

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

Regular Meeting Agenda

3:30 PM August 12, 2025

SDUHSD District Office

710 Encintas Blvd, Encintas, 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, August 12, 2025

MEETING/OPEN SESSION

1. Call to Order, Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the August 12, 2025, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the agenda for the August 12, 2025, Personnel Commission Regular Meeting.
4. Approval of the Minutes for the July 24, 2025, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the minutes of the July 24, 2025, Personnel Commission Regular Meeting.
5. PUBLIC COMMENTS ON NON-AGENDA ITEMS
No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on their own activities. Furthermore, a member of the commission, or the body itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the commission at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.

 - A. California School Employees Association
 - B. San Dieguito Union High School District
 - C. Public

ACTION ITEMS (See Supplements)

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

- A. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 07/11/2025, individual eligibility valid for six months.
- B. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 07/17/2025, individual eligibility valid for six months.
- C. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 07/23/2025, individual eligibility valid for six months.
- D. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 07/25/2025, individual eligibility valid for six months.
- E. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Student Health Care Specialist, SR40, Open/Promotional-Dual Certification, updated on 07/29/2025, individual eligibility valid for six months.

7. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments, if any

- A. Motion by _____, second by _____, to establish a six-month Eligibility List for Athletic Trainer, SR47, Open/Promotional-Dual Certification.
- B. Motion by _____, second by _____, to establish a six-month Eligibility List for Registrar, SR40, Open/Promotional-Dual Certification.

8. CLASSIFICATION REVIEWS

Public Comments, if any

A. Reclassification – Registrar I

1. Rescission of Prior Action

Motion by _____, second by _____, to rescind the prior action taken May 13, 2025 by the Personnel Commission, which was to "recommend to the Board a new classification of Registrar I due to accretion of duties of the middle school counseling Secretaries."

2. In the event of the rescission of prior action, discussion and possible action to establish the classification of Registrar I.

Motion by _____, second by _____, to adopt the new classification of Registrar I.

B. Job Description Revisions

1. Bus Driver Trainer

Motion by _____, second by _____, to approve the revised job description and proposed title change to Bus Driver Instructor.

2. Human Resources Analyst

Motion by _____, second by _____, to approve the revised job description and title change to Human Resources Analyst – Classified.

9. APPROVAL OF THE 2024-25 ANNUAL REPORT

Public Comment, if any

Motion by _____, second by _____, to approve the 2024-25 Annual Report of the Personnel Commission for submission to the Board of Trustees.

DISCUSSION/INFORMATION ITEMS (See Supplements)

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments, if any

A. Vacancy Report Summary

B. Vacancy Report

11. CORRESPONDENCE

Public Comments, if any

12. NEXT PERSONNEL COMMISSION MEETING

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

13. ADJOURNMENT

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

Regular Meeting Minutes

3:30 PM, July 24, 2025

MEETING/OPEN SESSION

1. Call to Order, Commission Vice Chair
The meeting was called to order at 3:40 PM by Commissioner CUNNINGHAM.

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

Personnel Commissioners in Attendance

Jeff Charles

Justin Cunningham

Personnel Commission Staff in Attendance

Susan Gray, Director of Classified Personnel

Barbara Bass, Human Resources Analyst

Alyssa Avelar, Human Resources Technician

3. Approval of the Agenda for the July 24, 2025, Personnel Commission Regular Meeting.

Public Comments – Justin Cunningham: Item 8B will be postponed. Item 9 has a title update.

Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve the agenda for the July 24, 2025, Personnel Commission Regular Meeting.

Jeff Charles

Justin Cunningham

Passed with Two Ayes

4. Approval of the Minutes for the June 2, 2025, Personnel Commission Regular Meeting.

Public Comments - None

Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve the minutes of the June 2, 2025, Personnel Commission Regular Meeting.

Jeff Charles

Justin Cunningham

Passed with Two 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 – *Carolyn Kinnare asked if there was an update regarding the Secretary position and its recommendation for reclassification to the School Board. Susan Gray informed her that no update has been provided by the District or the School Board.*

ACTION ITEMS (See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments - None

- A. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd – Behavior Intervention, SR36, Open/Promotional-Dual Certification, updated on 05/05/2025, individual eligibility valid for six months.
Jeff Charles
Justin Cunningham
Passed with Two Ayes
- B. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve an Eligibility List for School Bus Driver, SR38, Open/Promotional-Dual Certification, updated on 05/29/2025, individual eligibility valid for six months.
Jeff Charles
Justin Cunningham
Passed with Two Ayes
- C. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve an Eligibility List for Nutrition Services Assistant II, SR27, Open/Promotional-Dual Certification, updated on 06/04/2025, individual eligibility valid for six months.
Jeff Charles
Justin Cunningham

Passed with Two Ayes

- D. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve an Eligibility List for School Bus Driver, SR 38, Open/Promotional-Dual Certification, updated on 06/05/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

Passed with Two Ayes

- E. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve an Eligibility List for Learning Commons Technician I, SR40, Open/Promotional-Dual Certification, updated on 06/06/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

Passed with Two Ayes

- F. Motion by Commission CHARLES, second by Commissioner CUNNINGHAM, to approve an Eligibility List for Executive Assistant to the Superintendent, Confidential Salary Range 2, Open/Promotional-Dual Certification, updated on 06/13/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

Passed with Two Ayes

- G. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 06/17/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

Passed with Two Ayes

- H. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve an Eligibility List for Grounds Maintenance Worker II, SR39, Open/Promotional-Dual Certification, updated on 06/18/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

Passed with Two Ayes

- I. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 06/24/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

Passed with Two Ayes

- J. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve an Eligibility List for Health Technician, SR35,

Open/Promotional-Dual Certification, updated on 07/11/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

Passed with Two Ayes

- K. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve an Eligibility List for School Bus Driver, SR38, Open/Promotional-Dual Certification, updated on 07/11/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

Passed with Two Ayes

7. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments - None

- A. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to establish a six-month Eligibility List for Technology Supervisor, Supervisory Range 9, Open/Promotional.

Jeff Charles

Justin Cunningham

Passed with Two Ayes

- B. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to establish a six-month Eligibility List for Maintenance Worker II, SR40, Open/Promotional-Dual Certification.

Jeff Charles

Justin Cunningham

Passed with Two Ayes

- C. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to establish a six-month Eligibility List for Grounds Maintenance Equipment Operator, SR41, Open/Promotional-Dual Certification.

Jeff Charles

Justin Cunningham

Passed with Two Ayes

- D. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to establish a six-month Eligibility List for Health Technician, SR35, Open/Promotional-Dual Certification.

Jeff Charles

Justin Cunningham

Passed with Two Ayes

- E. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to establish a six-month Eligibility List for Student Health Care Specialist, SR40, Open/Promotional-Dual Certification.

Jeff Charles

Justin Cunningham

Passed with Two Ayes

8. CLASSIFICATION REVIEWS – Job Description Revisions
Public Comments – Carolyn Kinnare, Carmen Blum

Carolyn Kinnare asked whether there will be any layoffs with the Student Health Care Specialists. Susan Gray explained that the Student Health Care Specialist positions are being reassigned to return them to original intent of having licensed nurses available to cover all district sites, rather than being assigned to specific health offices. Gray clarified that this change does not involve layoffs.

A. Health Technician

Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve the revised job description for Health Technician.

Jeff Charles

Justin Cunningham

Passed with Two Ayes

B. Translator/Interpreter

Motion by _____, second by _____, to approve the revised job description for Translator/Interpreter.

Item 8B has been postponed.

Carmen Blum expressed the importance of clearly defining the duties and skills required for interpreters and translators, emphasizing the need for specific qualifications in verbal, simultaneous, consecutive, and written translation. Blum highlighted the necessity of comparing services to other districts like San Dieguito, considering the varying demands and population needs. Blum also addressed the role of artificial intelligence in translation services, noting its potential benefits and challenges, including the need for human oversight to ensure accuracy and compliance with legal and education standards.

C. Technology Supervisor

Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve the revised job description for Technology Supervisor.

Jeff Charles

Justin Cunningham

Passed with Two Ayes

9. NEW CLASSIFICATION – Facilities Use & Aquatics Program Supervisor
Public Comment – Carmen Blum

Carmen Blum asked who will be responsible for funding this new position, whether that be the Foundation or the District. Blum expressed concern over the possible impact on the District's budget.

Susan Gray explained that while the Commission is responsible for the classification and proposed salary range of the position, the Board would make the final decision on funding the position.

Facilities Use & Aquatics Program Supervisor (*The title has been updated to Aquatics Program & Facility Use Supervisor*).

A. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve the new classification of Aquatics Program & Facility Use Supervisor, including the proposed job description and salary range as recommended.

Jeff Charles

Justin Cunningham

Passed with Two Ayes

10. RULES AND REGULATIONS FOR THE CLASSIFIED SERVICE

Public Comment - None

Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to authorize Commission staff to review and make minor revisions such as typographical, spelling, and formatting errors to the Personnel Commission Rules and Regulations for the Classified Service.

Jeff Charles

Justin Cunningham

Passed with Two Ayes

Susan Gray explained that the purpose of reformatting the Personnel Commission Rules and Regulations for the Classified Service document is to create a clean version without typographical and formatting errors before making substantive changes.

DISCUSSION/INFORMATION ITEMS (See Supplements)

11. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments - None

A. Vacancy Report Summary: *Susan Gray noted the progress being made towards filling positions, with about 50 vacant positions, which will decrease as new hires start in the coming weeks. Another bus driver trainee has been promoted to School Bus Driver. Transportation will hold another bus driver trainee class sometime in the fall.*

B. Vacancy Report

C. Personnel List Report

12. CORRESPONDENCE

Public Comments - None

13. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for

Tuesday, August 12, 2025 at 3:30 p.m.

14. ADJOURNMENT – 4:15 PM

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

Nutrition Services Assistant I

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Effective Date: 7/11/2025

Applicant ID	Rank	Expiration Date	Source
5473	1	7/30/2025	Open
9025	1	12/17/2025	Open
9152	1	1/11/2026	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: 07/17/2025

Applicant ID	Rank	Expiration Date	Source
8942	1	12/12/2025	Open
9168	2	1/17/2026	Open
7348	3	11/5/2025	Open
2856	4	10/3/2025	Open
8980	5	12/24/2025	Promo
2430	6	1/17/2026	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**

Nutrition Services Assistant I

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Effective Date: 7/23/2025

Applicant ID	Rank	Expiration Date	Source
9152	1	1/11/2026	Open
9267	1	1/23/2025	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: 7/25/2025

Applicant ID	Rank	Expiration Date	Source
8942	1	12/12/2025	Open
9168	2	1/17/2026	Open
9212	3	1/25/2026	Open
7348	4	11/5/2025	Open
2856	5	10/3/2025	Open
8980	6	12/24/2025	Open
2430	7	1/17/2026	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**

Student Health Care Specialist

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Effective Date: 7/29/2025

Applicant ID	Rank	Expiration Date	Source
9230	1	1/29/2026	Open

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

S. Gray



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

Board of Trustees

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Classified Personnel Commission

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

Classification Review Report

Classification	Proposed – Registrar I
Classification Type	Classified
Salary Range	Proposed - 36
Submission to Classification Advisory Committee	n/a
Submission to Personnel Commission	August 12, 2025

Salary Compensation Review

Since this item was last presented to the Personnel Commission on May 12, 2025, the District has negotiated a 1% pay increase with CSEA impacting the previous compensation review. In addition, several comparison districts have also updated their salary schedules for the 2025-26 school year. The data below reflects these updated salary schedules.

District	Salary Range	Job Title	Min	Mid	Max	Notes
Carlsbad USD	19	Guidance Tech I - Enrollment	\$23.36	\$26.03	\$28.70	Performs a variety of clerical and record-keeping duties in support of an assigned middle school counseling office; prepare, update and maintain scholastic records and schedules for middle school students; register students and process student enrollment information.

Escondido USD	29	School Clerk	\$19.52	\$22.22	\$24.91	<p>Middle School - clerical support, enrollment, processes transfers. Prepares and maintains records related to student attendance, test scores, participation in special projects, and other data; enters, revises, and updates student information; may schedule students for classes and prepare computerized progress and grade reports at a middle school.</p> <p>Distinguished from Registrar - The Registrar is a specialized class which performs a variety of responsible, varied and often complex activities relating to the development of a master schedule at a middle school and the assignment of students within the master schedule;</p>
Escondido UHSD (25/26)	23	Counseling Secretary	\$20.94	\$24.50	\$28.06	<p>High School - assists registrar in maintaining student records, sending & receiving records, enters data for student schedules, master schedules, student records. provides transcripts, supports counseling office</p>
Poway USD	28	Student Data Tech I	\$21.69	\$24.73	\$27.77	<p>Middle School: performs a variety of independent clerical and technical services; register and schedule middle school students according to established procedures and policies; maintain records and prepare reports.</p>
Ramona USD	26	Admin Asst III	\$24.31	\$27.67	\$31.03	<p>Supports counseling office - enrollment centralized</p> <p>Performs difficult secretarial and clerical work requiring independent judgment and discretion. This position is assigned to a district or site administrator/secondary counselor and performs administrative and technical duties; to assist in coordinating a broad range of functions and programs throughout the district or site; and other duties directly related to this class description.</p>
San Marcos USD (25/26)	36	Registrar I	\$23.31	\$26.50	\$29.69	<p>Middle School - also supports counseling office</p> <p>The job of "Registrar I" is done for the purpose/s of performing clerical recording at the middle schools' office and at the alternative high school's office; requesting/providing information from/to staff, students and public; maintaining and evaluating documents.</p>

Oceanside USD	18	Office Assistant	\$20.23	\$23.19	\$26.14	Middle Schools- Participate in student registration activities as assigned by the position; assist parents with proper completion of forms; enroll and drop students as appropriate; ensure emergency cards are completed and up-to-date; enter student information into student information system. Input a wide variety of information into assigned computer database and generate a variety of reports and lists; review, audit, and monitor a variety of documents, records, files, and statistical information for accuracy, completion, and conformance to established procedures. Establish and maintain a variety of filing and record-keeping systems, including student cumulative records; sort and file materials according to established procedures.
Vista USD	41	School Support Secretary I	\$19.47	\$22.83	\$26.18	Elementary & Middle - Assists students, parents, and visitors in the completion of a wide variety of manual and electronic documents, forms, and materials (e.g., registration, enrollment, site specific forms, and parent volunteer forms, reviews forms for accuracy and completion, etc.) for the purpose of completing and disseminating information in compliance with established administrative guidelines. Compiles data for the purpose of preparing reports and/or preparing information for assigned administrator. a variety of manual and electronic documents, files, and records (e.g., student information, registration, enrollment, attendance related forms, acknowledgement forms, work orders, visitor and volunteer information, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
Sweetwater UHSD (25/26)	53	Registrar	\$26.07	\$28.61	\$31.15	Middle & High School: Performs complex clerical and statistical recordkeeping duties in the evaluation, preparation, modification and maintenance of scholastic records at an assigned school site; register new students; input student data and master schedule information into an assigned

						computer system and maintain automated records and files.
Sweetwater UHSD (25/26)	46	Office Assistant II	\$21.98	\$24.11	\$26.23	Supports Counseling Office: Under the direction of an assigned supervisor, perform a variety of clerical support duties requiring an understanding of the operations, procedures and functions of an assigned office; assist in assuring smooth office operations.
Average			\$22.09	\$25.04	\$27.99	
SDUHSD Market Match	35	Registrar I	\$22.14	\$25.91	\$29.67	
			0%	3%	6%	
Recommended Range	36	Registrar I	\$22.69	\$26.55	\$30.41	
			3%	6%	9%	
Requested Range	38	Registrar 1	\$23.61	\$27.62	\$31.63	
			7%	10%	13%	

CLASSIFIED

REGISTRAR I

JOB SUMMARY

Under the direction of the site Principal, provides clerical support to an assigned counseling office and provides a variety of technical services related to District student registration; supports the counseling department with school-wide events and initiatives; registers students according to established procedures and policies; provides assistance to system users, students and parents; ensures accuracy of data and compliance with established State and Federal requirements as it pertains to student data; maintains records and prepares reports.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Registrar I may perform any combination of the following:

- Registers and enrolls new students from elementary schools and middle schools according to established policies and procedures; verifies and assures the accuracy of registration information, including student residency, annual data confirmation; inputs registration data into the computer; and distributes registration records.
- Requests and processes foreign, domestic, and outside school transcripts and student records for district schools; responds to transcript and records requests from other schools and authorities where authorized and legally appropriate; interprets/evaluates transcript information for proper placement of new students; completes records for the release of transfer students.
- Processes permanent records for incoming students, including making requests for records and/or course descriptions.
- Facilitates grade reporting process including communicating with teachers regarding grade changes, omissions, and incomplete transcripts.
- Provides clerical support to an assigned counseling office; responds to inquiries and exchange information with staff, students, and the public, schedules counseling appointments; maintains counseling website, answers telephone calls and provides information and assistance to callers, visitors, staff, and students.
- Supports the accommodation plan process (504), including setting up meetings, gathering teacher feedback, organizing plan documents from parents and teachers, providing plans to teachers, and completes documentation in the Student Information System.
- Provides a safe space and supportive environment for students while maintaining appropriate boundaries.
- Communicates with various individuals, including students, parents, and staff on information systems, proper student placement, student scheduling, school policies, report cards, and other technical issues; collaborates with District departments, feeder schools, and other school districts concerning student enrollment, assessment, placement and assigned functions.
- Inputs data into Student Information System (e.g., enrollment, student record updates, assessment records, scheduling, grading, transcripts) to ensure accuracy and completeness of data.
- Performs a variety of independent clerical and technical services; prepares a variety of correspondence, reports, and other materials as requested; schedules meetings and appointments as assigned by the counseling department and administration; processes a variety of District forms and enrollment applications; performs promotion related activities.

CLASSIFIED

REGISTRAR I

- Compares, reviews, and evaluates student data and records; reviews data validation reports; identifies errors and discrepancies, makes corrections, additions, and modifications as needed; computes statistical information for various reports; and resolves a variety of statistical discrepancies.
- Prepares and maintains a variety of records, reports, spreadsheets, forms, applications, and packets.
- Operates a variety of school office equipment including a calculator, telephone, copier, fax machine, computer, and assigned software.
- Assists with coordinating articulation schedules; contacts elementary schools to arrange dates for Counselors to visit; prepares fliers/course sheets and other related materials for visitations.
- Participates in other assigned activities such as coordinating orientation activities, assists with incoming student testing activities (e.g., MDTP testing), and processes work permit applications.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Student Information System software; operation of a computer, assigned software.
- Legal requirements and regulations related to student records.
- Promotion credits and requirements.
- Perform basic math including calculation of fractions, percents and/or ratios.
- Modern office practices, procedures, and equipment.
- Record-keeping, accurate data entry techniques, report preparation, and filing techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Basic subjects taught in schools, including arithmetic, reading, writing, grammar, and spelling.
- Telephone techniques and etiquette.
- Statistical and confidential record keeping.

ABILITY TO:

- Perform a variety of independent clerical and technical services.
- Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars and email to perform job duties efficiently.
- Perform general functions in spreadsheet programs (i.e., Excel, Google Sheets)
- Ability to add, subtract, multiply and divide.
- Ability to conduct basic research; plan and organize work; meet schedules and timelines.
- Register students.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Learn laws, rules, and regulations related to assigned activities.
- Maintain records and prepare reports.
- Operate a computer and assigned software.
- Assemble, organize and prepare data for records and reports.
- Complete work with many interruptions.
- Keyboard or input data at an acceptable rate of speed.
- Work confidentially with discretion.

CLASSIFIED

REGISTRAR I

EDUCATION AND EXPERIENCE

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

DISTINGUISHING CHARACTERISTICS

The Registrar I is distinguished from the Registrar classification in that this position is not responsible for evaluation of credits, college placement requirements, alternative graduation pathways, GPA calculation, credit waivers and exemptions, diplomas, and graduation programs.

Commented [1]: Request to be revised to Registrar II

This position performs some clerical duties similar to the Secretary classification through its support of the counseling office, but has distinguishing duties related to the enrollment of students.

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

CLASSIFIED

REGISTRAR I

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

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Classification Review Report

Classification	Bus Driver Trainer Proposed New Title – Bus Driver Instructor
Classification Type	Classified
Salary Range	Range 44
Submission to Classification Advisory Committee	August 1, 2025
Submission to Personnel Commission	August 12, 2025

Background Information

The Bus Driver Trainer was last revised in 1998. A routine review identified the need for the job description to be updated. Updates include responsibility for supporting the DMV Pull Notice program and Bus Driver Trainee program. The license requirement was also updated to reflect current California license requirements. Other revisions are primarily formatting and verbiage updates.

In addition, a change in job title is also being proposed from Bus Driver Trainer to Bus Driver Instructor. “Instructor” is a more encompassing title to reflect both the classroom and behind the wheel aspects of the program. It is also the more prevalent title in other school districts.

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.

Market review indicates that this classification is currently 10% above market at the midpoint. As such, a change in salary range is not recommended.

District	Salary Range	Job Title	Min	Midpoint	Max
Escondido UHSD	29	School Bus Driver Instructor	\$23.20	\$27.15	\$31.10
Grossmont UHSD	50	Driver Instructor	\$30.87	\$35.08	\$39.28
Oceanside USD	25	School Bus Driver Instructor	\$23.18	\$26.57	\$29.95
Poway USD	34	Bus Driver Instructor	\$25.15	\$28.68	\$32.20

Ramona USD	26	Bus Driver/Driver Instructor	\$23.83	\$26.41	\$28.98
San Marcos USD	66	Bus Driver/Trainer	\$27.76	\$31.65	\$35.53
Sweetwater UHSD	56	Behind the Wheel Trainer	\$27.69	\$30.38	\$33.07
Vista	51	Bus Driver Trainer	\$24.92	\$29.22	\$33.52
Average			\$25.83	\$29.39	\$32.95
SDUHSD	44	Bus Driver Instructor	\$27.65	\$32.35	\$37.05
		Delta	7%	10%	12%

Recommendation

It is recommended that the job description be approved as revised, including a change in title to Bus Driver Instructor. No change in salary range is recommended.

Vote by Committee Members:

Vote	Member	Vote	Member
Yes	Matt Colwell, CSEA	Absent	Dawn Campbell, Admin
Yes	Kalani Crosby, CSEA	Yes	Antonio Perez, Admin
Absent	Corina McGraw	Yes	Jacqueline Chappell, Admin

CLASSIFIED

BUS DRIVER INSTRUCTOR

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OVERALL JOB PURPOSE STATEMENT

JOB SUMMARY

Under the direction of the Director of Transportation, conduct training activities for ~~new bus drivers~~ bus driver trainees and in-service ~~activities~~ training for license renewals and for special trainings; ~~drives~~ a school bus over a designated route in accordance with time schedules.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

DISTINGUISHING CHARACTERISTICS

~~This class is responsible for planning and carrying out training activities for bus drivers. Positions evaluate the driving ability of bus drivers to obtain new licenses or to renew license in accordance with State code and provide drivers with the expertise to safely and efficiently drive buses and correctly conduct mandated pre-trip inspections. This class also establishes and maintains required documentation of training as part of the Transportation Department's adherence to State requirements and represents the Director at the scene of each accident involving a district driver.~~

ESSENTIAL JOB FUNCTIONS

The position may perform any combination of the following:

Assist the Director of Transportation ~~with~~ evaluating the driving ability of bus drivers to obtain new licenses or to renew licenses in accordance with State code.

- Conduct training activities (i.e. classes and behind-the-wheel training) ~~for the purpose of~~ to provide ~~ing~~ drivers with the expertise to safely and ~~efficiently~~ effectively drive buses and correctly conduct mandated pre-trip inspections.
- Develop/improve/refine training methods and materials ~~for the purpose of improving~~ to improve drivers' skills and knowledge.
- ~~Establish/maintain documentation and related procedures and systems for the purpose of conforming to~~ ensure compliance with ~~to~~ State code and transportation industry regulations and requirements.
- Request and receive DMV Pull Notices (Employer Pull Notice Program) for all district employees that operate district vehicles or who are otherwise required to participate in Pull Notice Program in accordance with state requirements.
- Collaborate with California Highway Patrol during Terminal inspections, prepare documentation, assist with inspection readiness, and support compliance efforts to ensure adherence to state transportation guidelines.

CLASSIFIED

BUS DRIVER INSTRUCTOR

- Inspect vehicles (e.g. buses, vans) ~~for the purpose of ensuring to ensure~~ dispatched vehicles conform to Title 13, CCR and for investigating drivers' reports of defects.
- ~~Represent the Director of Transportation at the scene of each accident involving a district driver for the purpose of determining causality, releasing students, acting as liaison with CHP and assessing/recommending operational changes, new training and other remedies.~~
- ~~Respond to accidents involving district transportation personnel or vehicles to support investigations as assigned, assisting with student release, coordinating with CHP, and recommending operational or training improvements.~~
- ~~Assist with the recruitment, onboarding, and retention of Bus Driver Trainees and support the transition to become School Bus Drivers.~~
- Operates/drives school buses/vans as assigned, ~~when there are not enough drivers for the purpose of transporting students over scheduled routes, special excursions (field trips), etc. non-school pupils (parks and recreation).~~

OTHER JOB FUNCTIONS

- Perform other related duties as assigned for the purpose of assisting in accomplishing the work of the unit.

ESSENTIAL JOB REQUIREMENTS—QUALIFICATIONS

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- ~~of~~ Standard driver training methods, techniques and practices.
- Safe driving practices.
- California Motor Vehicle Code and Education Code sections applicable to student transportation.
- ~~Record keeping techniques.~~
- City streets and locations.
- Interpersonal skills using tact, patience and courtesy.
- Basic preventive maintenance of district vehicles.

ABILITY TO:

- Train and assist Director of Transportation in evaluating driving ability of bus drivers.
- Operate various classifications of buses.
- Drive a bus safely and effectively.

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CLASSIFIED

BUS DRIVER INSTRUCTOR

- Maintain discipline of students.
- Understand and follow oral and written directions.
- Read, interpret and follow rules, regulations, policies and procedures.
- Meet schedules and time lines.
- Establish and maintain effective working relationships with others.
- Maintain records and prepare reports.
- Observe legal and defensive driving practices.
- Read and interpret a road map.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.

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EDUCATION AND EXPERIENCE

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above and five years of experience operating school buses ~~or two years of experience operating heavy vehicles required in type B or C driver's licenses.~~

LICENSES AND OTHER REQUIREMENTS

1. Valid California Class B or A driver's license;
2. ~~e~~Current California Special Driver's Certificate – School Bus ~~School-Bus Certificate and a~~
3. ~~current medical certificate;~~ Medical Examiner's Certificate with a valid date
4. ~~e~~Credential from the California Department of Education, Office of School Transportation, ~~School~~ Bus Driver Instructor's Academy (A0 or A1 credential);
5. CA DMV K-4 Driving Report at time of application
6. Current T-01 card
7. CPR and First Aid

DISTINGUISHING CHARACTERISTICS

This class is responsible for planning and carrying out training activities for bus drivers. The Bus Driver Instructor evaluates the driving ability of bus drivers to obtain new licenses or to renew license in accordance with State code and provide drivers with the expertise to safely and efficiently drive buses and correctly conduct mandated pre-trip inspections. This class also maintains required documentation of training as part of the Transportation Department's adherence to State requirements and may represent the Director at the scene of accident involving a district driver or vehicle.

This position is distinguished from the Transportation Supervisor in that this position is responsible for evaluating qualifications and abilities of drivers whereas the Transportation Supervisor is responsible for the performance evaluation of Transportation staff. Both classifications may develop and provide driver related training.

REQUIRED TESTING

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

CLASSIFIED

BUS DRIVER INSTRUCTOR

CONTINUING EDUCATION/TRAINING

Maintenance of applicable certificates and licenses for the safe operation of district vehicles.

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.

GENERAL WORKING CONDITIONS

Work involves both classroom environment and driving a school bus; subject to disciplining students while driving; work involves noise and driving a school bus under occasional adverse weather conditions.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the following physical demands:

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

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)

Occasionally Walking, standing, stooping/bending, squatting/crouching, climbing/balancing, kneeling, pushing/pulling, fingering/fine manipulation, reaching above or at shoulder, and lifting up to 50 lbs. when assisting students, wheelchairs; carrying up to 10 lbs. at a distance of 100 ft.

Frequently Twisting back, neck flexion/rotation, handling/simple grasping

Continuously Sitting, power/firm grasping, reaching below shoulder, using hand and foot controls

In an emergency situation, the School Bus Driver must be able to get all students to safety. This may involve lifting, dragging, or carrying a student.

AUDITORY OR VISUAL REQUIREMENTS

Must be able to hear traffic signals/alarms, student voices, two-way radio. Must be able to see near, distant, color and depth.

ENVIRONMENTAL CONDITIONS

Work involves driving a school bus; subject to disciplining students while driving, potential traffic hazards, exposure to dust, gas or fumes, exposure to bus vibration, exposure to body fluids of students and occasional adverse weather conditions.

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BUS DRIVER INSTRUCTOR

JOB SUMMARY

Under the direction of the Director of Transportation, conducts training activities for bus driver trainees and in-service training for license renewals and for special trainings; drives a school bus over a designated route in accordance with time schedules.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL JOB FUNCTIONS

The position may perform any combination of the following:

- Assist the Director of Transportation with evaluating the driving ability of bus drivers to obtain new licenses or to renew licenses in accordance with State code.
- Conduct training activities (i.e. classes and behind the wheel training) to provide drivers with the expertise to safely and effectively drive buses and correctly conduct mandated pre-trip inspections.
- Develop/improve/refine training methods and materials to improve drivers' skills and knowledge.
- Establish/maintain documentation and related procedures and systems to ensure compliance with State code and transportation industry regulations and requirements.
- Request and receive DMV Pull Notices (Employer Pull Notice Program) for all district employees that operate district vehicles or who are otherwise required to participate in Pull Notice Program in accordance with state requirements.
- Collaborate with California Highway Patrol during Terminal inspections, prepare documentation, assist with inspection readiness, and support compliance efforts to ensure adherence to state transportation guidelines.
- Inspect vehicles (e.g. buses, vans) to ensure dispatched vehicles conform to Title 13, CCR and for investigating drivers' reports of defects.
- Respond to accidents involving district transportation personnel or vehicles to support investigations as assigned, assisting with student release, coordinating with CHP, and recommending operational or training improvements.
- Assist with the recruitment, onboarding, and retention of Bus Driver Trainees and support the transition to become School Bus Drivers.
- Operate/drive school buses/vans as assigned, transporting students over scheduled routes, special excursions (field trips), etc.
- Perform other related duties as assigned for the purpose of assisting in accomplishing the work of the unit.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Standard driver training methods, techniques and practices.
- Safe driving practices.
- California Motor Vehicle Code and Education Code sections applicable to student transportation.
- Record keeping techniques.

BUS DRIVER INSTRUCTOR

- City streets and locations.
- Interpersonal skills using tact, patience and courtesy.
- Basic preventive maintenance of district vehicles.

ABILITY TO:

- Train and assist Director of Transportation in evaluating driving ability of bus drivers.
- Operate various classifications of buses.
- Drive a bus safely and effectively.
- Maintain discipline of students.
- Understand and follow oral and written directions.
- Read, interpret and follow rules, regulations, policies and procedures.
- Meet schedules and time lines.
- Establish and maintain effective working relationships with others.
- Maintain records and prepare reports.
- Observe legal and defensive driving practices.
- Read and interpret a road map.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE

Any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above and five years of experience operating school buses.

LICENSES AND OTHER REQUIREMENTS

1. Valid California Class B or A driver's license;
2. Current California Special Driver's Certificate – School Bus
3. Medical Examiner's Certificate with a valid date
4. Credential from the California Department of Education, Office of School Transportation, School Bus Driver Instructor's Academy (A0 or A1 credential)
5. CA DMV K-4 Driving Report at time of application
6. Current T-01 card
7. CPR and First Aid

DISTINGUISHING CHARACTERISTICS

This class is responsible for planning and carrying out training activities for bus drivers. The Bus Driver Instructor evaluates the driving ability of bus drivers to obtain new licenses or to renew license in accordance with State code and provide drivers with the expertise to safely and efficiently drive buses and correctly conduct mandated pre-trip inspections. This class also maintains required documentation of training as part of the Transportation Department's adherence to State requirements and may represent the Director at the scene of accident involving a district driver or vehicle.

This position is distinguished from the Transportation Supervisor in that this position is responsible for evaluating qualifications and abilities of drivers whereas the Transportation Supervisor is responsible for the performance evaluation of Transportation staff. Both classifications may develop and provide driver related

BUS DRIVER INSTRUCTOR
training.

REQUIRED TESTING

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

CONTINUING EDUCATION/TRAINING

Maintenance of applicable certificates and licenses for the safe operation of district vehicles.
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 following physical demands:

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

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)

Occasionally	Walking, standing, stooping/bending, squatting/crouching, climbing/balancing, kneeling, pushing/pulling, fingering/fine manipulation, reaching above or at shoulder, and lifting up to 50 lbs. when assisting students, wheelchairs; carrying up to 10 lbs. at a distance of 100 ft.
Frequently	Twisting back, neck flexion/rotation, handling/simple grasping
Continuously	Sitting, power/firm grasping, reaching below shoulder, using hand and foot controls

In an emergency situation, the School Bus Driver must be able to get all students to safety. This may involve lifting, dragging, or carrying a student.

AUDITORY OR VISUAL REQUIREMENTS

Must be able to hear traffic signals/alarms, student voices, two-way radio. Must be able to see near, distant, color and depth.

ENVIRONMENTAL CONDITIONS

Work involves driving a school bus; subject to disciplining students while driving, potential traffic hazards, exposure to dust, gas or fumes, exposure to bus vibration, exposure to body fluids of students and occasional adverse weather conditions.



710 Encinitas Boulevard, Encinitas, CA 92024
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Classification Review Report

Classification	Human Resources Analyst (Proposed New Title: Human Resources Analyst – Classified)
Classification Type	Classified
Salary Range	Range 52
Submission to Classification Advisory Committee	August 1, 2025
Submission to Personnel Commission	August 12, 2025

Background Information

The Human Resource Analyst position has not been revised since it was established in 2000. A review of the job description found that there is a need for some minor revisions, such as formatting and verbiage updates, and some additional revisions to reflect the duties that are currently being performed.

When this position was first established, it was the only Human Resources Analyst position in Human Resources. Since that time, a Human Resources Certificated Analyst has been established. To avoid confusion between these two classifications, it is recommended that this title be changed to Human Resources Analyst – Classified to reflect that this classification supports classified personnel.

Salary Compensation Review

The standard practice for compensation review is to compare salary data from a list of agreed upon districts. However, in this instance, because the job duties of this classification are unique to the Merit System, the compensation review was limited to other merit districts. When comparing this classification to similar classifications at other merit districts on the agreed upon list, there were only four (4) districts with similar positions. Using just those four (4) districts, the compensation review indicates this classification is currently 5.6% above market at the midpoint of the range.

In order to determine if a larger pool of districts would impact the findings of the compensation review, two (2) additional merit districts with similar positions were added (Cajon Valley USD and La Mesa Spring Valley School District). When including these two (2) additional districts, this position was found to be 4.8% above the market midpoint.

Inasmuch as both reviews reflects this position is above market at the midpoint of the range, no change in salary allocation is recommended.

District	Salary Range	Job Title	Min	Midpoint	Max
Carlsbad USD	26	Human Resources Analyst - Classified	\$27.72	\$30.90	\$34.07
Escondido USD	56	Personnel Analyst II	\$38.22	\$43.50	\$48.77
Oceanside USD	39	HR Analyst	\$31.65	\$36.28	\$40.90
Poway USD	46	HR Analyst	\$33.83	\$38.57	\$43.31
Cajon Valley USD	38	Personnel Analyst	\$35.42	\$39.77	\$44.12
La Mesa Spring Valley	88	Human Resources Analyst	\$32.22	\$36.67	\$41.12
Average			\$33.18	\$37.61	\$42.05
SDUHSD	52		\$33.69	\$39.42	\$45.14
		Delta	1.5%	4.8%	7.4%

Recommendation

It is recommended that the job description of Human Resources Analyst be revised as proposed and that the title be revised to Human Resources Analyst – Classified. No salary reallocation is recommended at this time.

Vote by Committee Members:

Vote	Member	Vote	Member
Yes	Matt Colwell, CSEA	Absent	Dawn Campbell, Admin
Yes	Kalani Crosby, CSEA	Yes	Antonio Perez, Admin
Absent	Corina McGraw	Yes	Jacqueline Chappell, Admin

HUMAN RESOURCES ANALYST - CLASSIFIED

~~HUMAN RESOURCES ANALYST~~

~~OVERALL JOB PURPOSE STATEMENT~~JOB SUMMARY

Under the direction of the Director, Classified Personnel, the job of "Human Resources Analyst ~~- Classified~~" ~~is done for the purpose/s of creating and administering content valid examinations, assisting in the development and implementation of in-service training activities, assessing candidates skills, knowledge and abilities and improving the classified workforce.~~ performs a variety of specialized and complex activities involved in the recruitment, screening, testing, hiring, processing, classification, and compensation of classified personnel; serves as a technical resource to employees, administrators, applicants, and the public regarding classified personnel functions; prepares, develops, coordinates, administers, analyzes, scores, and interprets pre-employment tests for classified employees; supports the Merit System.

~~CLASS CHARACTERISTICS~~

~~The Human Resources Analyst class is responsible for journey-level work in recruitment, test development and administration, and other analytical procedures to support the Merit System for classified personnel and the overall human resources program of the District.~~

~~REPRESENTATIVE DUTIES~~

The position description describes the general nature of work performed.

~~ESSENTIAL JOB FUNCTIONS~~

The position may perform any combination of the following:

- Creates content-valid examinations, including written exams, work samples, performance exams, qualifications appraisal interviews and other devices, ~~for the purpose of to~~ assessing candidates' skills, knowledge and abilities to perform successfully in a variety of classified (non-teaching) positions within the District.
- Assists with developing recruitment strategies, including identifying appropriate job boards and the posting of positions on external job sites (i.e., college job boards, industry specific job boards, etc.), and attends job fairs or other recruitment events.
- Conducts job analyses ~~for the purpose of to~~ createing and administering content ~~-~~valid examinations and assist~~ing~~ in the development and implementation of in-service training activities.
- Screens applications ~~for the purpose of to~~ assessing a candidate's minimum qualifications and eligibility to participate in competitive testing and selection procedures.
- Conducts pre-employment testing, including proctoring and scoring examinations, and ranking candidates on eligibility lists.
- Participates in employee orientation, recognition and inservice programs ~~for the purpose of to~~ improving support the classified workforce.

HUMAN RESOURCES ANALYST - CLASSIFIED

- Researches legislation, education code, board policies and Merit System Rules and Regulations ~~for the purpose of to~~ carrying out assigned functions in accordance with legal, procedural and policy requirements.
- Assists the Director, Classified Personnel, as assigned ~~for the purpose of with~~ conducting job audits, interviewing managers, supervisors and employees; ~~in order to make~~ recommendations regarding job titles, job descriptions, and salary range placement for classified positions.
- ~~Conducts salary and benefit surveys, as directed for the purpose of assisting the Director, Classified Personnel in administering the classification and pay system.~~
- Applies collective bargaining provisions and Personnel Commission rules to evaluate and determine seniority of classified personnel and applies seniority credit to eligible candidates.
- Collects data on job postings, recruitment, employment, and terminations to assist the Director with analyzing trends, identifying opportunities for improvement, and reporting results.
- Conducts exit interviews to identify trends and make recommendations to improve employee retention.
- Collaborates with other school districts to identify and secure subject matter experts to participate in the scoring and rating of pre-employment tests.

~~OTHER JOB FUNCTIONS~~

- Assists with preparing agenda materials for and aAttends Personnel Commission meetings. ~~for the purpose of making presentations as assigned.~~
- Assists the Director, Classified Personnel and/or the Assistant Superintendent of /Human Resources, ~~for the purpose of with~~ conducting a variety of special projects and research assignments in support of the District's human resources programs.
- Performs other related duties as assigned ~~to maintain efficiency and effectiveness of the work unit.~~

~~ESSENTIAL JOB REQUIREMENTS—QUALIFICATIONS~~

~~SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED~~JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- ~~of pP~~Principles and practices of public personnel administration including recruitment and examination development, test validation, classification, compensation, training and rules and regulations.
~~A variety of jobs and occupations. Job analysis methodologies and their applications.~~
- Job analysis methodologies and their applications.

HUMAN RESOURCES ANALYST - CLASSIFIED

- A variety of jobs and occupations.
- Uniform guidelines for employee selection and applicability of the Americans with Disabilities Act to human resources testing, selection and program execution.
- Public agency Merit System procedures.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation, vocabulary.
- Principles and practices of administration, supervision and training.
- Design and operation of organizations and public agencies.

ABILITY TO:

- to—eConduct job analysis and classification studies and analyze and interpret data by establishing facts and drawing logical conclusions.
- Create and develop selection procedures in compliance— with Equal Employment Opportunity Guidelines and accepted human resources practices.
- Communicate clearly, prepare and present oral and written reports, and make recommendations.
- Anticipate district staffing needs, employees' employment needs, and coordinate workflow so as to satisfy ~~demands~~ workload needs.

EDUCATION AND EXPERIENCE

Any combination of training and experience equivalent to graduation from college or university with a Bachelor's degree ~~in business, public administration, human resources management or a related field.~~ Course work and training in selection and testing, job analysis, staff employee training, classification compensation, or related field. Experience at the analyst level in public personnel administration, preferably in a Merit System or civil service environment, is highly desired.

DISTINGUISHING CHARACTERISTICS

The Human Resources Analyst – Classified class is responsible for the journey-level work in recruitment, testing, classification review and development, and other analytical procedures to support classified personnel and the Merit System. This classification differs from the Human Resources Certificated Analyst which is responsible for the recruitment and credential analysis of certificated personnel. The Human Resources Analyst – Classified also differs from the Human Resources Technician which is responsible for the technical aspects of recruitment and onboarding. The Human Resources Technician also serves as the administrative support to the Personnel Commission.

LICENSES

Possession of a valid Class C or higher California motor vehicle operator's license.

WORKING ENVIRONMENTCONDITIONS

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.

HUMAN RESOURCES ANALYST - CLASSIFIED

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

Never = 0%

Seldom = 1-10% (<45 minutes)

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

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

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

<u>Seldom</u>	<u>stooping/bending, squatting/crouching, climbing/balancing, kneeling,</u> <u>twisting back, lifting or carrying up to 10 pounds.</u>
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<u>Seldom/Occasionally</u>	<u>pushing and pulling, reach above shoulder, reach at shoulder</u>
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<u>Occasionally</u>	<u>walking, standing.</u>
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<u>Occasionally/Frequently</u>	<u>handling/simple grasping, sitting, neck flexion/rotation, fingering/fine</u> <u>manipulation, reach below shoulder</u>
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AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with candidates, administrators and employees, and to respond to telephone calls. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Occasional exposure to outdoor conditions during on-site job audits.

~~Typical office environment with occasional exposure to outdoor conditions during on-site job audits.~~

HUMAN RESOURCES ANALYST - CLASSIFIED

JOB SUMMARY

Under the direction of the Director, Classified Personnel, the job of "Human Resources Analyst - Classified" performs a variety of specialized and complex activities involved in the recruitment, screening, testing, hiring, processing, classification, and compensation of classified personnel; serves as a technical resource to employees, administrators, applicants, and the public regarding classified personnel functions; prepares, develops, coordinates, administers, analyzes, scores, and interprets pre-employment tests for classified employees; supports the Merit System.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The position may perform any combination of the following:

- Creates content-valid examinations, including written exams, work samples, performance exams, qualifications appraisal interviews and other devices, to assess candidates' skills, knowledge and abilities to perform successfully in a variety of classified (non-teaching) positions within the District.
- Assists with developing recruitment strategies, including identifying appropriate job boards and the posting of positions on external job sites (i.e., college job boards, industry specific job boards, etc.), and attends job fairs or other recruitment events.
- Conducts job analysis to create and administer content valid examinations and assist in the development and implementation of in-service training activities.
- Screens applications to assess a candidate's minimum qualifications and eligibility to participate in competitive testing and selection procedures.
- Conducts pre-employment testing, including proctoring and scoring examinations, and ranking candidates on eligibility lists.
- Participates in employee orientation, recognition and in-service programs to support the classified workforce.
- Researches legislation, education code, board policies and Merit System Rules and Regulations to carry out assigned functions in accordance with legal, procedural and policy requirements.
- Assists the Director, Classified Personnel, as assigned with conducting job audits, interviewing managers, supervisors and employees; makes recommendations regarding job titles, job descriptions, and salary range placement for classified positions.
- Conducts salary and benefit surveys.
- Applies collective bargaining provisions and Personnel Commission rules to evaluate and determine seniority of classified personnel and applies seniority credit to eligible candidates.
- Conducts exit interviews to identify trends and make recommendations to improve employee retention.
- Collaborates with other school districts to identify and secure subject matter experts to participate in the scoring and rating of pre-employment tests.
- Assists with preparing agenda materials for and attends Personnel Commission meetings.
- Assists the Director, Classified Personnel and/or the Assistant Superintendent of Human Resources, with conducting a variety of special projects and research assignments in support of the District's human resources programs.

HUMAN RESOURCES ANALYST - CLASSIFIED

- Performs other related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Principles and practices of public personnel administration including recruitment and examination development, test validation, classification, compensation, training and rules and regulations.
- Job analysis methodologies and their applications.
- A variety of jobs and occupations.
- Uniform guidelines for employee selection and applicability of the Americans with Disabilities Act to human resources testing, selection and program execution.
- Public agency Merit System procedures.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation, vocabulary.
- Principles and practices of administration, supervision and training.
- Design and operation of organizations and public agencies.

ABILITY TO:

- Conduct job analysis and classification studies and analyze and interpret data by establishing facts and drawing logical conclusions.
- Create and develop selection procedures in compliance with Equal Employment Opportunity Guidelines and accepted human resources practices.
- Communicate clearly, prepare and present oral and written reports, and make recommendations.
- Anticipate district staffing needs, employees' employment needs, and coordinate workflow so as to satisfy workload needs.

EDUCATION AND EXPERIENCE

Any combination of training and experience equivalent to graduation from college or university with a Bachelor's degree. Course work and training in selection and testing, job analysis, staff employee training, classification compensation, or related field. Experience at the analyst level in public personnel administration, preferably in a Merit System or civil service environment, is highly desired.

DISTINGUISHING CHARACTERISTICS

The Human Resources Analyst – Classified class is responsible for the journey-level work in recruitment, testing, classification review and development, and other analytical procedures to support classified personnel and the Merit System. This classification differs from the Human Resources Certificated Analyst which is responsible for the recruitment and credential analysis of certificated personnel. The Human Resources Analyst – Classified also differs from the Human Resources Technician which is responsible for the technical aspects of recruitment and onboarding. The Human Resources Technician also serves as the administrative support to the Personnel Commission.

HUMAN RESOURCES ANALYST - CLASSIFIED

LICENSES

Possession of a valid Class C or higher California motor vehicle operator's license.

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, lifting or carrying up to 10 pounds.
Seldom/Occasionally	pushing and pulling, reach above shoulder, reach at shoulder
Occasionally	walking, standing.
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 candidates, administrators and employees, and to respond to telephone calls. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Occasional exposure to outdoor conditions during on-site job audits.

San Dieguito Union High School District Personnel Commission

ANNUAL REPORT 2024-25

The Annual Report for the 2024-2025 year has been prepared by Personnel Commission staff in compliance with Education Code Section 45266, and Personnel Commission Rule 2.17. The Annual Report describes Commission activities for the preceding fiscal year.

The District has operated under the Merit System since its adoption in 1972. The San Dieguito Union High School District is comprised of five middle schools, four comprehensive high schools and one alternative high school and is located in coastal North San Diego County. The employees in the classified service proudly serve the students and the community in support of high education standards.

The Commission staff thanks each employee of the classified service for their dedication to the students of the San Dieguito Union High School District. Additional appreciation goes to the many individuals who have served as subject matter experts in the development and administration of examinations to ensure the employment of highly qualified individuals and to those employees who provided input for classification description updates.

Merit System

The merit system provides for the selection and retention of employees, promotional opportunities and other related matters on the basis of merit.

Established:

December 1, 1972

Personnel Commissioners

John Baird

CSEA Appointee

Chair

Serving Since 2013

Current Term Expires
12/01/25

Jeffery Charles

Commission Joint Appointee

Commissioner

Serving Since 2018

Current Term Expires
12/01/27

Justin Cunningham

Board of Trustees Appointee

Vice Chair, Commissioner

Serving Since 2018

Current Term Expires
12/01/26

Personnel Commission Staff

Susan Gray, Director of Classified Personnel

Responsible for the management of the District's personnel services within the Merit System for classified employees. Critical goals of the director include: enhancing and maintaining a sound recruitment process to identify highly qualified candidates as well as to promote existing employees; conducting classification reviews to ensure job descriptions align with the duties performed by classified employees; and recognizing the outstanding contributions of classified staff.

Barbara Bass, Human Resources Analyst

Responsible for journey-level work in recruitment, test development and administration, classification and other analytical procedures in support of the Merit System.

Alyssa Avelar, Human Resources Technician

Responsible for a wide variety of complex clerical functions related to the recruitment, on-boarding and employment processes for the classified service. Additionally, responsible for administrative support to the Personnel Commission.

San Dieguito Union High School District Administration

Board of Trustees:

Jodie Williams, President

Jane Lea Smith, Vice-President

Rimga Viskanta, Clerk

Michael Allman, Trustee

Phan Anderson, Trustee

District Administration:

Superintendent

Anne Staffieri, Ed. D.

Associate Superintendent, Business Services

Stephen Dickinson

Associate Superintendent, Educational Services

Bryan Marcus

Associate Superintendent, Human Resources

Mary Anne Nuskin

Classified Service

Classified Employees	454
Confidential Employees	4
Classified Supervisors	14
Classified Management	14
Total Classified Staff	486

Classified personnel play an important role in supporting our students and our teachers. Most often, it is the friendly face of a classified employee that students and parents first see when they come to our schools.

The Merit System

The fundamental purpose of merit employment for classified employees under California Education Code is to ensure selection, promotion, and retention are without favoritism or prejudice and on the basis of merit and fairness. An independent Personnel Commission administers the Merit System. It is composed of three Commissioners, each appointed for a three-year term. The District appoints one Personnel Commissioner. The classified employees, through their bargaining unit, appoint the second Commissioner. Those two Commissioners then appoint the third member of the Commission.

The Commission has a threefold responsibility:

- To cooperate with the Board of Trustees and District administrators in the quest for high quality employees and sound human resources administration.
- To represent the interests of the general public by providing a personnel system dedicated to hiring and keeping competent employees to perform the classified work in the service of the jurisdiction.
- To ensure that classified employees receive fair and equitable treatment.

The three-way division of responsibilities sometimes places Commissioners in the position of being mediators between conflicting interests of employees, management and the general public. Commissioners must make decisions that are fair and contribute to the overall goal of a personnel program based on merit.

Goals of the Commission

Commissioners have the responsibility to oversee that classified employment is built on, and remains consistent with, core merit principles. The most important of these merit employment principles are best summarized as follows:

- Hiring and promoting employees on the basis of ability, with open competition for initial employment.
- Retaining employees on the basis of performance and separating from the service those whose inadequate performance cannot be corrected.
- Ensuring that employees doing like work are classified the same.
- Providing for fair and impartial rules and consistency of administration of the rules.
- Assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, immigration status, religious beliefs or customs, sexual orientation, parental, pregnancy, family or marital status, military status or association with a person or a group with one or more of these actual or perceived characteristics and with proper regard for their privacy and constitutional rights.



Personnel Commission Meetings

RULE 2.6 REGULAR MEETINGS

Regularly scheduled virtual meetings of the Personnel Commission are held on the second Tuesday of the month at 3:30 p.m. Special meetings are typically scheduled as needed.

The Personnel Commission held 12 meetings over the 2024-25 fiscal year. Commissioners received a stipend of \$50.00 per meeting attended. Commissioners do not receive District-paid health and/or dental benefits.

SUMMARY OF PERSONNEL COMMISSION ACTIVITIES

The total number of Classified employees was 393 at the beginning of the fiscal year, and 454 at the end of the fiscal year. This 16% increase in the number of Classified employees is attributed to successfully filling a number of vacancies, particularly Special Education Instructional Assistant vacancies.

Over the last fiscal year, Personnel Commission staff reviewed 978 applications and tested 444 applicants, resulting in the hiring of 112 new employees, a 25% increase over the previous year. This increase is partially attributed to the implementation of PowerSchool's TalentEd module in 2024 and improved internal processes.

There were 32 internal promotions as compared to 18 last year which reflects the success of the merit system. In addition, 16 employees requested and received transfers to other school locations.

In the 2023-24 fiscal year, the voluntary turnover due to resignations was 12%. This fiscal year, turnover was reduced to just 6%. Retirements in the 2024-25 fiscal year remained at 3% as compared to the previous year.

Classification activities include developing job descriptions for new classifications and the review and revision of existing job descriptions. For each classification review, a compensation analysis was also conducted. This year, 15 job descriptions were revised, requiring a detailed review and approval process.

Recruitment	2023-24	2024-25	Terminations	2023-24	2024-25
Applications Received	948	978	Resignations	51	31
Candidates Tested	637	444	Retirements	14	15
Candidates Eligible	372	646	Layoffs/Reductions	0	0
			Appeals from Discipline	0	0
Classification Activities	2023-24	2024-25	Employment	2023-24	2024-25
New Classifications Established	2	2	Transfers	11	16
Classification Descriptions Revised	3	15	Promotions	18	32
Positions/Incumbents Reclassified	0	1	New Hires	96	112
Classifications Reallocated Upward	0	2	Re-employments	5	4
Classifications Reallocated Downward	0	0	Voluntary Demotions	6	9
Reclassification Requests Denied	1	0	Total Positions Filled	136	173

Vacancy Summary Report

August 7, 2025

Site/Department	Full Time	Part Time	Grand Total
Canyon Crest Academy		3	3
Carmel Valley Middle School		2	2
Coast Academy	1	2	3
Diegueno Middle School		1	1
District Office	1		1
Earl Warren Middle School		1	1
La Costa Canyon High School	1	4	5
Maintenance & Operations	4		4
Oak Crest Middle School		4	4
Pacific Trails Middle School		4	4
San Dieguito High School Academy		1	1
Sunset High School	1		1
Technology	1		1
Torrey Pines High School		7	7
Transportation		4	4
Grand Total	9	33	42

Hard to Fill	Count of FTE
Athletic Trainer	1
Grounds Maintenance Equipment Operator	1
Grounds Maintenance Worker II	1
Health Technician	3
Instructional Assistant - Behavior Intervention	8
Instructional Assistant Special Education	7
Instructional/Personal Care Assistant	2
Nutrition Services Assistant I	6
Nutrition Services Assistant II	3
Registrar	1
School Bus Driver	4
Student Health Care Specialist	1
Grand Total	38

Status	Count of STATUS
Interviews in Progress	1
Offer Pending	2
Recruitment in progress	33
References	2
Selection Clearing	1
Testing in Progress	3
Grand Total	42

Vacancy Report							
SITE	SLOT	TITLE	# of Months	# of Hours a Week	# of Hours a Day	FTE	STATUS
Canyon Crest Academy	AN248	Athletic Trainer	11	35	7	0.88	Recruitment in progress
La Costa Canyon High School	AO531	Campus Supervisor	10	40	8	1	Testing in Progress
Maintenance & Operations	AA158	Custodian	12	40	8	1	Interviews in Progress
Maintenance & Operations	AA182	Grounds Maintenance Equipment Operator	12	40	8	1	Recruitment in progress
Maintenance & Operations	AQ504	Grounds Maintenance Worker II	12	40	8	1	Selection Clearing
Coast Academy	AQ612	Health Technician	10	40	8	1	Recruitment in progress
Oak Crest Middle School	AQ610	Health Technician	10	30	6	0.75	Recruitment in progress
Pacific Trails Middle School	AJ708	Health Technician	10	30	6	0.75	Offer Pending
COAST Academy	AN154	Instructional Assistant - Behavior Intervention	10	27.5	5.5	0.69	Recruitment in progress
COAST Academy	AI616	Instructional Assistant - Behavior Intervention	10	27.5	5.5	0.69	Recruitment in Progress
La Costa Canyon High School	AH757	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in Progress
Oak Crest Middle School	AN571	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in Progress
Pacific Trails Middle School	AQ162	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in Progress
Torrey Pines High School	AO544	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in Progress
Torrey Pines High School	AN952	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in Progress
La Costa Canyon High School	AQ643	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in Progress
Oak Crest Middle School	AO548	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in Progress
Pacific Trails Middle School	AQ100	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in Progress
San Dieguito High School Academy	AO417	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in Progress
Torrey Pines High School	AJ226	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in Progress
Torrey Pines High School	AO420	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in Progress
Torrey Pines High School	AQ572	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in Progress
Torrey Pines High School	AQ644	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in Progress
Carmel Valley Middle School	AQ435	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in Progress
Carmel Valley Middle School	AJ222	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in Progress
Maintenance & Operations	AH909	Maintenance Worker II	12	40	8	1	Testing in Progress
Canyon Crest Academy	AN609	Nutrition Services Assistant I	10	18.75	3.75	0.47	References
Canyon Crest Academy	AH534	Nutrition Services Assistant I	10	19.5	3.9	0.49	References
Diegueno Middle School	AA231	Nutrition Services Assistant I	10	15	3	0.38	Recruitment in Progress
La Costa Canyon High School	AJ076	Nutrition Services Assistant I	10	17.5	3.5	0.44	Recruitment in Progress
La Costa Canyon High School	AA261	Nutrition Services Assistant I	10	17.5	3.5	0.44	Recruitment in Progress
Torrey Pines High School	AA251	Nutrition Services Assistant I	10	19.5	3.9	0.49	Recruitment in Progress
Oak Crest Middle School	AA272	Nutrition Services Assistant II	10	19.5	3.9	0.49	Recruitment in Progress
Pacific Trails Middle School	AK203	Nutrition Services Assistant II	10	19.5	3.9	0.49	Recruitment in Progress
Earl Warren Middle School	AF997	Nutrition Services Assistant II	10	18.75	3.75	0.47	Recruitment in Progress
Sunset High School	AM871	Registrar	12	40	8	1	Offer Pending
District Office	AN138	Student Health Care Specialist	10	40	8	1	Recruitment in Progress
Transportation	AF521	School Bus Driver	10	35	7	0.875	Recruitment in Progress
Transportation	AE711	School Bus Driver	10	35	7	0.875	Recruitment in Progress
Transportation	AE717	School Bus Driver	10	35	7	0.875	Recruitment in Progress
Transportation	AA512	School Bus Driver	10	35	7	0.875	Recruitment in Progress
Technology	AQ616	Technology Supervisor	12	40	8	1	Testing in Progress