

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

Regular Meeting Agenda

3:30 PM May 12, 2026

SDUHSD District Office

710 Encinitas Blvd, Encinitas, CA 92024

(public may attend in person or virtually)

PUBLIC COMMENTS

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

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

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

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

AGENDA POSTING REQUIREMENTS

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

PUBLIC INSPECTION OF DOCUMENTS

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

RECORDING OF PERSONNEL COMMISSION MEETINGS

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

CELL PHONES/ELECTRONIC DEVICES

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

REQUESTS FOR DISABILITY-RELATED MODIFICATIONS OR ACCOMODATIONS

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

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

Regular Meeting Agenda

3:30 PM, May 12, 2026

MEETING/OPEN SESSION

1. Call to Order, Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the May 12, 2026, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the agenda for the May 12, 2026, Personnel Commission Regular Meeting.
4. Approval of the Minutes for the April 14, 2026, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the minutes of the April 14, 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 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 _____, second by _____, to approve Item A.

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 _____, second by _____, to approve Item B.

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 _____, second by _____, to approve Item C.

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 _____, second by _____, to approve Item D.

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 _____, second by _____, to approve Item E.

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 _____, second by _____, to approve Item F.

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 _____, second by _____, to approve Item G.

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 _____, second by _____, to approve Item H.

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 _____, second by _____, to approve Item I.

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 _____, second by _____, to approve Item J.

K. School Bus Driver
Eligibility List, SR38, Open/Promotional-Dual Certification, updated on
05/06/2026, individual eligibility valid for six months.
Motion by _____, second by _____, to approve Item K.

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 Custodian, SR32, Open/Promotional-Dual Certification.
- B. Motion by _____, second by _____, to establish a six-month Eligibility List for School Plant Supervisor – High School, SR41, Open/Promotional-Dual Certification.

3. NUTRITION SERVICES JOB FAMILY CLASSIFICATION STUDY

Public Comments, if any

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

DISCUSSION/INFORMATION ITEMS (See Supplements)

4. BANDING OF SCORES IN MERIT DISTRICTS

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.

Public Comments, if any

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, June 9, 2026 at 3:30 PM.

8. ADJOURNMENT

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

Regular Meeting Minutes

4:15 PM, April 14, 2026

MEETING/OPEN SESSION

1. Call to Order, Commission Chair
The meeting was called to order at 4:18 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 April 14, 2026, Personnel Commission Regular Meeting.

Public Comments – Susan Gray

Susan informed the Commissioners that Item 1Q is a duplicate of Item 1P so no action is required.

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve the agenda for the April 14, 2026, Personnel Commission Regular Meeting.

John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

4. Approval of the Minutes for the March 10, 2026, Personnel Commission Regular Meeting.

Public Comments - None

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve the minutes of the March 10, 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 – *Tracy Olander congratulated all classified employees recognized during the Classified Employee of the Year celebration.*
- C. Public – *John Baird suggested bringing forward the topic of “rule of three” and “banding” legislation for discussion at the next meeting.*

ACTION ITEMS (See Supplements)

1. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments - None

- A. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd (Revised), SR34, Open/Promotional-Dual Certification, updated on 02/18/2026, individual eligibility valid for six months.

John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

- B. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated on 03/06/2026, individual eligibility valid for six months.

Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

- C. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve an Eligibility List for School Bus Driver, SR38, Open/Promotional-Dual Certification, updated on 03/10/2026, individual eligibility valid for six months.
John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes
- D. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve an Eligibility List for Administrative Assistant I, SR38, Open/Promotional-Dual Certification, updated on 03/18/2026, individual eligibility valid for six months.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes
- E. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 03/18/2026, individual eligibility valid for six months.
John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes
- F. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd (Behavior Intervention), SR36, Open/Promotional-Dual Certification, updated on 03/19/2026, individual eligibility valid for six months.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes
- G. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated on 03/19/2026, individual eligibility valid for six months.
John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes
- H. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve an Eligibility List for Vehicle & Equipment Service Worker, SR41, Open/Promotional-Dual Certification, updated on 03/24/2026, individual eligibility valid for six months.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

- I. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve an Eligibility List for Athletic Trainer, SR47, Open/Promotional-Dual Certification, updated on 03/24/2026, individual eligibility valid for six months.
John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes
- J. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 03/25/2026, individual eligibility valid for six months.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes
- K. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated on 03/27/2026, individual eligibility valid for six months.
John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes
- L. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve an Eligibility List for Nutrition Services Assistant – Floater, SR26, Open/Promotional-Dual Certification, updated on 03/30/2026, individual eligibility valid for six months.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes
- M. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 03/31/2026, individual eligibility valid for six months.
John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes
- N. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve an Eligibility List for Receptionist, SR32, Open/Promotional-Dual Certification, updated on 04/01/2026, individual eligibility valid for six months.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

O. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve a Continuous Filing Eligibility List for Custodian-Floater, SR33, Open/Promotional-Dual Certification, updated on 04/06/2026, individual eligibility valid for six months.

John Baird

Jeff Charles

Justin Cunningham

Passed with Three Ayes

P. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 04/06/2026, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

Q. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 04/06/2026, individual eligibility valid for six months.

Item Q was a duplicate item and no action was taken.

R. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve an Eligibility List for Administrative Assistant III, SR42, Open/Promotional-Dual Certification, updated on 04/07/2026, individual eligibility valid for six months.

John Baird

Jeff Charles

Justin Cunningham

Passed with Three Ayes

S. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 04/08/2026, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

2. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments - None

A. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to establish a six-month Eligibility List for Grounds Maintenance Worker II, SR39, Open/Promotional-Dual Certification.

John Baird

Jeff Charles

Justin Cunningham
Passed with Three Ayes

3. 2026-2027 PROPOSED PERSONNEL COMMISSION BUDGET APPROVAL
 - A. Open Public Hearing
 - B. Call for Public Comment
 - C. Close Public Comment
 - D. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve the 2026-2027 Personnel Commission Budget as proposed.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

4. STAFF COMMENTS ON PERSONNEL ACTIVITIES
Public Comments - None
 - A. Vacancy Report Summary: *Susan noted progress in filling Instructional Assistant SpEd positions and administrative roles.*
 - B. Vacancy Report
 - C. Personnel Listing
5. CORRESPONDENCE
Public Comments – None

The Personnel Commission recognized the efforts made toward a successful CSPCA conference, which received positive feedback from CSPCA members.
6. NEXT PERSONNEL COMMISSION MEETING
The next Regular meeting of the Personnel Commission is scheduled for Tuesday, May 12, 2026 at 3:30 PM.
7. ADJOURNMENT – 4:44 PM

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

Instructional Assistant SpEd-Behavior Intervention

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 4/15/2026

Applicant ID	Rank	Expiration Date	Source
15694	1	10/15/2026	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: 4/15/2026

Applicant ID	Rank	Expiration Date	Source
15694	1	10/15/2026	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**

Nutrition Services Assistant-Floater

Eligibility List

Open/Promo-Dual Certification

Effective Date: 4/16/2026

Applicant ID	Rank	Expiration Date	Source
11535	1	5/19/2026	Open
11551	1	5/19/2026	Promo
15717	1	10/16/2026	Open
15759	1	10/16/2026	Open
15729	1	10/16/2026	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**

Grounds Maintenance Worker II

Eligibility List

Open/Promo-Dual Certification

Effective Date: 4/22/2026

Applicant ID	Rank	Expiration Date	Source
15345	1	10/22/2026	Promo

*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**

Instructional Assistant SpEd-Behavior Intervention

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 4/28/2026

Applicant ID	Rank	Expiration Date	Source
15864	1	10/28/2026	Open

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

S. Gray

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

Instructional Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 4/28/2026

Applicant ID	Rank	Expiration Date	Source
13845	1	9/3/2026	Open
13390	2	7/23/2026	Open
13868	3	10/28/2026	Open
12995	4	7/5/2026	Open
13098	5	7/20/2026	Open
13521	5	8/11/2026	Open
13115	6	7/8/2026	Promo

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

Scores are merged each time the exam is administered.

S. Gray

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

Instructional/Personal Care Assistant SpEd

Eligibility List-Continuous Filing
Open/Promo-Dual Certification

Date: 4/28/2026

Applicant ID	Rank	Expiration Date	Source
17038	1	10/28/2026	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-Behavior Intervention

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 5/6/2026

Applicant ID	Rank	Expiration Date	Source
17133	1	11/6/2026	Open
15864	2	10/28/2026	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: 5/6/2026

Applicant ID	Rank	Expiration Date	Source
17070	1	11/6/2026	Open
17133	2	11/6/2026	Open
13845	3	9/3/2026	Open
17114	4	11/6/2026	Open
13390	5	7/23/2026	Open
13868	6	10/28/2026	Open
12995	7	7/5/2026	Open
13098	8	7/20/2026	Open
13521	8	8/11/2026	Open
13115	9	7/8/2026	Promo

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

Scores are merged each time the exam is administered.

S. Gray

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

Instructional/Personal Care Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Date: 5/6/2026

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

School Bus Driver

Eligibility List

Open/Promo-Dual Certification

Date: 5/6/2026

Applicant ID	Rank	Expiration Date	Source
16798	1	11/6/2026	Open

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

S. Gray



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Classified Personnel Commission

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

Classification Review Report	
Classification	Nutrition Services Job Family <ul style="list-style-type: none"> • Nutrition Services Assistant I • Nutrition Services Assistant – Floater • Nutrition Services Assistant II • Nutrition Services Transporter I • Nutrition Services Transporter II • Nutrition Services Production Assistant • Nutrition Services Supervisor
Classification Type	Classified Classified Supervisory
Submission to Personnel Commission	May 12, 2026

Background Information

Nutrition Services positions have historically been some of the most challenging positions to fill. Not only is SDUHSD competing with other school districts for candidates, but also must compete with fast food and other food service jobs in the community. In 2025, California increased the minimum wage for fast food workers to \$20.00/hour which has made filling these positions even more challenging.

Due to these challenges, the Nutrition Services Department requested a salary study be conducted for the entire job family.

Staff conducted a full salary study for the job family and also reviewed the job descriptions to assess if any revisions were needed. A minor revision is proposed for the Nutrition Services Assistant II job description to clarify the responsibilities of the Nutrition Services Assistant II when the supervisor is absent or not available.

Salary Compensation Review

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

The findings of the study were as follows:

- **Nutrition Services Assistant I** – .4% below the market midpoint
- **Nutrition Services Assistant Floater** – there are no comparative positions at other school districts, but this position has historically been placed 1 range higher than the Nutrition Services Assistant I

- **Nutrition Services Assistant II** – 1.5% below the market midpoint
- **Nutrition Services Transporter I** – no comparative positions at other school districts. However, this position most closely aligns with the Nutrition Services Assistant Floater position.
- **Nutrition Services Transporter II** – 12.5% below the market midpoint
- **Nutrition Services Production Assistant** – 11% above the market midpoint
- **Nutrition Services Supervisor**- 6.8% percent below the market midpoint

(See attached salary studies for full analysis)

Recommendation

Due to the challenges with recruitment and retention, the following salary increases are recommended:

- Nutrition Services Assistant I - Range 26 (1 range increase)
- Nutrition Services Assistant Floater - Range 27 (1 range increase)
- Nutrition Services Assistant II - Range 28 (1 range increase)
- Nutrition Services Transporter II - Range 35 (6 range increase)
- Nutrition Services Supervisor – 6.5% increase to the salary range (Supervisor salary schedule Range 4)

Note: On the classified salary schedule, there is a 2.5% difference between each range.

It is also recommended that no change be made to the Nutrition Services Transporter I, currently range 27, aligning it with the recommended salary range for the Nutrition Services Assistant Floater, which has similar duties and responsibilities. No change in salary range is also recommended for the Nutrition Services Production Assistant classification as it is currently 11% above the market midpoint.

These recommended changes will assist SDUHSD in being more competitive with the local labor market and assist in filling vacant positions which have gone unfilled for an extended period.

It is further recommended that the Nutrition Services Assistant II job description be revised as proposed.

The District and CSEA met and conferred regarding the bargaining unit positions and are agreeable to the proposed recommendations.

NUTRITION SERVICES ASSISTANT II

OVERALL JOB PURPOSE STATEMENT

Under the direction of an assigned supervisor, the Nutrition Services Assistant II performs a full range of tasks in the assembly, preparation, reheating, serving, ordering, receiving, and sale of food in a high school or middle school kitchen or food service area; assisting or substituting as assigned at a satellite facility or remotely located, specialized eatery; or filling in during the absence of the supervisor.

DISTINGUISHING CHARACTERISTICS

Positions in the nutritional services series prepare, assemble, reheat, transport and serve food in compliance with current health standards for meeting mandated nutritional standards and meeting projected meal requirements with a minimum of waste. They verify quantities and specifications of orders, prepare documentation of items prepared and sold and provide information and direction to customers about the type and cost of meals.

The Nutrition Services Assistant II class is a more experienced and independently functioning level in the series, performing responsible and complex food service duties such as coordinating and overseeing assigned areas, assisting in record-keeping and daily cash reconciliation and bank deposit preparation, coordinating the operation of a satellite serving area, including ensuring an ambiance of high customer service that encourages greater student utilization, and occasionally assisting or substituting for a supervisor as necessary in the site's main kitchen. This class differs from the Nutritional Services Assistant I which performs routine, recurring duties such as setup, serving, cleaning, basic food assembly and operation of a point of sale terminal in a kitchen serving line or at a cart and when a supervisor or lead worker is present or readily available.

ESSENTIAL FUNCTIONS

- Assists assigned supervisor for the purpose of overseeing volunteer and student workers, requisitioning, ordering and receiving food items, counting money and preparing cash deposits, recording and totaling data details for cash reports, ~~and substituting in the supervisor's absence, as needed.~~
- Provides guidance and direction to team members, managing workflow and addressing immediate issues when the supervisor is not available.
- Coordinates the operation of a satellite serving area, including ensuring an ambiance of high customer service that encourages and facilitates greater student utilization.
- Cleans utensils, equipment and the storage, food preparation and serving areas, and maintains sanitary conditions in compliance with current health standards.
- Estimates food preparation amounts in accordance with lists and schedules prepared by the Nutrition Services Supervisor to meet projected meal requirements and to minimize waste.
- Sets up work and food serving areas in accordance with standards for efficient and effective food assembly, reheating and serving of food items and ensures adequate quantity and quality of items are served at scheduled meal times.
- Provides information and/or direction to students, staff and the public regarding the type and/or cost of meals and markets items to increase sales and to present a pleasant atmosphere for eating.
- Inspects one or more items of food and/or supplies to verify quantity and specifications of orders and/or to comply with mandated health requirements.

NUTRITION SERVICES ASSISTANT II

- Operates a point of sale terminal in accordance with established procedures (e.g., setup, maintenance, accounting of monies, making change, etc.)
- Assembles, prepares, reheats and serves food and beverage items.
- Stores unused food items in accordance with health and sanitation standards.
- Maintains equipment in the storage, food preparation and serving areas (e.g., cleans, stores, organizes, etc.), and maintains sanitary conditions in compliance with current health standards.
- Stocks food, condiments, beverages and supplies.
- Assists other personnel as may be required in the completion of their work activities.
- Attends work-related meetings and trainings (e.g., in-service training, etc.)
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Basic math
- Health standards and hazards related to cooking and storing food
- Quantity cooking
- Safety practices and procedures
- Standard kitchen equipment, utensils and measurements

ABILITY TO:

- Perform routine food service tasks
- Schedule activities
- Work with a diversity of individuals and/or groups
- Work with specific, job-related data
- Operate a variety of job-related equipment
- Prepare and maintain accurate records
- Assemble, prepare, reheat, serve and sell a variety of food items in large quantities in a sanitary kitchen and/or food service area
- Operate a point of sale terminal and compute daily cash totals
- Make change and arithmetic calculations quickly and accurately
- Communicate effectively both orally and in writing
- Utilize electronic communication to send and receive information
- Post simple records
- Input data into a food service software system
- Work effectively under time restrictions
- Understand and follow complex, multi-step oral and written directions
- Interpret and apply rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others in a variety of circumstances
- Meet deadlines and schedules
- Adhere to health and safety procedures related to the job

NUTRITION SERVICES ASSISTANT II

- ~~Fill in~~ Provide direction and manage workflow during the absence of the supervisor

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the physical demands listed below. All positions in the Nutrition Services classifications involve considerable physical abilities due to the nature of the assignments; however, the percentage of time referenced below will vary from assignment to assignment depending upon shift worked, number of staff at assigned school site, location and configuration of the kitchen and other possible factors. 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	Squatting/crouching, climbing/balancing, kneeling, twisting back, reaching above shoulder, using hand controls (oven/drawer knobs, steam table controls)
Seldom/Occasionally Occasionally	Power/firm grasping (trash, food carts, loading/unloading trays) Stooping/bending, neck flexion/rotation, pushing/pulling, reaching at shoulder
Occasionally/Frequently	Handling/simple grasping; lifting up to 40 lbs. (most items weigh less than 40 lbs.) at waist height and carrying up to 40 lbs. a distance of up to 10 feet (pots of food, stocking food supplies, unloading cases of water bottles, etc.)
Frequently	Walking, standing, fingering/fine manipulation, reaching below shoulder

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to respond to safety buzzers, communicate with coworkers, students and staff. Vision ability to see near, distant, and color.

ENVIRONMENTAL CONDITIONS

Work near hazardous equipment/machinery, tolerate exposure to dust, gas, fumes and to extremes in temperature or humidity.

EXPERIENCE

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

EDUCATION

None required.

NUTRITION SERVICES ASSISTANT II

REQUIRED TESTING

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

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CERTIFICATES

Current San Diego County food handler card (or other food handler card deemed equivalent by the District). The food handler card must be submitted at time of application.

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.

NUTRITION SERVICES ASSISTANT II

OVERALL JOB PURPOSE STATEMENT

Under the direction of an assigned supervisor, the Nutrition Services Assistant II performs a full range of tasks in the assembly, preparation, reheating, serving, ordering, receiving, and sale of food in a high school or middle school kitchen or food service area; assisting or substituting as assigned at a satellite facility or remotely located, specialized eatery; or filling in during the absence of the supervisor.

DISTINGUISHING CHARACTERISTICS

Positions in the nutritional services series prepare, assemble, reheat, transport and serve food in compliance with current health standards for meeting mandated nutritional standards and meeting projected meal requirements with a minimum of waste. They verify quantities and specifications of orders, prepare documentation of items prepared and sold and provide information and direction to customers about the type and cost of meals.

The Nutrition Services Assistant II class is a more experienced and independently functioning level in the series, performing responsible and complex food service duties such as coordinating and overseeing assigned areas, assisting in record-keeping and daily cash reconciliation and bank deposit preparation, coordinating the operation of a satellite serving area, including ensuring an ambiance of high customer service that encourages greater student utilization, and occasionally assisting or substituting for a supervisor as necessary in the site's main kitchen. This class differs from the Nutritional Services Assistant I which performs routine, recurring duties such as setup, serving, cleaning, basic food assembly and operation of a point of sale terminal in a kitchen serving line or at a cart and when a supervisor or lead worker is present or readily available.

ESSENTIAL FUNCTIONS

- Assists assigned supervisor for the purpose of overseeing volunteer and student workers, requisitioning, ordering and receiving food items, counting money and preparing cash deposits, recording and totaling data details for cash reports.
- Provides guidance and direction to team members, managing workflow and addressing immediate issues when the supervisor is not available.
- Coordinates the operation of a satellite serving area, including ensuring an ambiance of high customer service that encourages and facilitates greater student utilization.
- Cleans utensils, equipment and the storage, food preparation and serving areas, and maintains sanitary conditions in compliance with current health standards.
- Estimates food preparation amounts in accordance with lists and schedules prepared by the Nutrition Services Supervisor to meet projected meal requirements and to minimize waste.
- Sets up work and food serving areas in accordance with standards for efficient and effective food assembly, reheating and serving of food items and ensures adequate quantity and quality of items are served at scheduled meal times.
- Provides information and/or direction to students, staff and the public regarding the type and/or cost of meals and markets items to increase sales and to present a pleasant atmosphere for eating.
- Inspects one or more items of food and/or supplies to verify quantity and specifications of orders and/or to comply with mandated health requirements.
- Operates a point of sale terminal in accordance with established procedures (e.g., setup, maintenance, accounting of monies, making change, etc.)

NUTRITION SERVICES ASSISTANT II

- Assembles, prepares, reheats and serves food and beverage items.
- Stores unused food items in accordance with health and sanitation standards.
- Maintains equipment in the storage, food preparation and serving areas (e.g., cleans, stores, organizes, etc.), and maintains sanitary conditions in compliance with current health standards.
- Stocks food, condiments, beverages and supplies.
- Assists other personnel as may be required in the completion of their work activities.
- Attends work-related meetings and trainings (e.g., in-service training, etc.)
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Basic math
- Health standards and hazards related to cooking and storing food
- Quantity cooking
- Safety practices and procedures
- Standard kitchen equipment, utensils and measurements

ABILITY TO:

- Perform routine food service tasks
- Schedule activities
- Work with a diversity of individuals and/or groups
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- Utilize electronic communication to send and receive information
- Post simple records
- Input data into a food service software system
- Work effectively under time restrictions
- Understand and follow complex, multi-step oral and written directions
- Interpret and apply rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others in a variety of circumstances
- Meet deadlines and schedules
- Adhere to health and safety procedures related to the job
- Provide direction and manage workflow during the absence of the supervisor

NUTRITION SERVICES ASSISTANT II

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the physical demands listed below. All positions in the Nutrition Services classifications involve considerable physical abilities due to the nature of the assignments; however, the percentage of time referenced below will vary from assignment to assignment depending upon shift worked, number of staff at assigned school site, location and configuration of the kitchen and other possible factors. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

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

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Occasionally/Frequently	Handling/simple grasping; lifting up to 40 lbs. (most items weigh less than 40 lbs.) at waist height and carrying up to 40 lbs. a distance of up to 10 feet (pots of food, stocking food supplies, unloading cases of water bottles, etc.)
Frequently	Walking, standing, fingering/fine manipulation, reaching below shoulder

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to respond to safety buzzers, communicate with coworkers, students and staff. Vision ability to see near, distant, and color.

ENVIRONMENTAL CONDITIONS

Work near hazardous equipment/machinery, tolerate exposure to dust, gas, fumes and to extremes in temperature or humidity.

EXPERIENCE

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

EDUCATION

None required.

NUTRITION SERVICES ASSISTANT II

REQUIRED TESTING

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

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CERTIFICATES

Current San Diego County food handler card (or other food handler card deemed equivalent by the District). The food handler card must be submitted at time of application.

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.

Nutrition Services Asst I Classification Study

District	Salary Range	Job Title	Min	Midpoint	Max
Carlsbad USD	7	Nutrition Services Assistant	\$17.34	\$19.32	\$21.30
Escondido UHSD	17	Student Nutrition Assistant	\$18.60	\$21.76	\$24.91
Escondido USD	22	Nutrition Services Assistant I	\$17.04	\$19.40	\$21.75
Grossmont UHSD	27	Food Service Assistant I	\$18.17	\$20.64	\$23.10
Oceanside USD	10	Nutrition Services Assistant	\$16.93	\$19.41	\$21.88
Poway USD	20	Food and Nutrition Assistant I	\$17.81	\$20.30	\$22.79
Ramona USD	11	Food Service I	\$16.90	\$19.17	\$21.43
San Diego COE	36	Food Services Worker	\$22.22	\$25.29	\$28.36
San Marcos USD	6	Child Nutrition Services Assistant I	\$18.21	\$20.75	\$23.29
Sweetwater UHSD	38	Nutrition Services Assistant I	\$18.06	\$19.82	\$21.57
Vista	35	Child Nutrition Services Assistant I	\$17.08	\$20.03	\$22.97
Average			\$18.03	\$20.53	\$23.03
SDUHSD	25	Nutrition Services Assistant I	\$17.47	\$20.44	\$23.41
		Delta	-3.1%	-0.4%	1.6%
Recommended Range:	26		\$17.90	\$20.95	\$23.99
		Delta	-0.7%	2.0%	4.2%

Nutrition Services Asst I Floater Classification Study

No comparative school districts

SDUHSD	26	Nutrition Services Assistant I Floater	\$ 17.73	\$ 20.75	\$ 23.76
Proposed	27		\$ 18.35	\$ 21.47	\$ 24.59

Nutrition Services Asst II Classification Study

District	Range	Job Title	Min	Midpoint	Max
Carlsbad USD	13	Nutrition Services Assistant Lead I	\$20.12	\$22.42	\$24.71
Escondido UHSD	20	Student Nutrition Services Asst Site Lead	\$19.73	\$23.08	\$26.43
Escondido USD	25	Nutrition Services Assistant II	\$18.26	\$20.79	\$23.31
Grossmont	30	Food Service Assistant II	\$19.55	\$22.20	\$24.85
Oceanside USD	12	Nutrition Services Assistant II	\$17.70	\$20.29	\$22.88
Poway	21	Food & Nutrition Assistant II	\$18.25	\$20.81	\$23.36
San Marcos	11	CNS Assistant II	\$19.04	\$21.69	\$24.34
Sweetwater UHSD	42	Nutrition Services Assistant II	\$19.92	\$21.86	\$23.80
Vista	37	Child Services Assistant II	\$17.95	\$21.04	\$24.13
Average			\$18.95	\$21.57	\$24.20
SDUHSD	27	Nutrition Services Assistant II	\$18.17	\$21.26	\$24.35
			-4.1%	-1.5%	0.6%
Proposed	28		\$18.62	\$21.79	\$24.96
			-1.7%	1.0%	3.1%
No Match					
Ramona USD					
San Diego COE					

Nutrition Services Transporter I Classification Study

SDUHSD	N	Nutrition Services Transporter I	\$17.99	\$21.05	\$24.11
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Our NSA Transporter I delivers and serves food at Sunset; this position most closely aligns to the NSA I Floater

Recommendation: No change in range to align with NSA I Floater

**Nutrition Services Transporter II
Classification Study**

District	Salary Range	Job Title	Min	Midpoint	Max
Escondido UHSD	20	Student Assistant Services/Delivery Driver	\$19.73	\$23.08	\$26.43
Grossmont UHSD	40	Food Service Driver	\$24.94	\$28.29	\$31.64
Poway USD	30	Food and Nutrition Delivery Driver	\$22.79	\$25.98	\$29.17
Average			\$22.49	\$25.78	\$29.08
SDUHSD	29	Nutrition Services Transporter II	\$19.28	\$22.56	\$25.84
		Delta	-14.3%	-12.5%	-11.1%
	34		\$21.82	\$25.53	\$29.23
			-3.0%	-1.0%	0.5%
Recommended	35		\$22.36	\$26.17	\$29.97
			-0.6%	1.5%	3.1%

No Transporter I or II

Carlsbad USD	18	Done by the Warehouse Worker/Delivery Driver	\$22.76	\$25.21	\$27.66
Escondido USD	32	Done by the Warehouse Worker I	\$21.02	\$23.93	\$26.83
Oceanside USD	20	Delivery Driver	\$28.51	\$29.62	\$30.72
San Diego COE	36	Food Services Field Asst	\$21.72	\$24.72	\$27.72
San Marcos USD	31	Warehouse Driver I	\$22.39	\$25.52	\$28.64
Sweetwater UHSD	54	Warehouse Worker/Delivery Driver II	\$26.37	\$29.40	\$32.43
Vista USD	46	Warehouse Worker/Delivery Driver	\$22.03	\$25.83	\$29.63
		Average	\$23.54	\$26.32	\$29.09

Nutrition Services Production Asst Classification Study

District	Range	Job Title	Min	Midpoint	Max
Escondido USD	24	Nutrition Services Production Asst	\$17.25	\$19.64	\$22.02
Poway USD	23	Food and Nutrition Assistant III	\$19.18	\$21.86	\$24.54
Ramona USD	16	Food Service Cook	\$18.99	\$21.61	\$24.23
San Diego COE	38	Cook	\$22.82	\$25.97	\$29.12
San Marcos USD	12	CNS Central Production Assistant	\$19.24	\$21.88	\$24.52
Average			\$19.50	\$22.19	\$24.89
SDUHSD	33	Nutrition Services Production Asst	\$21.07	\$24.66	\$28.24
		Delta	8.07%	11.10%	13.48%
Recommendation: No change in salary range.					
No match					
Carlsbad USD					
Escondido UHSD					
Grossmont UHSD					
Oceanside USD					
Sweetwater UHSD					
Vista USD					

Nutrition Services Supervisor Classification Study

District	Range	Job Title	Min	Midpoint	Max
Grossmont UHSD	29	Food Service Supervisor I	\$25.58	\$29.12	\$32.65
Poway USD	S13	Food & Nutrition Supervisor I	\$28.02	\$30.98	\$33.95
San Marcos USD	32	Secondary Site Manager	\$22.65	\$25.75	\$28.84
Sweetwater UHSD	1	Nutrition Services Supervisor	\$29.28	\$32.13	\$34.97
Average			\$26.38	\$29.49	\$32.60
SDUHSD	4	Nutrition Services Supervisor	\$24.75	\$27.48	\$30.21

	-6.2%	-6.8%	-7.3%
Recommend 6.5% increase	\$ 26.36	\$ 29.27	\$ 32.17

No Match

- Carlsbad USD
- Escondido USD
- Escondido UHSD
- Oceanside USD
- Poway USD
- Ramona USD
- SDCOE
- Vista USD

Vacancy Summary Report May 6, 2026

Department/Site	Full Time	Part Time	Grand Total
Canyon Crest Academy	1		1
Carmel Valley Middle School		4	4
Coast Academy		3	3
La Costa Canyon High School	1	6	7
Maintenance & Operations	5		5
Nutrition Services		3	3
Pacific Trails Middle School	1	2	3
San Dieguito High School Academy		1	1
Torrey Pines High School	3	2	5
Transportation	1	3	4
Grand Total	12	24	36

Hard to Fill	Count of FTE
Campus Supervisor	2
Instructional Assistant - Behavior Intervention	5
Instructional/Personal Care Assistant	3
Nutrition Services Assistant - Floater	3
Nutrition Services Assistant I	5
School Bus Driver	3
Vehicle & Equipment Mechanic	1
Grand Total	22

Status	Count of STATUS
Hired	6
Interviews in Progress	3
Offer Pending	2
Recruitment in Progress	20
References	1
Selection Clearing	4
Grand Total	36

VACANCY REPORT

SITE	SLOT	TITLE	# of Months	# of Hours a Week	# of Hours a Day	FTE	STATUS
Pacific Trails Middle School	AJ621	Administrative Assistant III	11	40	8	1	Offer Pending
Canyon Crest Academy	AN248	Athletic Trainer	11	40	8	1	References
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
Carmel Valley Middle School	AO538	Campus Supervisor	10	19.5	3.9	0.49	Selection Clearing
Torrey Pines High School	AK188	Campus Supervisor	10	40	8	1	Hired
Maintenance & Operations	AD544	Custodian	12	40	8	1	Recruitment in Progress
Maintenance & Operations	AQ640	Custodian-Floater	12	40	8	1	Hired
Maintenance & Operations	AQ639	Custodian-Floater	12	40	8	1	Interviews in Progress
Maintenance & Operations	AA188	Grounds Maintenance Worker I	12	40	8	1	Interviews in Progress
Carmel Valley Middle School	AQ766	Instructional Assistant - Behavior Intervention	10	30	6	0.75	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	Offer Pending
Pacific Trails Middle School	AQ162	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Hired
San Dieguito High School Academy	AQ432	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in Progress
Carmel Valley Middle School	AN497	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in Progress
Coast Academy	AJ624	Instructional Assistant Special Education	10	27.5	5.5	0.69	Selection Clearing
Coast Academy	AP834	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	Recruitment in Progress
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
Torrey Pines High School	AI815	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in Progress
Carmel Valley Middle School	AC928	Nutrition Services Assistant I	10	19.5	3.9	0.49	Recruitment in Progress
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	AO816	Nutrition Services Assistant - Floater	10	35	7	0.88	Hired
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	Recruitment in Progress
Torrey Pines High School	AA080	Receptionist	10	40	8	1	Selection Clearing
Transportation	AA509	School Bus Driver	10	35	7	0.875	Interviews in Progress

Transportation	AA512	School Bus Driver	10	35	7	0.875	Recruitment in Progress
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	Recruitment in Progress
Transportation	AA551	Vehicle & Equipment Mechanic	12	40	8	1	Recruitment in Progress

**Classified Personnel List
April 23, 2026**

Personnel Action	Classification	Last Name	First Name	Job Title	Site	Effective Date	Inactive Date	FTE
Change in Assignment	Classified	Hernandez	Laura	Administrative Assistant II	Maintenance & Operations to Technology	03/23/2026		1.00
Change in Assignment	Classified	Isario	Yesenia	Information Technology Support Technician	District Office	03/02/2026		1.00
Change in Assignment	Classified	Rashkova	Petya	Instructional Personal Care Assistant to Instructional Assistant - Behavior Intervention	LCC to CVMS	03/06/2026		0.75
Change in Assignment	Classified	Zhao	Xuewei	Instructional Personal Care Assistant to Instructional Assistant - Special Education	LCC to CVMS	03/16/2026		0.75
Employment	Classified	Cline	Sarah	Instructional Assistant - Behavior Intervention	TPHS	03/12/2026		0.75
Employment	Classified	Elsmore	Autumn	Instructional Personal Care Assistant	LCC	04/06/2026		0.75
Employment	Classified	Fox	Kimberly	Instructional Assistant - Special Education	LCC	04/06/2026		0.75
Employment	Classified	Munoz	Jorge	School Bus Driver	Transportation	03/11/2026		0.88
Employment	Classified	Parra	Alfredo	Campus Supervisor	LCC	03/09/2026		1.00
Employment	Classified	Salgado	Dalia	Secretary	SDA	04/06/2026		1.00
Employment	Classified	Whittaker	Michael	Campus Supervisor	LCC	03/16/2026		1.00
Resignation	Classified	Bess	Jonas	School Bus Driver	Transportation		03/30/2026	0.88
Resignation	Classified	Cortez	Oscar	Grounds Maintenance Worker II	Facilities		04/02/2026	1.00
Resignation	Classified	Dean	Colleen	Instructional Assistant - Behavior Intervention	COAST		04/15/2026	0.75
Resignation	Classified	Espinoza	Angela	Instructional Assistant - Behavior Intervention	LCC		05/29/2026	0.75

**Classified Personnel List
April 23, 2026**

Personnel Action	Classification	Last Name	First Name	Job Title	Site	Effective Date	Inactive Date	FTE
Resignation	Classified	McMurray Fee	Melody	Instructional Assistant - Special Education	COAST		05/29/2026	0.75
Resignation	Classified	Raab	Jacob	Instructional Assistant - Special Education	TPHS		03/26/2026	0.75
Resignation	Classified	Reyes	Aaron	Facilities Planning Analyst	Facilities		03/30/2026	1.00
Resignation	Classified	Shah	Rishi	Instructional Personal Care Assistant	LCC		03/13/2026	0.75
Retirement	Classified	Boukili	Sherry	School Bus Driver	Transportation		04/13/2026	0.88
Retirement	Classified	Helm	Logan	School Plant Supervisor HS	TPHS		06/30/2026	1.00
Retirement	Classified	Thomas	Tusch	Custodian	TPHS		06/30/2026	1.00
Termination	Classified	Garcia	Randy	Custodian Floater	Facilities		03/03/2026	1.00