

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

**Regular Meeting Agenda**

3:30 PM June 9, 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.

---

### **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, June 9, 2026

**MEETING/OPEN SESSION**

1. Call to Order, Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the June 9, 2026, Personnel Commission Regular Meeting.  
*Public Comments, if any*  
Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve the agenda for the June 9, 2026, Personnel Commission Regular Meeting.
4. Approval of the Minutes for the May 12, 2026, Personnel Commission Regular Meeting.  
*Public Comments, if any*  
Motion by\_\_\_\_\_, second by\_\_\_\_\_, to approve the minutes of the May 12, 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. Instructional/Personal Care Assistant - SpEd  
Continuous Filing Eligibility List, SR37, Open/Promotional-Dual Certification, updated on 05/07/2026, individual eligibility valid for six months.  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve Item A.

B. Receptionist  
Eligibility List, SR32, Open/Promotional-Dual Certification, updated on 05/07/2026, individual eligibility valid for six months.  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve Item B.

C. Vehicle & Equipment Mechanic  
Eligibility List, SR49, Open/Promotional-Dual Certification, updated on 05/20/2026, individual eligibility valid for six months.  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve Item C.

D. Instructional Assistant SpEd (Behavior Intervention)  
Continuous Filing Eligibility List, SR36, Open/Promotional-Dual Certification, updated on 05/26/2026, individual eligibility valid for six months.  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve Item D.

E. Instructional Assistant SpEd  
Continuous Filing Eligibility List, SR34, Open/Promotional-Dual Certification, updated on 05/26/2026, individual eligibility valid for six months.  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve Item E.

F. School Bus Driver  
Continuous Filing Eligibility List, SR38, Open/Promotional-Dual Certification, updated on 05/26/2026, individual eligibility valid for six months.  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve Item F.

G. Instructional/Personal Care Assistant – SpEd  
Continuous Filing Eligibility List, SR37, Open/Promotional-Dual Certification, updated on 05/27/2026, individual eligibility valid for six months.  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve Item G.

H. Nutrition Services Assistant – Floater  
Eligibility List, SR26, Open/Promotional-Dual Certification, updated on 05/27/2026, individual eligibility valid for six months.  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve Item H.

I. Instructional/Personal Care Assistant – SpEd  
Continuous Filing Eligibility List, SR37, Open/Promotional-Dual Certification, updated on 06/03/2026, individual eligibility valid for six months.  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve Item I.

J. Instructional Assistant SpEd

Continuous Filing Eligibility List, SR34, Open/Promotional-Dual Certification, updated on 06/04/2026, individual eligibility valid for six months.  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve Item J.

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 Systems Support Analyst, SR52, Promotional Only.
- B. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish a six-month Eligibility List for Occupational Therapist, SR65, Open/Promotional-Dual Certification.

3. NEW CLASSIFICATION – LEGAL SUPPORT SPECIALIST

*Public Comments, if any*

Motion by \_\_\_\_\_, second by \_\_\_\_\_, to recommend the establishment of a Legal Support Specialist classification with the proposed job description and salary range.

4. CLASSIFICATION REVIEWS

*Public Comments, if any*

A. SENIOR BUYER

Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the proposed revisions to the Senior Buyer job description and proposed salary reallocation.

B. INFORMATION SYSTEMS SUPPORT ANALYST

Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the proposed revisions to the Information Systems Support Analyst job description.

**DISCUSSION/INFORMATION ITEMS (See Supplements)**

5. STAFF COMMENTS ON PERSONNEL ACTIVITIES

*Public Comments, if any*

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

6. CORRESPONDENCE

*Public Comments, if any*

7. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, July 14, 2026 at 3:30 PM.

8. ADJOURNMENT

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

**Regular Meeting Minutes**

3:30 PM, May 12, 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 May 12, 2026, Personnel Commission Regular Meeting.  
*Public Comments - None*  
Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve the agenda for the May 12, 2026, Personnel Commission Regular Meeting.  
John Baird  
Jeff Charles  
Justin Cunningham  
Passed with Three Ayes
4. Approval of the Minutes for the April 14, 2026, Personnel Commission Regular Meeting.  
*Public Comments - None*  
Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve the minutes of the April 14, 2026, Personnel Commission Regular Meeting.  
Jeff Charles  
John Baird  
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. Instructional Assistant SpEd (Behavior Intervention)

Continuous Filing Eligibility List, SR36, Open/Promotional-Dual Certification, updated on 04/15/2026, individual eligibility valid for six months.

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve Item A.

John Baird

Jeff Charles

Justin Cunningham

Passed with Three Ayes

B. Instructional/Personal Care Assistant – SpEd

Continuous Filing Eligibility List, SR37, Open/Promotional-Dual Certification, updated on 04/15/2026, individual eligibility valid for six months.

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve Item B.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

C. Nutrition Services Assistant-Floater

Eligibility List, SR26, Open/Promotional-Dual Certification, updated on

04/16/2026, individual eligibility valid for six months.  
Motion by Commissioner BAIRD, second by Commissioner CHARLES, to  
approve Item C.  
John Baird  
Jeff Charles  
Justin Cunningham  
Passed with Three Ayes

D. Grounds Maintenance Worker II  
Eligibility List, SR39, Open/Promotional-Dual Certification, updated on  
04/22/2026, individual eligibility valid for six months.  
Motion by Commissioner CHARLES, second by Commissioner BAIRD, to  
approve Item D.  
Jeff Charles  
John Baird  
Justin Cunningham  
Passed with Three Ayes

E. Instructional Assistant SpEd (Behavior Intervention)  
Continuous Filing Eligibility List, SR36, Open/Promotional-Dual Certification,  
updated on 04/28/2026, individual eligibility valid for six months.  
Motion by Commissioner BAIRD, second by Commissioner CHARLES, to  
approve Item E.  
John Baird  
Jeff Charles  
Justin Cunningham  
Passed with Three Ayes

F. Instructional Assistant SpEd  
Continuous Filing Eligibility List, SR34, Open/Promotional-Dual Certification,  
updated on 04/28/2026, individual eligibility valid for six months.  
Motion by Commissioner CHARLES, second by Commissioner BAIRD, to  
approve Item F.  
Jeff Charles  
John Baird  
Justin Cunningham  
Passed with Three Ayes

G. Instructional/Personal Care Assistant – SpEd  
Continuous Filing Eligibility List, SR37, Open/Promotional-Dual Certification,  
updated on 04/28/2026, individual eligibility valid for six months.  
Motion by Commissioner BAIRD, second by Commissioner CHARLES, to  
approve Item G.  
John Baird  
Jeff Charles  
Justin Cunningham

Passed with Three Ayes

H. Instructional Assistant SpEd (Behavior Intervention)

Continuous Filing Eligibility List, SR36, Open/Promotional-Dual Certification, updated on 05/06/2026, individual eligibility valid for six months.

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve Item H.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

I. Instructional Assistant SpEd

Continuous Filing Eligibility List, SR34, Open/Promotional-Dual Certification, updated on 05/06/2026, individual eligibility valid for six months.

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve Item I.

John Baird

Jeff Charles

Justin Cunningham

Passed with Three Ayes

J. Instructional/Personal Care Assistant SpEd

Continuous Filing Eligibility List, SR37, Open/Promotional-Dual Certification, updated on 05/06/2026, individual eligibility valid for six months.

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve Item J.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

K. School Bus Driver

Eligibility List, SR38, Open/Promotional-Dual Certification, updated on 05/06/2026, individual eligibility valid for six months.

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve Item K.

John Baird

Jeff Charles

Justin Cunningham

Passed with Three Ayes

2. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

*Public Comments - None*

A. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to establish a six-month Eligibility List for Custodian, SR32, Open/Promotional-

Dual Certification.  
Jeff Charles  
John Baird  
Justin Cunningham  
Passed with Three Ayes

B. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to establish a six-month Eligibility List for School Plant Supervisor – High School, SR41, Open/Promotional-Dual Certification.

John Baird  
Jeff Charles  
Justin Cunningham  
Passed with Three Ayes

### 3. NUTRITION SERVICES JOB FAMILY CLASSIFICATION STUDY

*Public Comments - None*

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve the recommended salary reallocations for the Nutrition Services Job Family and revisions to the Nutrition Services Assistant II job description.

Jeff Charles  
John Baird  
Justin Cunningham  
Passed with Three Ayes

*Susan clarified that the intent to update the Nutrition Services Assistant II job description was to distinguish between supervisory duties and managing workflow during the supervisor's absence. NSA II's provide guidance and direction based upon their knowledge and experience, similar to a lead. The NSA II does not have any supervisory authority to discipline or evaluate staff.*

*The district aims to remain competitive with surrounding districts by recommending salary increases for the Nutrition Services job family.*

### **DISCUSSION/INFORMATION ITEMS (See Supplements)**

#### 4. BANDING OF SCORES IN MERIT DISTRICTS

*Public Comments – Matt Colwell*

Information & discussion of possible proposal from other school districts to request the Legislature to modify current law related to “Rule of Three” eligibility lists to permit “banding” of scores.

*Matt expressed strong opposition to the proposal, arguing that it undermines the merit principles.*

*The Personnel Commissioners also shared concerns about the bill's potential impact on merit systems and discussed the need for CSPCA to take a clear stance on the issue.*

5. STAFF COMMENTS ON PERSONNEL ACTIVITIES

*Public Comments - None*

A. Vacancy Report Summary: *Susan noted a slight uptick in resignations and retirements recently. The Personnel Commission staff has been focused on filling positions for summer school and the next school year.*

B. Vacancy Report

C. Personnel Listing

6. CORRESPONDENCE

*Public Comments - None*

7. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, June 9, 2026 at 3:30 PM.

8. ADJOURNMENT – 4:32 PM

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

**Instructional/Personal Care Assistant SpEd**

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Date: 5/7/2026

Applicant ID	Rank	Expiration Date	Source
17134	1	11/6/2026	Open
17120	2	11/6/2026	Open
17038	3	10/28/2026	Open
17247	4	11/7/2026	Open
13550	5	8/9/2026	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**

**Receptionist**

Eligibility List

Open/Promo-Dual Certification

Date: 5/7/2026

Applicant ID	Rank	Expiration Date	Source
15136	1	10/4/2026	Open
13796	1	11/7/2026	Open

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

Scores are merged each time the test is administered.

S. Gray

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

**Vehicle & Equipment Mechanic**

Eligibility List

Open/Promo-Dual Certification

Date: 5/20/2026

Applicant ID	Rank	Expiration Date	Source
17163	1	11/20/2026	Open
13127	2	11/20/2026	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: 5/26/2026

Applicant ID	Rank	Expiration Date	Source
17133	1	11/6/2026	Open
18330	2	11/26/2026	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: 5/26/2026

Applicant ID	Rank	Expiration Date	Source
17133	1	11/6/2026	Open
13845	2	9/3/2026	Open
17256	2	11/26/2026	Open
17114	3	11/6/2026	Open
13390	4	7/23/2026	Promo
12995	5	7/5/2026	Open
17226	5	11/26/2026	Promo
13098	6	7/20/2026	Open
13521	6	8/11/2026	Open
13115	7	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 - Continuous Filing

Open/Promo-Dual Certification

Date: 5/26/2026

Applicant ID	Rank	Expiration Date	Source
18359	1	11/26/2026	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: 5/27/2026

Applicant ID	Rank	Expiration Date	Source
17134	1	11/6/2026	Open
17120	2	11/6/2026	Open
13550	3	8/9/2026	Open
18362	3	11/27/2026	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: 5/27/2026

Applicant ID	Rank	Expiration Date	Source
18361	1	11/27/2026	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: 6/3/2026

Applicant ID	Rank	Expiration Date	Source
17120	1	11/6/2026	Open
18438	1	12/3/2026	Open
13550	2	8/9/2026	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: 6/4/2026

Applicant ID	Rank	Expiration Date	Source
13845	1	9/3/2026	Open
17256	1	11/26/2026	Open
17114	2	11/6/2026	Open
13390	3	7/23/2026	Promo
12995	4	7/5/2026	Open
13098	5	7/20/2026	Open
18367	6	12/4/2026	Open
13115	7	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



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

**Board of Trustees**  
 Michael Allman  
 Phan Anderson  
 Jane Lea Smith  
 Ringa Viskanta  
 Jodie Williams

**Superintendent**  
 Anne L. Staffieri, Ed.D.

**Classified Personnel Commission**  
 John Baird, Commissioner  
 Jeff Charles, Commissioner  
 Justin Cunningham, Commissioner  
 Susan Gray, Director

<b>Classification Review Report</b>	
Classification	Legal Support Specialist
Classification Type	Classified - Confidential
Salary Range	<b>Confidential Range 1</b>
Submission to Personnel Commission	June 9, 2026

**Background Information**

The District is seeking to establish a new classification of Legal Support Specialist (LSS). The purpose of the LSS is to process and respond to requests for information, such as public records requests, assist with investigations, and perform administrative functions. This position will assist with reducing legal fees by performing legal research and providing legal analysis to administrators.

The minimum qualifications for the position will require 3 years of legal secretarial or paralegal experience.

Because the duties of the position include researching, investigating, and developing cases related to grievances and PERB complaints and Requests for Information from bargaining unit representatives, it is recommended that this position be classified as Confidential.

The Educational Employment Relations Act defines “Confidential employee” as an employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. (EERA 3540.1 (c))

While PERB strictly construes the definition of “confidential” it has recognized that “the employer should be allowed a ‘small nucleus’ of loyal individuals to assist the employer in developing the employer’s positions in matters of employer-employee relations, such as negotiations and the processing of grievances.” Burlingame Elementary School District (2006), PERB Decision No. 1847.

SDUHSD currently has only 2 classifications that are classified as confidential, Executive Assistant to the Superintendent and Executive Assistant. As discuss in more detail below, the LSS would fall on the same salary

range as the Executive Assistant and perform some related duties, such as assisting with grievances and the redaction and production of records, including Requests for Information from bargaining representatives.

Inasmuch as the duties of the LSS will require both access to and processing of confidential information in support of employer-employee relations, this position would most appropriately be classified as “confidential.”

**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.

Within SDUHSD’s comparison districts, there are only 3 other districts with comparable positions. While this is a small comparison pool, the average does align closely with the current Confidential Range 1 for Executive Assistant. Placement at this range would also maintain internal alignment with the Executive Assistant classification that does perform some related duties.

District	Salary Range	Job Title	Min	Midpoint	Max
Poway USD	8	Legal Support Specialist	\$80,340.00	\$88,842.00	\$97,344.00
San Diego COE	60	Legal Analyst	\$83,526.00	\$95,065.00	\$106,604.00
Sweetwater UHSD	9	Paralegal	\$92,883.00	\$103,583.50	\$114,284.00
<i>Average</i>			\$85,583.00	\$95,830.17	\$106,077.33
SDUHSD		Confidential Range 1	\$88,462.00	\$96,449.50	\$104,437.00
			3%	1%	-2%
<b>No Match</b>					
Carlsbad USD					
Escondido UHSD					
Escondido USD					
Grossmont UHSD					
Oceanside USD					
Ramona USD					
San Marcos USD					

**Recommendation**

It is recommended that the Personnel Commission approve the establishment of the Legal Support Specialist classification with a salary placement on the Confidential salary schedule, Range 1.

## LEGAL SUPPORT SPECIALIST

### **JOB SUMMARY**

Under the direction of assigned Administrator, the Legal Support Specialist receives, records, processes and responds to requests for information including public records requests in compliance with applicable laws and District policies; conducts legal research and provides analysis to District leadership. The Legal Support Specialist also assists the Administrator of a department in carrying out his or her functional responsibilities and relieves him or her of administrative detail.

### **REPRESENTATIVE DUTIES**

The position description describes the general nature of work performed.

### **ESSENTIAL FUNCTIONS**

The position may perform any combination of the following:

- Provides expedient, efficient, and concise response to requests for information orally or in writing.
- Reviews documents proposed to be produced in response to Public Records Act requests and redacts confidential information to ensure compliance with District policies and applicable laws including, the California Government Code, Family Educational Rights Privacy Act and Healthy Insurance Portability and Accountability Act and to protect student, parent and district employees' rights to confidentiality.
- Coordinates the collection of documents with district departments and redacts confidential information.
- Ensures the timely posting of released documents to the requestor and appropriate parties.
- Researches, interprets, and explains legal requirements, makes recommendations, and suggests problem-solving strategies to district administration on complex matters.
- Analyzes complex legal resources to make recommendations to district administrators.
- Performs legal administrative functions, including providing legal resources and research support to district to ensure compliance with public records act requests, personnel issues, other assigned responsibilities, and generally coordinating legal services.
- Plans, coordinates, and organizes activities in collaboration with district subject matter experts and administrators for the preparation and adoption of policies and administrative regulations to ensure compliance with state and federal laws and regulations.
- Researches, investigates, and develops cases, in a variety of areas including employee disciplines, grievances, PERB Complaints, Title IX Complaints, Uniform Complaints and other litigation matters; interviews witnesses and assists with hearings.
- Assists the assigned administrator in carrying out his or her functional responsibilities.
- Relieves the administrator of routine administrative detail.
- Communicates information and instructions on behalf of the administrator.
- 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.
- Composes written communications under the direction of Supervisor.
- Coordinates activities such as events, meetings, and schedules.
- Takes meeting minutes and prepares agendas.
- Other related duties as assigned.

LEGAL SUPPORT SPECIALIST

**JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

**KNOWLEDGE OF:**

- Pertinent laws, codes, policies, and/or regulations including the California Education Code, California Public Records Act, Family Educational Rights Privacy Act, the Health Insurance Portability and Accountability Act and the Individuals with Disabilities Education Act.
- Legal concepts, terminology and principles.
- Legal research sources and methods.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- District policies and regulations related to assigned program activities.
- Interpersonal skills using professionalism, tact, patience and courtesy.
- Proper methods of document storage and retrieval systems.
- Modern office procedures, methods, and equipment including computers and computer applications such as word processing, spreadsheets, calendars, and statistical databases.

**ABILITY TO:**

- Maintain confidentiality of sensitive and privileged information.
- Gather and interpret data.
- Read and comprehend complex legal and procedural text.
- Provide a high level of attention to detail.
- Exercise professional judgment in the release of information and materials as directed by supervisor.
- Establish and maintain cooperative and effective working relationships.
- Maintain records and prepare reports.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Prioritize and schedule work on several projects simultaneously, re-prioritizing to meet deadlines.
- Meet schedules and timelines.
- Learn, apply and explain policies, procedures, rules and regulations.
- Learn department and program objectives and goals.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Coordinate and schedule activities, meetings, and events.
- Operate a computer and assigned office equipment.

**EDUCATION AND EXPERIENCE**

Any combination of training, experience, and/or education equivalent to three years of recently legal secretarial or paralegal experience. Completed coursework in paralegal studies and/or certificate from an accredited paralegal program is highly desirable. Experience with a school district, county office, other governmental agency, or law firm is preferred.

**DISTINGUISHING CHARACTERISTICS**

This classification is responsible for a variety of complex and significant aspects of public records request management, legal research and analysis, and administrative support. This position provides

**LEGAL SUPPORT SPECIALIST**

administrative support similar to that of an Executive Assistant and both classifications support the production of records in response to public records requests. This position differs from an Executive Assistant in that it conducts legal research and analysis, applies applicable laws related to the redaction and production of documents, and assists with complaints, grievances, and other legal matters.

**REQUIRED TESTING**

Pre-employment testing and assessment is required 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 require 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)

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 flexion/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



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

**Board of Trustees**  
 Michael Allman  
 Phan Anderson  
 Jane Lea Smith  
 Ringa Viskanta  
 Jodie Williams

**Superintendent**  
 Anne L. Staffieri, Ed.D.

**Classified Personnel Commission**  
 John Baird, Commissioner  
 Jeff Charles, Commissioner  
 Justin Cunningham, Commissioner  
 Susan Gray, Director

<b>Classification Review Report</b>	
Classification	Senior Buyer
Classification Type	Classified
Salary Range	<b>44 – Proposed Reallocation to 45</b>
Submission to Personnel Commission	June 9, 2026

**Background Information**

The District requested that the Senior Buyer job description be updated to include a new duty related to reviewing and processing contracts. Currently, contracts are reviewed and processed by the Contracts Analyst, however, due to an increase in volume, the District would like to assign standard contracts to the Senior Buyer to distribute the workload. The Contracts Analyst would be responsible for the more complex contracts.

A review of Senior Buyer job descriptions at comparison districts found that it is typical for Senior Buyers to perform the duty of contract review and processing. Some districts do not have a Contracts Analyst classification and so the full responsibility falls on the Senior Buyer.

By including this duty in the Senior Buyer job description, the incumbent will have an opportunity for professional development and training for this new skill.

The incumbent and CSEA reviewed the proposed revision and are supportive of the change.

**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.

A review of Senior Buyer positions that include contracts review and processing as part of the job duties indicate that SDUHSD is currently 3.5% below the market midpoint. Therefore, it is recommended that the salary range for this position be adjusted to a salary range 45.

District	Salary Range	Job Title	Min	Midpoint	Max
Carlsbad USD	29	Senior Buyer	\$29.86	\$33.28	\$36.69
Escondido UHSD	33	Buyer	\$25.51	\$29.85	\$34.19
Escondido USD	44	Senior Buyer	\$28.27	\$32.18	\$36.08
Oceanside USD	33	Senior Buyer	\$28.25	\$32.79	\$37.32
Poway USD	42	Senior Buyer	\$30.65	\$34.95	\$39.24
San Marcos USD	94	Senior Buyer	\$33.04	\$37.62	\$42.20
Sweetwater UHSD	64	Senior Buyer	\$34.09	\$37.40	\$40.71
Vista	55	Senior Buyer	\$27.99	\$32.82	\$37.64
<b>Average</b>			\$29.71	\$33.86	\$38.01
SDUHSD	44	Senior Buyer	\$27.93	\$32.68	\$37.42
		<b>Delta</b>	-6.0%	-3.5%	-1.5%
	45		\$28.62	\$33.49	\$38.36
		<b>Delta</b>	-3.7%	-1.1%	0.9%
<b>No Match- Does not review contracts</b>					
Grossmont UHSD		Buyer III			
Ramona USD		Buyer			
San Diego COE		Buyer			

**Recommendation**

It is recommended that the Personnel Commission approve the revised job description for Senior Buyer to include the duty of contracts review and processing. It is further recommended that the Personnel Commission approve the recommended increase in salary range to a range 45 on the classified salary schedule.

## SENIOR BUYER

### JOB SUMMARY

Under the direction of the Director of Purchasing, the Senior Buyer determines procurement methods, processes, vendors, and delivery choices which provide the greatest value to the district. The Senior Buyer works with staff at all levels to determine what choices will provide the greatest value to the district and takes appropriate action to resolve complaints and improve customer service both internally and externally with vendors. The Senior Buyer provides expertise and guidance in all areas of the financial software system.

### REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

### ESSENTIAL FUNCTIONS

The Senior Buyer may perform any combination of the following:

- Evaluates requisitions and works with district staff at all levels to determine the appropriate procurement methods, adherence to specifications, product and vendor choices, available piggyback options, shipping methods and location, discounts, shipping charges, options, fees, costs, and other factors to determine total cost and overall best value.
- Makes purchasing recommendations to the Director of Purchasing and district staff based upon factors such as cost, quality, specifications, date item(s) is needed, and best value.
- Review, analyze, and participate in the preparation and maintenance of contracts for various services; verify contractor licensing, qualifications, bonds, insurance, and references; prepare Board agenda requests for approval to award to the lowest bidder as directed; prepare and distribute a variety of notices concerning bids and contracts; follow up on contractor projects to assure proper completion.
- Works with district staff, vendors, other school districts, county agencies, state agencies, consortiums, Joint Powers of Authorities, and other organizations to evaluate purchasing options, provide support and information, and resolve disputes.
- Coordinates and maintains purchasing records, files, reports, contracts, purchase orders, quotes, requisitions, products, deliveries, vendors, piggyback bid documents, and other purchasing related documents in accordance with established procedures.
- Provides training and support to district staff in the use of the district financial software system as it relates to purchasing functions.
- Searches vendor-specific internet shopping sites to research products, pricing and other information.
- Negotiates price, discounts, specifications, shipping rates, and other variables that add value or reduce cost for the district.
- Reviews purchase order information to ensure accuracy and completeness and places orders in accordance with established procedures.
- Adheres to bid limits, service and public works contract requirements, and other California laws and regulations regarding purchasing, contracting, and bidding.
- Contacts customers to ensure items were received, receiving paperwork is signed and returned, and follows up on delayed orders, order issues, and returns.

## SENIOR BUYER

- Monitors customer satisfaction of items received, resolves complaints and improves the quality of service and products provided.
- Reconciles differences between purchase orders and invoices.
- Researches new products, contractors, suppliers, equipment, available purchasing contracts, and regulations to identify those which will enhance satisfaction, productivity, efficiency, effectiveness and/or safety of various operations inside and outside the classroom and to ensure conformity to regulations and budgetary guidelines.
- Attends in-services, classes, workshops, and conferences to keep informed about changes and trends that effect purchasing activities and the financial software system.
- Assists with District surplus and asset tracking.
- Assists other personnel as may be required.
- Performs other job-related duties as assigned.

### **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

#### **KNOWLEDGE OF:**

- Methods and procedures used in purchasing goods and services for a school district
- Legal and procedural requirements related to purchasing, including applicable sections of State Education code and other applicable laws
- Contract review and preparation
- Accounting practices and procedures related to purchasing
- Financial software systems
- Vendor-specific web-based shopping sites
- Current, up-to-date office practices and procedures
- Electronic and manual record keeping practices
- Workplace math such as arithmetic operations, percents, rounding and problem solving
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Business writing, proofing, and editing

#### **ABILITY TO:**

- Obtain, analyze, and evaluate bids and quotations.
- Provide information to others regarding purchasing practices and policies.
- Research products, contractors, suppliers, equipment, and regulations.
- Process and reconcile purchase orders, requisitions, and invoices.
- Thoroughly analyze detailed information, contracts, data and product specifications.
- Identify, investigate, and resolve order issues.
- Learn, interpret, apply and explain laws, codes, rules, policies and procedures.
- Keep informed about changes and trends in purchasing and accounting practices.
- Compose written communications using correct grammar, spelling, punctuation and vocabulary.
- Adapt to changing work priorities.
- Operate a variety of office equipment.
- Use current, up-to-date software applications to perform job duties efficiently.

## SENIOR BUYER

- Become an advanced user of the district financial software system and train others.
- Communicate with courtesy, diplomacy, and tact.
- Establish and maintain cooperative working relationships with others.
- Establish and maintain records and files.
- Perform accurate math calculations.
- Plan, prioritize, and organize work, meeting schedules and timelines.
- 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. College-level courses in business, purchasing, or a related field preferred. Two years of progressively responsible experience involving work with purchasing functions is required.

### DISTINGUISHING CHARACTERISTICS

The Senior Buyer is a classification within the Purchasing series. Positions in this series provide clerical and more progressively responsible purchasing support as the series progresses.

The **Senior Buyer** is an advanced-level classification responsible for the complex business procedures involved in purchasing. This class also serves as a resource to Buyers, staff, vendors and other outside parties for information regarding the acquisition of supplies, equipment and services and trains and supports staff in the use of the district financial software system.

Distinctions between the Senior Buyer and purchasing positions ~~above and~~ below are distinguished as follows:

The **Director of Purchasing** is responsible for planning, organizing and directing the District's purchasing and warehousing functions.

The **Buyer** is responsible for reviewing requisitions, soliciting pricing, and processing purchase orders. The Buyer works closely with the Senior Buyer and Director of Purchasing to determine compliance with established guidelines and laws. Buyer is responsible for entering information into the district financial software system.

The **Contracts Analyst** performs highly complex and technical analysis of contracts for services and volume procurements for goods and services. This class differs from the class of Senior Buyer, which is responsible for the complex business procedures involved in purchasing and warehouse inventory replenishment and for the efficient, timely and economical accomplishment of purchasing activities for assigned product and service lines and review of routine contracts.

### REQUIRED TESTING

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

SENIOR BUYER

**CERTIFICATES**

Valid California Class C driver’s license; record of driving history issued by the California DMV. ~~on its Form H 6 less than 30 days prior to applying for the position.~~

**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 require physical demands as 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)

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 flexion/rotation, fingering/fine manipulation, reach below shoulder

**AUDITORY OR VISUAL REQUIREMENTS**

Auditory ability to communicate with staff, vendors, and others. Able to respond to safety bells and emergencies. Vision ability to see near, distant, color, depth and peripherally.

**ENVIRONMENTAL CONDITIONS**

None

## SENIOR BUYER

### **JOB SUMMARY**

Under the direction of the Director of Purchasing, the Senior Buyer determines procurement methods, processes, vendors, and delivery choices which provide the greatest value to the district. The Senior Buyer works with staff at all levels to determine what choices will provide the greatest value to the district and takes appropriate action to resolve complaints and improve customer service both internally and externally with vendors. The Senior Buyer provides expertise and guidance in all areas of the financial software system.

### **REPRESENTATIVE DUTIES**

The position description describes the general nature of work performed.

### **ESSENTIAL FUNCTIONS**

The Senior Buyer may perform any combination of the following:

- Evaluates requisitions and works with district staff at all levels to determine the appropriate procurement methods, adherence to specifications, product and vendor choices, available piggyback options, shipping methods and location, discounts, shipping charges, options, fees, costs, and other factors to determine total cost and overall best value.
- Makes purchasing recommendations to the Director of Purchasing and district staff based upon factors such as cost, quality, specifications, date item(s) is needed, and best value.
- Review, analyze, and participate in the preparation and maintenance of contracts for various services; verify contractor licensing, qualifications, bonds, insurance, and references; prepare Board agenda requests for approval to award to the lowest bidder as directed; prepare and distribute a variety of notices concerning bids and contracts; follow up on contractor projects to assure proper completion.
- Works with district staff, vendors, other school districts, county agencies, state agencies, consortiums, Joint Powers of Authorities, and other organizations to evaluate purchasing options, provide support and information, and resolve disputes.
- Coordinates and maintains purchasing records, files, reports, contracts, purchase orders, quotes, requisitions, products, deliveries, vendors, piggyback bid documents, and other purchasing related documents in accordance with established procedures.
- Provides training and support to district staff in the use of the district financial software system as it relates to purchasing functions.
- Searches vendor-specific internet shopping sites to research products, pricing and other information.
- Negotiates price, discounts, specifications, shipping rates, and other variables that add value or reduce cost for the district.
- Reviews purchase order information to ensure accuracy and completeness and places orders in accordance with established procedures.
- Adheres to bid limits, service and public works contract requirements, and other California laws and regulations regarding purchasing, contracting, and bidding.
- Contacts customers to ensure items were received, receiving paperwork is signed and returned, and follows up on delayed orders, order issues, and returns.

## SENIOR BUYER

- Monitors customer satisfaction of items received, resolves complaints and improves the quality of service and products provided.
- Reconciles differences between purchase orders and invoices.
- Researches new products, contractors, suppliers, equipment, available purchasing contracts, and regulations to identify those which will enhance satisfaction, productivity, efficiency, effectiveness and/or safety of various operations inside and outside the classroom and to ensure conformity to regulations and budgetary guidelines.
- Attends in-services, classes, workshops, and conferences to keep informed about changes and trends that effect purchasing activities and the financial software system.
- Assists with District surplus and asset tracking.
- Assists other personnel as may be required.
- Performs other job-related duties as assigned.

### **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

#### **KNOWLEDGE OF:**

- Methods and procedures used in purchasing goods and services for a school district
- Legal and procedural requirements related to purchasing, including applicable sections of State Education code and other applicable laws
- Contract review and preparation
- Accounting practices and procedures related to purchasing
- Financial software systems
- Vendor-specific web-based shopping sites
- Current, up-to-date office practices and procedures
- Electronic and manual record keeping practices
- Workplace math such as arithmetic operations, percents, rounding and problem solving
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Business writing, proofing, and editing

#### **ABILITY TO:**

- Obtain, analyze, and evaluate bids and quotations.
- Provide information to others regarding purchasing practices and policies.
- Research products, contractors, suppliers, equipment, and regulations.
- Process and reconcile purchase orders, requisitions, and invoices.
- Thoroughly analyze detailed information, contracts, data and product specifications.
- Identify, investigate, and resolve order issues.
- Learn, interpret, apply and explain laws, codes, rules, policies and procedures.
- Keep informed about changes and trends in purchasing and accounting practices.
- Compose written communications using correct grammar, spelling, punctuation and vocabulary.
- Adapt to changing work priorities.
- Operate a variety of office equipment.
- Use current, up-to-date software applications to perform job duties efficiently.

## SENIOR BUYER

- Become an advanced user of the district financial software system and train others.
- Communicate with courtesy, diplomacy, and tact.
- Establish and maintain cooperative working relationships with others.
- Establish and maintain records and files.
- Perform accurate math calculations.
- Plan, prioritize, and organize work, meeting schedules and timelines.
- 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. College-level courses in business, purchasing, or a related field preferred. Two years of progressively responsible experience involving work with purchasing functions is required.

## DISTINGUISHING CHARACTERISTICS

The Senior Buyer is a classification within the Purchasing series. Positions in this series provide clerical and more progressively responsible purchasing support as the series progresses.

The **Senior Buyer** is an advanced-level classification responsible for the complex business procedures involved in purchasing. This class also serves as a resource to Buyers, staff, vendors and other outside parties for information regarding the acquisition of supplies, equipment and services and trains and supports staff in the use of the district financial software system.

Distinctions between the Senior Buyer and purchasing positions below are distinguished as follows:

The **Director of Purchasing** is responsible for planning, organizing and directing the District's purchasing and warehousing functions.

The **Buyer** is responsible for reviewing requisitions, soliciting pricing, and processing purchase orders. The Buyer works closely with the Senior Buyer and Director of Purchasing to determine compliance with established guidelines and laws. Buyer is responsible for entering information into the district financial software system.

The **Contracts Analyst** performs highly complex and technical analysis of contracts for services and volume procurements for goods and services. This class differs from the class of Senior Buyer, which is responsible for the complex business procedures involved in purchasing and warehouse inventory replenishment and for the efficient, timely and economical accomplishment of purchasing activities for assigned product and service lines and review of routine contracts.

## REQUIRED TESTING

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

**SENIOR BUYER**

**CERTIFICATES**

Valid California Class C driver’s license; record of driving history issued by the California DMV.

**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 require physical demands as 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)

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 flexion/rotation, fingering/fine manipulation, reach below shoulder

**AUDITORY OR VISUAL REQUIREMENTS**

Auditory ability to communicate with staff, vendors, and others. Able to respond to safety bells and emergencies. Vision ability to see near, distant, color, depth and peripherally.

**ENVIRONMENTAL CONDITIONS**

None



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

**Board of Trustees**

Michael Allman  
 Phan Anderson  
 Jane Lea Smith  
 Ringa Viskanta  
 Jodie Williams

**Superintendent**

Anne L. Staffieri, Ed.D.

**Classified Personnel Commission**

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

<b>Classification Review Report</b>	
Classification	Information Systems Support Analyst
Classification Type	Classified
Salary Range	<b>52</b>
Submission to Personnel Commission	June 9, 2026

**Background Information**

The Information Systems Support Analyst (ISS Analyst) has been vacant since 2017 when the incumbent was promoted to Information Systems Support Supervisor. In July 2024, the Supervisor was promoted to Information Systems Support Director.

With ever increasing data reporting requirements, the District is seeking to fill the ISS Analyst and has requested updates to the job description to incorporate the duties needed by the department.

The ISS Department also includes Information System Support Technicians. The ISS Analyst would serve as the journey level classification and technical lead for the department, requiring advanced technical skills and responsibilities. The proposed revisions include duties such as designing interactive data dashboards, overseeing data audits, and designing complex validation logic using SQL (Standard Query Language). These updates reflect the need for advanced technical skills necessary for the complex data reporting required by State and Federal agencies.

CSEA has reviewed the proposed revised job description and is supportive of the changes.

**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.

A review of comparable districts indicates that the current salary range 52 is just slightly above the market midpoint. Therefore, no change in salary allocation is recommended at this time.

District	Salary Range	Job Title	Min	Midpoint	Max
Carlsbad USD	37	Data Administrator	\$34.62	\$38.36	\$42.09
Escondido USD	51	SIS Analyst	\$34.70	\$39.50	\$44.29
Grossmont UHSD	59	Information Analyst	\$39.57	\$44.99	\$50.40
Poway USD	50	Senior Business System Analyst	\$32.22	\$36.73	\$41.24
Ramona USD	41	Info Systems Specialist/CALPADS Analyst	\$35.20	\$40.07	\$44.93
Vista	60	Info Systems Support Specialist	\$31.67	\$37.13	\$42.59
<b>Average</b>			\$34.66	\$39.46	\$44.26
SDUHSD	52	ISS Analyst	\$34.02	\$39.81	\$45.60
			-2%	1%	3%
<b>No Match</b>					
Escondido UHSD					
Oceanside USD					
San Marcos USD					
Sweetwater UHSD					
San Diego COE					

**Recommendation**

It is recommended that the Personnel Commission approve the proposed revisions to the Information Systems Support Analyst job description.

## INFORMATION SYSTEMS SUPPORT ANALYST

### **OVERALL JOB PURPOSE STATEMENT**

#### **JOB SUMMARY**

Under the direction of the Director of Student Information Services, the job of Information Systems Support Analyst includes ensuring the integrity, security, and operational continuity of the District's Student Information System (SIS) includes coordinating and performing ongoing activities to maintain and update the student information system (i.e., Eagle Aeries) and other district resource application systems as assigned; providing technical coordination and training to site personnel who use SIS; troubleshooting problems with the student information system; resolving reports and data issues of SIS; planning, developing and maintaining SIS software and reporting capability.

#### **REPRESENTATIVE DUTIES**

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

#### **DISTINGUISHING CHARACTERISTICS**

~~Positions in the information systems support series are responsible for the installation, maintenance, repair and reliable functioning of data systems acquired and installed to support District instructional and administrative programs. Work is often performed in close coordination with technology services personnel and systems, as well as with end users of the data systems. The student information system utilizes a highly complex database (Eagle Aeries) to accomplish the collection and management of the required information. There are an estimated 30,000 users of this system, including students, teachers, parents, administrators, counselors, and support staff.~~

~~The Information Systems Support Analyst is responsible to maintain the integrity of the data in the District's student information system including attendance, registration, class scheduling, grades, test results, parent portal, and other application systems as assigned and for assisting with the system. This class provides expert and advisory guidance to staff district wide in the use of the integrated student information system and performs complex functions to maintain accuracy and reliability of the system and to meet requests for reporting needs. In contrast, the Information Systems Support Technician is responsible to support procedures and activities established to maintain the reliability and integrity of the student information system.~~

#### **ESSENTIAL JOB FUNCTIONS:**

- ~~Supports the program to develop and Mmaintains and configures~~ a district-level database for the purpose of collecting, organizing, analyzing and reporting all student information (e.g., attendance, grading, academic progress, test results, enrollment, high school selection, master schedule, transfer, etc.) required by the District and by county, state and federal agencies.
- ~~Ensures proper linkage among components of the SIS (e.g. grading, attendance, transfers, parent portal) for the purpose of maintaining system integrity and accuracy.~~
- ~~Designs various reports and report formats using a variety of software and database tools including standard query language (SQL). for the purpose of developing job aids for tasks performed by District staff using the SIS and for providing information to meet specific and one-of-a-kind reporting needs.~~

## CLASSIFIED

---

- Designs interactive dashboards to visualize Key Performance Indicators (KPIs), enrollment trends, and student outcomes.
- Analyzes student information using application software for the purpose of providing District programs with information needed to make various program decisions.
- Manages and maintains daily tasks for data and reports, including overseeing- regular audits (e.g., attendance, bell schedule, direct certification, enrollment, etc.) for the purpose of- to ensure ring data quality, -reliability and accuracy of the database.
- ~~Prepares/composes/disseminates a variety of documents and presentations (e.g. correspondence, agendas, minutes of meetings, lists, reports, calendars, schedules, flyers, PowerPoint slides, charts, etc.) for print and computer reproduction for the purpose of documenting and communicating activities and information to District departments and staff, to other agencies, and to the general public.~~
- Develops the annual Aeries-SIS training schedule and training materials, including training videos, guides, and procedures (e.g., master schedule training, attendance, etc.). ~~for the purpose of leading and providing training to experienced and newly hired site personnel on use of student information system for ensuring the accurate, timely and integral use of the program at all school sites.~~
- Provides technical support and training to site users and District system users on data entry requirements (e.g., CALPADS, CBEDS, and Civil Rights Data Collection (CRDC) protocols). ~~to ensure that SIS functions normally and reliably and staff are able to make full use of SIS capabilities.~~
- Coordinates the collection, verification, and submission Prepares files for electronic transmission of data (e.g., CALPADS, CBEDS, CRDC, CCGI) -to various State and education agencies ~~-for the purpose of meeting various reporting requirements and requests for information.~~
- Assists with the annual SIS database year end maintenance (i.e., rollover), including pre-rollover audits and post-rollover data validation.
- Performs data validation and error-checking within the Principal Apportionment Data Collection (PADC) web application.
- Designs and implements complex validation logic using SQL or built-in SIS tools to identify and resolve data entry errors before they impact state or federal reporting.
- Downloads and imports testing results and other data (scores, grading, registration, attendance) from various sources (e.g. State agencies, elementary districts, site records, etc.) for the purpose of maintaining accurate and current databases and ensuring timely posting of new data.
- Develops /documents and documents District files, policies, procedures, and SIS protocols for the purpose of ensuring a uniform and reliable access to information and a data environment of installed systems to meet user information needs.
- Audits and manages SIS user permissions and security groups to ensure data privacy and rule-based access control in accordance with district policies and student privacy laws (e.g., FERPA, SOPIPA). Develops protocols for secure data sharing and integrations with third-party vendors in coordination with Technology and Student Services Departments.
- Assists in the support of systems and projects (e.g., development of master schedule, summer school system management, school enrollment projections, ADA reporting, annual data confirmation process, etc.) as directed for the purpose of maintaining integrity of SIS and meeting the information needs of system users.
- Assists Director with monitoring the efficiency and accuracy of SIS department and site personnel (e.g., registrars, attendance staff) and gives direction to ensure data integrity and system effectiveness.
- Compiles data of a statistical nature (e.g. enrollment projections, data fields and records, student demographics, etc.) for the purpose of assisting others in the preparation of recommendations

## CLASSIFIED

---

and/or reports for administrative review and action.

- Informs public and outside agencies regarding a variety of procedures and program requirements for the purpose of providing the necessary information for completing transactions, taking appropriate actions and/or complying with established guidelines.
- Monitors integration and synchronization linkage between SISAeries and a variety of third party connected systems and/or applications (such as DataDirector, MyAccess, ABI, Aeries.net teacher portal, Aeries.net parent portal) for the purpose of ensuring reliable interaction of these systems.
- Coordinates the CALPADS data governance initiative, leading cross-departmental stakeholders in implementing modernized collection protocols and quality standards that improved the accuracy of state-mandated reporting

### OTHER JOB FUNCTIONS:

- Performs other job related duties as assigned.

### JOB REQUIREMENTS – MINIMUM QUALIFICATIONS

#### KNOWLEDGE, SKILLS AND ABILITIES

##### KNOWLEDGE OF:

- Windows operating system environment;
- Procedures to maintain complex database and reporting systems;
- Industry standards and procedures of SIS database application and maintenance, student attendance, grading, registration, and class scheduling standards, practices, and procedures;
- Modern office practices, procedures and equipment;
- Design and format of reports extracted from database systems;
- Troubleshooting and diagnostic techniques for identifying and resolving database and reporting errors;
- Standard Query Language (SQL) and other related programming languages;
- Basic principles of training;
- Software applications used by the District;
- Oral and written communication skills; telephone techniques and etiquette; correct English usage, grammar, spelling, punctuation and vocabulary; interpersonal skills using tact, patience and courtesy;
- principles of providing work direction and guidance.

##### ABILITY TO:

- to Communicate and work effectively with others, including students, a variety of staff, managers and administrators;
- Design and build KPI dashboards;
- Generate SQL and other related programming languages to interact with data in district systems;
- Develop training materials, guides, and job aids;
- Understand written and oral instructions;
- organize and plan an effective work schedule with users; install and maintain complex database systems and applications;

- ~~tr~~ Troubleshoot ~~and debug~~ database applications and software problems;
- ~~tr~~ Train and assist others in the use and functions of assigned software;
- ~~p~~ Provide and maintain documentation of installed systems;
- ~~w~~ Work under general supervision to resolve software problems;
- ~~w~~ Write effective queries to the database using SQL and other software tools;
- ~~c~~ Communicate with vendors and other technical experts to diagnose and eliminate software problems;
- ~~w~~ Work with accuracy and precise attention to detail; ~~s and provide similar guidance to system end users;~~
- ~~p~~ Provide technical support and guidance and training on system procedures, techniques, methods, and requirements to others;
- ~~r~~ Read, interpret and apply technical manuals and documentation;
- ~~d~~ Detect errors in data output;
- ~~a~~ Analyze situations accurately and adopt an effective course of action;
- ~~m~~ Meet schedules and timelines; ~~observe legal and defensive driving practices; travel between district sites and to other work-related locations such as the San Diego County Office of Education.~~
- **RESPONSIBILITY**

#### **WORKING ENVIRONMENT**

~~The usual and customary methods of performing the job's functions generally require 75% sitting, 10% walking and 15% standing. The job is performed in typical office and school site environments. Position is required to travel to all school sites in the District and occasionally to other school districts and the County Office of Education; such travel is typically in employee's own vehicle with mileage reimbursement.~~

#### **EDUCATION AND EXPERIENCE**

Associate Degree in computer and network systems, information technology, database management or closely related field or equivalent combination of education and experience. ~~Additional qualifying experience may be substituted for the education on the basis of 24 semester/45 quarter units for each year of full-time experience.~~

#### **EXPERIENCE**

Two years progressively responsible information systems experience involving large-scale databases, including the use of SQL queries for report development, with preference for student information systems. Additional qualifying education (e.g. Bachelor's degree in information technology or database systems administration) may substitute for one year of the qualifying experience.

#### **DISTINGUISHING CHARACTERISTICS**

~~Positions in the information systems support series are responsible for the installation, maintenance, repair and reliable functioning of data systems acquired and installed to support District instructional and administrative programs. Work is often performed in close coordination with technology services personnel and systems, as well as with end users of the data systems. The student information system~~

## CLASSIFIED

---

~~utilizes a highly complex database (Eagle Aeries) to accomplish the collection and management of the required information. There are an estimated 30,000 users of this system, including students, teachers, parents, administrators, counselors, and support staff.~~

~~The Information Systems Support Analyst is responsible for maintaining the integrity of the data in the District's student information system including attendance, registration, class scheduling, grades, test results, parent portal, and other application systems as assigned and for assisting with the system. This class provides expert and advisory guidance to staff district wide in the use of the integrated student information system and performs complex functions to maintain accuracy and reliability of the system and to meet requests for reporting needs. This position serves as the technical lead, providing guidance to the Information Systems Support Technician classification. In contrast, the Information Systems Support Technician is responsible to support procedures and activities established to maintain the reliability and integrity of student data.~~

### **REQUIRED TESTING**

~~Pre-employment proficiency test and assessment is required to demonstrate the minimum qualifications for the position. .~~

### **LICENSES AND CERTIFICATES**

~~California Class C Driver's License; record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position.~~

~~None~~

### **CONTINUING EDUCATION/TRAINING**

None specified.

### **CLEARANCES**

Fingerprint Clearances issued by the California Department of Justice and the Federal Bureau of Investigation (FBI); TB Clearance. Pre-employment physical examination including negative drug screen.

### **WORKING ENVIRONMENT**

---

~~The usual and customary methods of performing the job functions require 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)~~

~~Seldom \_\_\_\_\_ stooping/bending, squatting/crouching, climbing/balancing, kneeling,  
\_\_\_\_\_ twisting back~~

~~Seldom/Occasionally \_\_\_\_\_ pushing and pulling, reach above shoulder, reach at shoulder~~

## CLASSIFIED

---

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 flexion/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

## INFORMATION SYSTEMS SUPPORT ANALYST

### JOB SUMMARY

Under the direction of the Director of Student Information Services, the job of Information Systems Support Analyst includes ensuring the integrity, security, and operational continuity of the District's Student Information System (SIS) and other district resource application systems as assigned; providing technical coordination and training to site personnel who use SIS; troubleshooting problems with the student information system; resolving reports and data issues of SIS; planning, developing and maintaining SIS software and reporting capability.

### REPRESENTATIVE DUTIES

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

### ESSENTIAL FUNCTIONS:

- Maintains and configures a district-level database for the purpose of collecting, organizing, analyzing and reporting all student information (e.g., attendance, grading, academic progress, test results, enrollment, high school selection, master schedule, transfer, etc.) required by the District and by county, state and federal agencies.
- Designs various reports and report formats using a variety of software and database tools including standard query language (SQL).
- Designs interactive dashboards to visualize Key Performance Indicators (KPIs), enrollment trends, and student outcomes.
- Analyzes student information using application software for the purpose of providing District programs with information needed to make various program decisions.
- Manages and maintains daily tasks for data and reports, including overseeing regular audits (e.g., attendance, bell schedule, direct certification, enrollment, etc.) to ensure data quality, reliability and accuracy of the database.
- Develops the annual SIS training schedule and training materials, including training videos, guides, and procedures (e.g., master schedule training, attendance, etc.).
- Provides technical support and training to site users and District system users on data entry requirements (e.g., CALPADS, CBEDS, and Civil Rights Data Collection (CRDC) protocols).
- Coordinates the collection, verification, and submission of data (e.g., CALPADS, CBEDS, CRDC, CCGI) to various State and education agencies for the purpose of meeting various reporting requirements and requests for information.
- Assists with the annual SIS database year end maintenance (i.e., rollover), including pre-rollover audits and post-rollover data validation.
- Performs data validation and error-checking within the Principal Apportionment Data Collection (PADC) web application.
- Designs and implements complex validation logic using SQL or built-in SIS tools to identify and resolve data entry errors before they impact state or federal reporting.
- Downloads and imports testing results and other data (scores, grading, registration, attendance) from various sources (e.g. State agencies, elementary districts, site records, etc.) for the purpose of maintaining accurate and current databases and ensuring timely posting of new data.
- Develops and documents District files, policies, procedures, and SIS protocols for the purpose of ensuring a uniform and reliable access to information and a data environment of installed systems

to meet user information needs.

- Audits and manages SIS user permissions and security groups to ensure data privacy and rule-based access control in accordance with district policies and student privacy laws (e.g., FERPA, SOPIPA). Develops protocols for secure data sharing and integrations with third-party vendors in coordination with Technology and Student Services Departments.
- Assists in the support of systems and projects (e.g., development of master schedule, summer school system management, school enrollment projections, ADA reporting, annual data confirmation process, etc.) as directed for the purpose of maintaining integrity of SIS and meeting the information needs of system users.
- Assists Director with monitoring the efficiency and accuracy of SIS department and site personnel (e.g., registrars, attendance staff) and gives direction to ensure data integrity and system effectiveness.
- Compiles data of a statistical nature (e.g. enrollment projections, data fields and records, student demographics, etc.) for the purpose of assisting others in the preparation of recommendations and/or reports for administrative review and action.
- Informs public and outside agencies regarding a variety of procedures and program requirements for the purpose of providing the necessary information for completing transactions, taking appropriate actions and/or complying with established guidelines.
- Monitors integration and synchronization between SIS and a variety of third party connected systems and/or applications for the purpose of ensuring reliable interaction of these systems.
- Coordinates the CALPADS data governance initiative, leading cross-departmental stakeholders in implementing modernized collection protocols and quality standards that improved the accuracy of state-mandated reporting.

### **OTHER JOB FUNCTIONS:**

- Performs other job related duties as assigned.

### **JOB REQUIREMENTS – MINIMUM QUALIFICATIONS**

#### **KNOWLEDGE OF:**

- Windows operating system environment;
- Procedures to maintain complex database and reporting systems;
- Industry standards and procedures of SIS database application and maintenance, student attendance, grading, registration, and class scheduling standards, practices, and procedures;
- Modern office practices, procedures and equipment;
- Design and format of reports extracted from database systems;
- Troubleshooting and diagnostic techniques for identifying and resolving database and reporting errors;
- Standard Query Language (SQL) and other related programming languages;
- Basic principles of training;
- Software applications used by the District;
- Oral and written communication skills;

#### **ABILITY TO:**

- Communicate and work effectively with others, including students, a variety of staff, managers and administrators;
- Design and build KPI dashboards;

- Generate SQL and other related programming languages to interact with data in district systems;
- Develop training materials, guides, and job aids;
- Understand written and oral instructions;
- Install and maintain complex database systems and applications;
- Troubleshoot database applications and software problems;
- Train and assist others in the use and functions of assigned software;
- Provide and maintain documentation of installed systems;
- Work under general supervision to resolve software problems;
- Write effective queries to the database using SQL and other software tools;
- Communicate with vendors and other technical experts to diagnose and eliminate software problems;
- Work with accuracy and precise attention to detail;
- Provide technical support and guidance and training on system procedures, techniques, methods, and requirements to others;
- Read, interpret and apply technical manuals and documentation;
- Detect errors in data output;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and timelines;

### **EDUCATION AND EXPERIENCE**

Associate Degree in computer and network systems, information technology, database management or closely related field or equivalent combination of education and experience.

Two years progressively responsible information systems experience involving large-scale databases, including the use of SQL queries for report development, with preference for student information systems. Additional qualifying education (e.g. Bachelor's degree in information technology or database systems administration) may substitute for one year of the qualifying experience.

### **DISTINGUISHING CHARACTERISTICS**

The Information Systems Support Analyst is responsible for maintaining the integrity of the data in the District's student information system including attendance, registration, class scheduling, grades, test results, parent portal, and other application systems as assigned and for assisting with the system. This class provides expert and advisory guidance to staff district wide in the use of the integrated student information system and performs complex functions to maintain accuracy and reliability of the system and to meet requests for reporting needs. This position serves as the technical lead, providing guidance to the Information Systems Support Technician classification. In contrast, the Information Systems Support Technician is responsible to support procedures and activities established to maintain the reliability and integrity of student data.

### **REQUIRED TESTING**

Pre-employment proficiency test and assessment is required to demonstrate the minimum qualifications for the position.

### **LICENSES AND CERTIFICATES**

None

**CONTINUING EDUCATION/TRAINING**

None specified.

**CLEARANCES**

Fingerprint Clearances issued by the California Department of Justice and the Federal Bureau of Investigation (FBI); TB Clearance. Pre-employment physical examination including negative drug screen.

**WORKING ENVIRONMENT**

The usual and customary methods of performing the job functions require 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)

Seldom	stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back
Seldom/Occasionally Occasionally	pushing and pulling, reach above shoulder, reach at shoulder 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 flexion/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

## Vacancy Summary Report June 3, 2026

Department/Site	Full Time	Part Time	Grand Total
Canyon Crest Academy	1		1
Carmel Valley Middle School		1	1
Coast Academy		4	4
Diegueno Middle School	1	1	2
District Office	3		3
La Costa Canyon High School	1	12	13
Maintenance & Operations	3		3
Nutrition Services	1	2	3
Oak Crest Middle School		5	5
Pacific Trails Middle School	2	1	3
San Dieguito High School Academy		2	2
Torrey Pines High School	3	4	7
Transportation	1	3	4
<b>Grand Total</b>	<b>16</b>	<b>35</b>	<b>51</b>

Hard to Fill	Count of FTE
Campus Supervisor	2
Instructional Assistant - Behavior Intervention	5
Instructional/Personal Care Assistant	10
Nutrition Services Assistant - Floater	2
Nutrition Services Assistant I	5
School Bus Driver	3
Vehicle & Equipment Mechanic	1
<b>Grand Total</b>	<b>28</b>

Status	Count of STATUS
Hired	12
Interviews in Progress	3
Offer Pending	5
Recruitment in Progress	28
Selection Clearing	2
Testing in progress	1
<b>Grand Total</b>	<b>51</b>

## Vacancy Report

SITE	SLOT	TITLE	# of Months	# of Hours a Week	# of Hours a Day	FTE	STATUS
District Office	AQ507	Administrative Assistant III	12	40	8	1	Interviews in Progress
Pacific Trails Middle School	AJ621	Administrative Assistant III	11	40	8	1	Hired
Canyon Crest Academy	AN248	Athletic Trainer	11	40	8	1	Hired
La Costa Canyon High School	AQ816	Athletic Trainer	11	40	8	1	Hired
Torrey Pines High School	AQ815	Athletic Trainer	11	40	8	1	Hired
Pacific Trails Middle School	AQ873	Campus Supervisor	10	40	8	1	Offer Pending
Torrey Pines High School	AQ874	Campus Supervisor	10	40	8	1	Hired
Maintenance & Operations	AD544	Custodian	12	40	8	1	Recruitment in Progress
Maintenance & Operations	AQ798	Custodian	12	40	8	1	Recruitment in Progress
Diegueno Middle School	AA345	Health Technician	10	40	8	1	Interviews in Progress
District Office	NEW	Information Systems Support Analyst	12	40	8	1	Recruitment in Progress
Coast Academy	AI365	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in Progress
La Costa Canyon High School	AH757	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Hired
La Costa Canyon High School	AP763	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in Progress
Oak Crest Middle School	AQ882	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in Progress
Oak Crest Middle School	AQ881	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in Progress
Coast Academy	AJ624	Instructional Assistant Special Education	10	27.5	5.5	0.69	Hired
Coast Academy	AP834	Instructional Assistant Special Education	10	30	6	0.75	Hired
Coast Academy	AP896	Instructional Assistant Special Education	10	27.5	5.5	0.69	Offer Pending
Diegueno Middle School	AQ987	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in Progress
La Costa Canyon High School	AQ900	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in Progress
La Costa Canyon High School	AQ899	Instructional Assistant Special Education	10	30	6	0.75	Offer Pending
Oak Crest Middle School	AQ902	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in Progress
San Dieguito High School Academy	AQ904	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in Progress
San Dieguito High School Academy	AQ906	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in Progress
Torrey Pines High School	AJ839	Instructional Assistant Special Education	10	30	6	0.75	Hired
La Costa Canyon High School	AG366	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in Progress
La Costa Canyon High School	AQ767	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in Progress
La Costa Canyon High School	AQ901	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
La Costa Canyon High School	AQ668	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in Progress

Oak Crest Middle School	AQ885	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in Progress
Oak Crest Middle School	AQ884	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	Selection Clearing
Torrey Pines High School	AQ909	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in Progress
Torrey Pines High School	AQ910	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
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	Recruitment in Progress
Pacific Trails Middle School	AJ950	Nutrition Services Assistant I	10	18.75	3.75	0.47	Recruitment in Progress
Nutrition Services	AH120	Nutrition Services Assistant - Floater	10	35	7	0.88	Selection Clearing
Nutrition Services	AP731	Nutrition Services Assistant - Floater	10	35	7	0.88	Interviews in Progress
Nutrition Services	AA285	Nutrition Services Supervisor	10	40	8	1	Recruitment in Progress
District Office	AL594	Occupational Therapist	10	40	8	1	Recruitment in Progress
Torrey Pines High School	AA080	Receptionist	10	40	8	1	Hired
Transportation	AA509	School Bus Driver	10	35	7	0.875	Offer Pending
Transportation	AA512	School Bus Driver	10	35	7	0.875	Hired
Transportation	AF521	School Bus Driver	10	35	7	0.875	Recruitment in Progress
Maintenance & Operations	AA173	School Plant Supervisor - High School	12	40	8	1	Testing in progress
Transportation	AA551	Vehicle & Equipment Mechanic	12	40	8	1	Offer Pending

**Classified Personnel List  
May 21, 2026**

<b>Personnel Action</b>	<b>Classification</b>	<b>Last Name</b>	<b>First Name</b>	<b>Job Title</b>	<b>Site</b>	<b>Effective Date</b>	<b>Inactive Date</b>	<b>FTE</b>
Change in Assignment	Classified	Berg	Keeley	Instructional Personal Care Assistant to Instructional Assistant-Behavior Intervention	PTMS	4/27/2026		0.8
Employment	Classified	Mendoza	Erica	Campus Supervisor	SDA	5/4/2026		1.0
Employment	Classified	Rath	Sophia	Instructional Assistant-Special Education	CVMS	4/8/2026		0.8
Employment	Classified	Robles Vilchis	Maria	Nutrition Services Floater	Nutrition Services	5/4/2026		0.9
Employment	Classified	Zahorik	Tatiana	Administrative Assistant I	CVMS	4/13/2026		1.0
Resignation	Classified	Elsmore	Autumn	Instructional Personal Care Assistant	LCC		4/15/2026	0.8
Resignation	Classified	Flores	Andres	Athletic Trainer	CCA		5/4/2026	1.0
Resignation	Classified	Martyn	Laura	Nutrition Services Floater	Nutrition Services		5/29/2026	1.0
Retirement	Classified	Gugler	Paula	Nutrition Services Floater	Nutrition Services		5/29/2026	0.9
Retirement	Classified	Shroyer	Cathy	Administrative Assistant III	District Office		6/30/2026	1.0
Termination	Classified	Rodriguez Grijalva	Maribel	Custodian Floater	Facilities		4/7/2026	1.0