	2	3/24/2026	Open
11044	3	3/24/2026	Open
11391	4	4/24/2026	Open
10743	5	3/24/2026	Open
10883	6	3/24/2026	Open
10804	7	3/24/2026	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-Behavior Intervention

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 10/27/2025

Applicant ID	Rank	Expiration Date	Source
11405	1	4/27/2026	Promo
11400	2	4/27/2026	Promo
11419	3	4/27/2026	Open
11403	4	4/27/2026	Open

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

S. Gray

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

Instructional/Personal Care Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Date: 10/27/2025

Applicant ID	Rank	Expiration Date	Source
11440	1	4/27/2026	Promo

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

S. Gray

**Board of Trustees**

Michael Allman
Phan Anderson
Jane Lea Smith
Rimiga Viskanta
Katrina Young

Superintendent

Anne L. Staffieri, Ed.D.

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

Classified Personnel Commission

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

MEMORANDUM

TO: PERSONNEL COMMISSION

FROM: SUSAN GRAY, DIRECTOR OF CLASSIFIED PERSONNEL

DATE: October 29, 2025

RE: OUT OF CLASSIFICATION REPORT – TRANSPORTATION DISPATCHER

BACKGROUND:

The Transportation Dispatchers (Range 41) have historically coordinated the transportation for field trips as part of their day to day duties. However, recently it was identified that the job description for the Transportation Router/Scheduler (Range 43) specifically includes these duties. This raised the question as to whether the Transportation Dispatchers are “working out of class” as Transportation Router/Schedulers. I was asked to investigate this matter pursuant to Personnel Commission Rule 3.9.

EDUCATION CODE AND PERSONNEL COMMISSION RULES:

Rule 3.9 of the Personnel Commission Rules and Regulations for the Classified Service provides:

Employees are not expected to work out of classification, but when required to do so, the fact shall be reported to the Personnel Director who shall immediately investigate and report to the Personnel Commission. An employee may be required to perform duties out of classification when the duties relate to that classification, but not for a period of more than five working days within a 15-calendar-day period. The salary of an employee working more than five days within a 15-calendar-day period shall be adjusted upward for the entire period of required work out of classification. After review, the Commission shall take such action as necessary based upon the facts. This rule shall not be construed as permitting an employee to refuse to perform duties assigned by the employee’s supervisor. (EC45110)

Rule 3.9 references section 45110 of the California Education Code which states:

*Classified employees shall not be required to perform duties which are not fixed and prescribed for the position by the governing board in accordance with Section 45109, **unless the duties reasonably relate to those fixed for the position by the board**, for any period of time which exceeds five working days within a 15-calendar-day period except as authorized herein.*

An employee may be required to perform duties inconsistent with those assigned to the position by the governing board for a period of more than five working days provided that his salary is adjusted upward for the entire period he is required to work out of classification and in such amounts as will reasonably reflect the duties required to be performed outside his normal assigned duties. (Emphasis Added)

INVESTIGATION:

Both of the current Dispatchers, along with the Router/Scheduler who previously held the position of Dispatcher, were interviewed as part of a classification study of their positions. It was consistently reported that the Dispatchers have “always” coordinated field trips for the Transportation Department.

However, in 2006 the classification of Router/Scheduler was established and those duties were included in the Router/Scheduler job description.

At the time, the then Director of Classified Personnel, Rick Labib-Wood, reported to the Personnel Commission that “Field Trips are usually planned by the dispatchers as an auxiliary function to their primary duty to dispatch vehicles and drivers to assigned routes. The Dispatchers appear to be burning out from the overload of field trips (often over 150 per month on average between San Dieguito and Carlsbad).”

The reference to Carlsbad appears to be tied to the former Transportation Cooperative which both Districts previously belonged. Sometime between late 2006 and mid-2007, the Cooperative was dissolved.

Perhaps because the dissolution occurred shortly after the establishment of the Router/Scheduler classification, the duties of coordinating field trips appear to have never transferred over to the Router/Scheduler and the Dispatchers continued to perform those duties.

A review of Dispatcher job descriptions for other districts across the County was also conducted and found that it is a typical and routine duty for Dispatchers have responsibility for coordinating field trips.

ANALYSIS:

As cited above, the Education Code prohibits districts from assigning duties that do not ***reasonably relate to those affixed by the Board.***

Other duties assigned to the Dispatchers include, dispatching drivers and vehicles, communicating with drivers regarding schedule and route changes, vehicle breakdowns, accidents and other emergencies, estimating transportation costs for events, processing data from completed field trips for billing and invoicing purposes, and assisting the Router/Scheduler with planning and coordinating bus routes and schedules.

Given that Dispatchers throughout the county routinely perform the duty of coordinating field trips and their current duties relate to day-to-day operations, it appears that this duty does reasonably relate to the duties affixed by the Board and therefore would not be considered out of class work.

This is further confirmed by the fact that the Dispatcher class has consistently performed these duties for over 30 years.

While there was an attempt to shift these duties in 2006 when the Router/Scheduler class was established, this appears to be to have been related to shift the volume of work rather than an increase in complexity of duties or responsibilities.

FINDING:

Based on the foregoing, the duties of coordinating field trips falls does not constitute out of class work for the Transportation Dispatchers.

Rather, it is recommended that the job descriptions be updated to accurately reflect the duties the classifications are performing.

Vacancy Summary Report

October 29, 2025

Site/Department	Full Time	Part Time	Grand Total
Canyon Crest Academy		1	1
Carmel Valley Middle School		5	5
COAST Academy		4	4
Diegueno Middle School		1	1
District Office	4		4
Earl Warren Middle School		1	1
La Costa Canyon High School		7	7
Maintenance & Operations	3		3
Nutrition Services		1	1
Oak Crest Middle School		1	1
Pacific Trails Middle School		3	3
San Dieguito HS Academy		1	1
Technology	1		1
Torrey Pines High School	2	5	7
Transportation	1	4	5
Grand Total	11	34	45

Hard to Fill	Count
Campus Supervisor	2
Custodian Floater	1
Instructional Assistant - Behavior Intervention	10
Instructional Assistant - Multilingual Learner	1
Instructional Assistant Special Education	5
Instructional/Personal Care Assistant	2
Nutrition Services Assistant I	8
School Bus Driver	4
Student Health Care Specialist	1
Vehicle & Equipment Service Worker	1
Grand Total	35

Status	Count
Hired	4
Hold	1
Offer Pending	2
Recruitment in Progress	37
Selection Clearing	1
Grand Total	45

VACANCY REPORT

SITE	SLOT	TITLE	# of Months	# of Hours a Week	# of Hours a Day	FTE	STATUS
District Office	AA001	Accounting Assistant	12	40	8	Full Time	Offer Pending
Carmel Valley Middle School	AO538	Campus Supervisor	10	19.5	3.9	Part Time	Recruitment in Progress
Torrey Pines High School	AK188	Campus Supervisor	10	40	8	Full Time	Recruitment in Progress
Maintenance & Operations	AA165	Custodian Floater	12	40	8	Full Time	Recruitment in Progress
Maintenance & Operations	AJ158	Custodial Supervisor I	12	40	8	Full Time	Recruitment in Progress
Maintenance & Operations	AA188	Grounds Maintenance Worker I	12	40	8	Full Time	Hold
Technology	AM576	Information Technology Support Technician	12	40	8	Full Time	Recruitment in Progress
Carmel Valley Middle School	AQ661	Instructional Assistant - Behavior Intervention	10	30	6	Part Time	Recruitment in Progress
Carmel Valley Middle School	AQ764	Instructional Assistant - Behavior Intervention	10	30	6	Part Time	Recruitment in Progress
Carmel Valley Middle School	AQ766	Instructional Assistant - Behavior Intervention	10	30	6	Part Time	Recruitment in Progress
COAST Academy	AN154	Instructional Assistant - Behavior Intervention	10	27.5	5.5	Part Time	Recruitment in Progress
COAST Academy	AI616	Instructional Assistant - Behavior Intervention	10	27.5	5.5	Part Time	Recruitment in Progress
La Costa Canyon High School	AH757	Instructional Assistant - Behavior Intervention	10	30	6	Part Time	Recruitment in Progress
La Costa Canyon High School	AQ643	Instructional Assistant - Behavior Intervention	10	30	6	Part Time	Hired
Pacific Trails Middle School	AQ162	Instructional Assistant - Behavior Intervention	10	30	6	Part Time	Recruitment in Progress
Pacific Trails Middle School	AQ649	Instructional Assistant - Behavior Intervention	10	30	6	Part Time	Recruitment in Progress
Torrey Pines High School	AO544	Instructional Assistant - Behavior Intervention	10	30	6	Part Time	Recruitment in Progress
San Dieguito HS Academy	AO546	Instructional Assistant - Multilingual Learner	10	19.5	3.9	Part Time	Recruitment in Progress
COAST Academy	AP836	Instructional Assistant Special Education	10	30	6	Part Time	Hired
COAST Academy	AP896	Instructional Assistant Special Education	10	27.5	5.5	Part Time	Recruitment in Progress
La Costa Canyon High School	AQ545	Instructional Assistant Special Education	10	30	6	Part Time	Recruitment in Progress
Torrey Pines High School	AQ572	Instructional Assistant Special Education	10	30	6	Part Time	Recruitment in Progress
Torrey Pines High School	AJ188	Instructional Assistant Special Education	10	30	6	Part Time	Recruitment in Progress
La Costa Canyon High School	AQ767	Instructional/Personal Care Assistant	10	30	6	Part Time	Hired
Torrey Pines High School	AI815	Instructional/Personal Care Assistant	10	30	6	Part Time	Recruitment in Progress
Canyon Crest Academy	AN609	Nutrition Services Assistant I	10	18.75	3.75	Part Time	Recruitment in Progress
Carmel Valley Middle School	AC928	Nutrition Services Assistant I	10	19.5	3.9	Part Time	Recruitment in Progress
Diegueno Middle School	AA231	Nutrition Services Assistant I	10	15	3	Part Time	Recruitment in Progress
La Costa Canyon High School	AJ076	Nutrition Services Assistant I	10	17.5	3.5	Part Time	Selection Clearing
La Costa Canyon High School	AA241	Nutrition Services Assistant I	10	12.5	2.5	Part Time	Recruitment in Progress
La Costa Canyon High School	AA261	Nutrition Services Assistant I	10	17.5	3.5	Part Time	Recruitment in Progress
Oak Crest Middle School	AF015	Nutrition Services Assistant I	10	19.5	3.9	Part Time	Recruitment in Progress
Torrey Pines High School	AA251	Nutrition Services Assistant I	10	19.5	3.9	Part Time	Recruitment in Progress
Pacific Trails Middle School	AK203	Nutrition Services Assistant II	10	30	6	Part Time	Recruitment in Progress
Earl Warren Middle School	AF997	Nutrition Services Assistant II	10	30	6	Part Time	Recruitment in Progress
Nutrition Services	AP731	Nutrition Services Assistant - Floater	10	35	7	Part Time	Recruitment in Progress
Torrey Pines High School	AQ774	Registrar	12	40	8	Full Time	Recruitment in Progress
Transportation	AF521	School Bus Driver	10	35	7	Part Time	Recruitment in Progress
Transportation	AE711	School Bus Driver	10	35	7	Part Time	Recruitment in Progress
Transportation	AE717	School Bus Driver	10	35	7	Part Time	Recruitment in Progress
Transportation	AA512	School Bus Driver	10	35	7	Part Time	Recruitment in Progress
District Office	AN138	Student Health Care Specialist	10	40	8	Full Time	Recruitment in Progress
District Office	AA296	Translator/Interpreter (Spanish)	12	40	8	Full Time	Offer Pending
Transportation	AA554	Vehicle & Equipment Service Worker	12	40	8	Full Time	Recruitment in Progress
District Office	AA462	Vocational Developer	10	40	8	Full Time	Hired

**Classified Personnel List
October 16, 2025**

Personnel Action	Classification	Last Name	First Name	Job Title	Site	Effective Date	Inactive Date	FTE
Change in Assignment	Classified	Li	Ling	Instructional Assistant - Multilingual Learner to Instructional Assistant - Special Education	CVMS to PTMS	09/17/2025		0.49 to 0.75
Change in Assignment	Classified	McMurray Fee	Melody	Campus Supervisor/Nutrition Services Assistant I to Instructional Assistant - Special Education	CVMS to TPHS	09/02/2025		0.75
Change in Assignment	Classified	Munger	James	Instructional Personal Care Assistant - Special Education to Custodian	TPHS	10/01/2025		0.75 to 1.00
Change in Assignment	Classified	Perez	Enrique	Instructional Assistant - Special Education to Campus Supervisor	COAST to LCC	09/15/2025		0.75 to 1.00
Change in Assignment	Classified to Supervisory	Sambrano	Micah	Network Technician to Technology Supervisor	District Office	09/04/2025		1.00
Change in Assignment	Classified	Tymchyshyna	Tetiana	Nutrition Services Assistant I	CVMS	09/22/2025		0.49 to 0.25
Employment	Classified	Aguirre Guevara	Jose	Grounds Maintenance Equipment Operator	Maintenance & Operations	09/22/2025		1.00
Employment	Classified	Artigas Guix	Roser	Instructional Assistant - Multilingual Learners	CCA	10/01/2025		0.49
Employment	Classified	Benitez Sanchez	Luz	Nutrition Services Assistant I	CCA	09/02/2025		0.49
Employment	Classified	Bui	Ha	Health Technician	OCMS	09/08/2025		0.75
Employment	Classified	Buth	Daniel	Maintenance Worker II	Maintenance & Operations	09/23/2025		1.00
Employment	Classified	Cabrera	Miguel	Custodian Floater	Maintenance & Operations	09/23/2025		1.00
Employment	Classified	De La Herran	Miranda	Instructional Assistant - Behavior Intervention	TPHS	10/01/2025		0.75
Employment	Classified	Flores	Andres	Athletic Trainer	CCA	09/15/2025		0.87
Employment	Classified	Locicero	Jared	Instructional Personal Care Assistant - Special Education	CVMS	10/01/2025		0.75
Employment	Classified	Martinez	Michael	Instructional Assistant - Special Education	SDA	09/02/2025		0.75
Employment	Classified Supervisory	Oelgoetz	Timothy	Aquatics Program & Facility Use Supervisor	Maintenance & Operations	10/20/2025		1.00

**Classified Personnel List
October 16, 2025**

Personnel Action	Classification	Last Name	First Name	Job Title	Site	Effective Date	Inactive Date	FTE
Employment	Classified	Talbot	Mikael	Instructional Assistant - Special Education	TPHS	09/08/2025		0.75
Employment	Classified	Xu	Tingru	Instructional Assistant - Special Education	CVMS	09/22/2025		0.75
Resignation	Classified	Rosenau	Juliette	Instructional Assistant - Behavior Intervention	PTMS		09/22/2025	0.75
Retirement	Classified	Blum	Carmen	Translator/Interpreter Spanish	District Office		09/29/2025	1.00