

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

Regular Meeting Agenda

3:30 PM March 10, 2026

SDUHSD District Office

710 Encinitas Blvd, Encinitas, CA 92024

(public may attend in person or virtually)

PUBLIC COMMENTS

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

If you wish to speak regarding an item on the agenda, we request that you email the Director of Classified Personnel at susan.gray@sduhsd.net 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, March 10, 2026

MEETING/OPEN SESSION

1. Call to Order, Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the March 10, 2026, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the agenda for the March 10, 2026, Personnel Commission Regular Meeting.
4. Approval of the Minutes for the February 10, 2026, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the minutes of the February 10, 2026, Personnel Commission Regular Meeting.
5. PUBLIC COMMENTS ON NON-AGENDA ITEMS
No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on their own activities. Furthermore, a member of the commission, or the body itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the commission at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.
 - A. California School Employees Association
 - B. San Dieguito Union High School District
 - C. Public

ACTION ITEMS (See Supplements)

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

- A. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated on 02/09/2026, individual eligibility valid for six months.
- B. Motion by _____, second by _____, to approve an Eligibility List for School Plant Supervisor – Middle School, SR40, Promotional Only, updated on 02/09/2026, individual eligibility valid for six months.
- C. Motion by _____, second by _____, to approve an Eligibility List for Executive Assistant – Human Resources, Confidential SR1, Open/Promotional-Dual Certification, updated on 02/10/2026, individual eligibility valid for six months.
- D. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated on 02/10/2026, individual eligibility valid for six months.
- E. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 02/11/2026, individual eligibility valid for six months.
- F. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 02/18/2026, individual eligibility valid for six months.
- G. Motion by _____, second by _____, to approve an Eligibility List for Information Technology (IT) Support Technician, SR51, Open/Promotional, updated on 02/26/2026, individual eligibility valid for six months.
- H. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 02/26/2026, individual eligibility valid for six months.
- I. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 03/03/2026, individual eligibility valid for six months.

2. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments, if any

- A. Motion by _____, second by _____, to establish a six-month Eligibility List for Administrative Assistant I, SR38, Open/Promotional-Dual Certification.
- B. Motion by _____, second by _____, to establish a six-month Eligibility List for Athletic Trainer, SR47, Open/Promotional-Dual Certification.
- C. Motion by _____, second by _____, to establish a six-month Eligibility List for Vehicle & Equipment Service Worker, SR41, Open/Promotional-Dual Certification.
- D. Motion by _____, second by _____, to establish a six-month Eligibility List for Administrative Assistant III, SR42, Open/Promotional-Dual Certification.
- E. Motion by _____, second by _____, to establish a six-month Eligibility List for Receptionist, SR32, Open/Promotional-Dual Certification.
- F. Motion by _____, second by _____, to establish a six-month Eligibility List for Custodian-Floater, SR33, Open/Promotional-Dual Certification.

3. JOB DESCRIPTION REVISION

Public Comments, if any

A. Risk Manager

Motion by _____, second by _____, to approve the proposed revisions to the Risk Manger job description.

DISCUSSION/INFORMATION ITEMS (See Supplements)

4. PROPOSED 2026-27 BUDGET REVIEW (First Read)

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, April 14, 2026 at 3:30 PM.

8. ADJOURNMENT

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

Regular Meeting Minutes

3:30 PM, February 10, 2026

MEETING/OPEN SESSION

1. Call to Order, Commission Chair
The meeting was called to order at 3:37 PM by Commissioner CUNNINGHAM.

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

Personnel Commissioners in Attendance

Justin Cunningham
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 February 10, 2026, Personnel Commission Regular Meeting.

Public Comments - None

Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve the agenda for the February 10, 2026, Personnel Commission Regular Meeting.

John Baird

Justin Cunningham

Passed with Two Ayes

4. Approval of the Minutes for the January 13, 2026, Personnel Commission Regular Meeting.

Public Comments - None

Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve the minutes of the January 13, 2026, Personnel Commission Regular Meeting.

John Baird

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 - *None*

ACTION ITEMS (See Supplements)

1. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments - None

A. Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 01/09/2026, individual eligibility valid for six months.

John Baird
Justin Cunningham
Passed with Two Ayes

B. Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 01/12/2026, individual eligibility valid for six months.

John Baird
Justin Cunningham
Passed with Two Ayes

C. Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve an Eligibility List for School Bus Driver, SR38, Open/Promotional-Dual Certification, updated on 01/12/2026, individual eligibility valid for six months.

John Baird
Justin Cunningham
Passed with Two Ayes

D. Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 01/15/2026, individual eligibility valid for six months.

John Baird
Justin Cunningham

Passed with Two Ayes

- E. Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated on 01/15/2026, individual eligibility valid for six months.

John Baird

Justin Cunningham

Passed with Two Ayes

- F. Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 01/20/2026, individual eligibility valid for six months.

John Baird

Justin Cunningham

Passed with Two Ayes

- G. Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated on 01/20/2026, individual eligibility valid for six months.

John Baird

Justin Cunningham

Passed with Two Ayes

- H. Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve an Eligibility List for Nutrition Services Assistant – Floater, SR26, Open/Promotional-Dual Certification, updated on 01/21/2026, individual eligibility valid for six months.

John Baird

Justin Cunningham

Passed with Two Ayes

- I. Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 01/22/2026, individual eligibility valid for six months.

John Baird

Justin Cunningham

Passed with Two Ayes

- J. Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 01/23/2026, individual eligibility valid for six months.

John Baird

Justin Cunningham

Passed with Two Ayes

- K. Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve an Eligibility List for School Bus Driver, SR38, Open/Promotional-Dual

Certification, updated on 01/23/2026, individual eligibility valid for six months.
John Baird
Justin Cunningham
Passed with Two Ayes

- L. Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve an Eligibility List for Administrative Assistant II, SR40, Open/Promotional-Dual Certification, updated on 01/26/2026, individual eligibility valid for six months.

John Baird
Justin Cunningham
Passed with Two Ayes

- M. Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 01/30/2026, individual eligibility valid for six months.

John Baird
Justin Cunningham
Passed with Two Ayes

- N. Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated on 01/30/2026, individual eligibility valid for six months.

John Baird
Justin Cunningham
Passed with Two Ayes

- O. Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve an Eligibility List for Secretary, SR36, Open/Promotional-Dual Certification, updated on 01/30/2026, individual eligibility valid for six months.

John Baird
Justin Cunningham
Passed with Two Ayes

- P. Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd (Behavior Intervention), SR36, Open/Promotional-Dual Certification, updated on 02/02/2026, individual eligibility valid for six months.

John Baird
Justin Cunningham
Passed with Two Ayes

- Q. Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve an Eligibility List for Executive Assistant to the Superintendent, Confidential SR2, Open/Promotional-Dual Certification, updated on 02/03/2026, individual eligibility valid for six months.

John Baird
Justin Cunningham
Passed with Two Ayes

2. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments - None

A. Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to establish a six-month Eligibility List for Information Technology Support Technician, SR51, Open/Promotional.

John Baird

Justin Cunningham

Passed with Two Ayes

3. JOB DESCRIPTION REVISION

Public Comments - None

1. Administrative Secretary – Bilingual (Spanish)

Motion by Commissioner BAIRD, second by Commissioner CUNNINGHAM, to approve the revised job description and proposed title change to Administrative Assistant II – Bilingual (Spanish).

John Baird

Justin Cunningham

Passed with Two Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

4. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments - None

A. Vacancy Report Summary: *Susan Gray shared that recruitment has been steady with a lot of internal movement. Susan also shared that the Personnel Commission was currently in the nomination process for the classified employee of the year.*

B. Vacancy Report

C. Personnel Listing

5. CORRESPONDENCE

Public Comments – None

Susan noted that 300 attendees are expected at the CSPCA Conference, with many school districts having already paid their registration.

6. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, March 10, 2026 at 3:30 PM.

7. ADJOURNMENT – 4:02 PM

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

Instructional/Personal Care Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Date: 2/9/2026

Applicant ID	Rank	Expiration Date	Source
13512	1	8/9/2026	Open
13381	2	7/30/2026	Open
13559	2	8/9/2026	Open
13550	3	8/9/2026	Open
13212	4	7/20/2026	Open

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

Scores are merged each time the exam is administered.

S. Gray

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

School Plant Supervisor - Middle School

Eligibility List

Promo Only

Date: 2/9/2026

Applicant ID	Rank	Expiration Date	Source
13194	1	8/9/2026	Promo
13319	2	8/9/2026	Promo

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

S. Gray

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

Executive Assistant - Human Resources

Eligibility List

Open/Promo-Dual Certification

Date: 2/10/2026

Applicant ID	Rank	Expiration Date	Source
13492	1	8/10/2026	Open
13443	2	8/10/2026	Open
13387	3	8/10/2026	Open
13229	3	8/10/2026	Open
13462	4	8/10/2026	Open
13130	5	8/10/2026	Promo
13202	6	8/10/2026	Promo
13490	7	8/10/2026	Promo
13489	7	8/10/2026	Open
13323	8	8/10/2026	Open
13430	9	8/10/2026	Open
13432	10	8/10/2026	Open
13315	11	8/10/2026	Open

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

S. Gray

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

Campus Supervisor

Eligibility List-Continuous

Open/Promo-Dual Certification

Updated: 2/10/2026

Applicant ID	Rank	Expiration Date	Source
10984	1	3/24/2026	Open
13517	1	8/10/2026	Open
11566	2	6/2/2026	Open
11605	3	6/2/2026	Open
10743	4	3/24/2026	Open
13446	5	8/10/2026	Open
13508	6	8/10/2026	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: 2/11/2026

Applicant ID	Rank	Expiration Date	Source
9473	1	2/12/2026	Open
13390	2	7/15/2026	Open
12995	3	7/23/2026	Open
13383	4	7/5/2026	Open
13098	5	7/30/2026	Open
13521	6	7/20/2026	Open
13115	6	8/11/2026	Open
13110	7	7/8/2026	Promo

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

Scores are merged each time the exam is administered.

S. Gray

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

Instructional Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 2/18/2026

Applicant ID	Rank	Expiration Date	Source
9473	1	2/12/2026	Open
13110	2	7/15/2026	Open
13390	3	7/23/2026	Open
13659	4	8/18/2026	Open
12995	4	7/5/2026	Open
13383	5	7/30/2026	Open
13098	6	7/20/2026	Open
13521	6	8/11/2026	Open
13115	7	7/8/2026	Promo

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

Scores are merged each time the exam is administered.

S. Gray

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

Information Technology Support Technician

Eligibility List

Open/Promo

Effective Date: 2/26/2026

Applicant ID	Rank	Expiration Date	Source
11437	1	8/26/2026	Promo

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

S. Gray

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

Instructional Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 2/26/2026

Applicant ID	Rank	Expiration Date	Source
13729	1	8/26/2026	Open
13390	2	7/23/2026	Open
12995	3	7/5/2026	Open
13778	4	8/26/2026	Open
13098	4	7/20/2026	Open
13521	4	8/11/2026	Open
13115	5	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 Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 3/3/2026

Applicant ID	Rank	Expiration Date	Source
13845	1	9/3/2026	Open
13729	2	8/26/2026	Open
13390	3	7/23/2026	Open
12995	4	7/5/2026	Open
13778	5	8/26/2026	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



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

Board of Trustees

Michael Allman
 Phan Anderson
 Jane Lea Smith
 Ringa Viskanta
 Jodie Williams

Superintendent

Anne L. Staffieri, Ed.D.

Classified Personnel Commission

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

Classification Review Report	
Classification	Risk Manager
Classification Type	Classified
Salary Range	Management 5-3
Submission to Personnel Commission	March 10, 2026

Background Information

The Risk Manager classification was adopted in December 2024. A recent Civil Rights audit identified that the District needs to identify a Title II Coordinator under the Americans with Disabilities Act. A Title II Coordinator is responsible for receiving and investigating complaints related to accessibility and ensuring reporting and recordkeeping requirements are met.

These duties fall within the scope of the Risk Manager as the current responsibilities include investigating accidents and injuries related to district properties. The Risk Manager works with Facilities and other departments to ensure district properties are safe and have appropriate access. This position is also responsible for recordkeeping, reporting, and claims management.

Salary Compensation Review

Given that this position was adopted a little over a year ago, a new compensation review was not conducted.

Recommendation

It is recommended that the Risk Manager job description be revised as proposed.

RISK MANAGER

JOB SUMMARY

Under the direction of the Associate Superintendent of Business, the Risk Manager develops, implements and evaluates the District's risk programs, including insurance policies and claims, safety, and compliance with state and federal laws. This position also serves as the Title II Coordinator for the District.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

- Plans and implements programs to minimize risk-related costs experienced in normal operations and for complying with state and federal programs mandating safety requirements.
- Implements long and short-range plans and programs (e.g., safety and accident reduction, periodic risk assessment analyses) to ensure the District's resources are effectively used.
- Manages the District's insurance needs, including property, liability and student accident insurance. Develops coverage conditions and specifications for brokers.
- Manages and processes claims against the District in accordance with the Government Claims Act and procedures of the Joint Powers Authority (JPA) or insurers.
- Manages and processes claims against the District in accordance with state and federal laws related to Title II of the Americans with Disabilities Act.
- Receives and investigates complaints under Title II, conducts required program review, coordinates accessibility improvements with appropriate departments, acts as the point of contact for the public regarding equal access, and ensures reporting and record keeping requirements are met.
- Under administrative direction, coordinates the review, selection, and negotiation of claims administrators and insurance brokers and participates in the settlement of claims.
- Implements assigned phases of the District's risk and safety programs (e.g., conducts risk analysis and risk classification studies, and coordinates safety committee activities) to minimize the District's losses due to liability.
- Prepares various documents, (e.g., risk analyses and assessments, contract specifications) to provide necessary information to state and federal agencies and appropriate District personnel and/or to develop contract specifications.
- Presents various programs (e.g., risk reduction strategies) to inform staff of appropriate procedures and safe practices.
- Investigates accidents, security incidents, property losses and other occurrences; travel to various sites to interview individuals, analyze situations and recommend appropriate action.
- Inspects facilities and grounds to evaluate conditions related to safety and risk management control and makes recommendation for remediation/corrective action.
- Coordinates ergonomic evaluations
- Manages the District's Hazardous Waste Program, Injury and Illness Prevention Program (IIPP) and Workplace Violence Prevention Plan, including the development, implementation, and maintenance of the programs/plans, to include required record keeping, reporting and training of staff.
- Coordinates the District's Disaster Preparedness program, including coordination of the Emergency Operations Center.

RISK MANAGER

- Implements programs to maintain compliance with federal, state, and local safety programs, including CalOSHA and EPA regulations.
- Attends and facilitates various meetings to address liability concerns and provide and receive information.
- Performs other job-related duties as assigned to ensure the efficiency and effectiveness District risk programs.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Applicable laws, codes, regulations, policies, and procedures.
- Principles of safety and environmental health.
- Principles of hazardous materials management.
- Principles of insurance, business, public administration, and claims handling techniques.
- Emergency response procedures and coordination.
- Oral and written communication skills.
- Principles and practices of effective administration and training.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned software.
- Health and safety regulations.

ABILITY TO:

- Assure protection of the District's human, financial, and physical resources against unreasonable loss.
- Analyze and interpret data from insurance documents, statutes, government codes and consensus standards. Identify various types of risk exposures, assess hazard level, and make appropriate recommendations.
- Operate various testing and office equipment as assigned.
- Conduct physical inspections.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.

RISK MANAGER

Seldom/Occasionally Occasionally	pushing and pulling, reach above shoulder, reach at shoulder walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet
Occasionally/Frequently	handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Hazardous waste and chemicals.

RISK MANAGER

JOB SUMMARY

Under the direction of the Associate Superintendent of Business, the Risk Manager develops, implements and evaluates the District's risk programs, including insurance policies and claims, safety, and compliance with state and federal laws. This position also serves as the Title II Coordinator for the District.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

- Plans and implements programs to minimize risk-related costs experienced in normal operations and for complying with state and federal programs mandating safety requirements.
- Implements long and short-range plans and programs (e.g., safety and accident reduction, periodic risk assessment analyses) to ensure the District's resources are effectively used.
- Manages the District's insurance needs, including property, liability and student accident insurance. Develops coverage conditions and specifications for brokers.
- Manages and processes claims against the District in accordance with the Government Claims Act and procedures of the Joint Powers Authority (JPA) or insurers.
- Manages and processes claims against the District in accordance with state and federal laws related to Title II of the Americans with Disabilities Act.
- Receives and investigates complaints under Title II, conducts required program review, coordinates accessibility improvements with appropriate departments, acts as the point of contact for the public regarding equal access, and ensures reporting and record keeping requirements are met.
- Under administrative direction, coordinates the review, selection, and negotiation of claims administrators and insurance brokers and participates in the settlement of claims.
- Implements assigned phases of the District's risk and safety programs (e.g., conducts risk analysis and risk classification studies, and coordinates safety committee activities) to minimize the District's losses due to liability.
- Prepares various documents, (e.g., risk analyses and assessments, contract specifications) to provide necessary information to state and federal agencies and appropriate District personnel and/or to develop contract specifications.
- Presents various programs (e.g., risk reduction strategies) to inform staff of appropriate procedures and safe practices.
- Investigates accidents, security incidents, property losses and other occurrences; travel to various sites to interview individuals, analyze situations and recommend appropriate action.
- Inspects facilities and grounds to evaluate conditions related to safety and risk management control and makes recommendation for remediation/corrective action.
- Coordinates ergonomic evaluations
- Manages the District's Hazardous Waste Program, Injury and Illness Prevention Program (IIPP) and Workplace Violence Prevention Plan, including the development, implementation, and maintenance of the programs/plans, to include required record keeping, reporting and training of staff.
- Coordinates the District's Disaster Preparedness program, including coordination of the Emergency Operations Center.

RISK MANAGER

- Implements programs to maintain compliance with federal, state, and local safety programs, including CalOSHA and EPA regulations.
- Attends and facilitates various meetings to address liability concerns and provide and receive information.
- Performs other job-related duties as assigned to ensure the efficiency and effectiveness District risk programs.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Applicable laws, codes, regulations, policies, and procedures.
- Principles of safety and environmental health.
- Principles of hazardous materials management.
- Principles of insurance, business, public administration, and claims handling techniques.
- Emergency response procedures and coordination.
- Oral and written communication skills.
- Principles and practices of effective administration and training.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned software.
- Health and safety regulations.

ABILITY TO:

- Assure protection of the District's human, financial, and physical resources against unreasonable loss.
- Analyze and interpret data from insurance documents, statutes, government codes and consensus standards. Identify various types of risk exposures, assess hazard level, and make appropriate recommendations.
- Operate various testing and office equipment as assigned.
- Conduct physical inspections.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.

EDUCATION AND EXPERIENCE

Bachelor's degree in safety/health management, risk management, business administration, public administration or related field and three years' increasingly responsible experience in risk management, risk analysis or loss control. Experience in a school district or public entity is preferred.

RISK MANAGER

DISTINGUISHING CHARACTERISTICS

The Risk Manager classification is responsible for managing the District’s Risk Management Programs, assuring protection of the District’s human, financial, and physical resources against unreasonable loss by controlling conditions that cause accidental losses and financial losses.

The position differs from the Loss Control Analyst position in that it has further responsibility to manage the District’s programs, including leading committees, programs and plans necessary to ensure District compliance with State and Federal laws, risk mitigation, insurance claim management and investigation, and training of district personnel.

REQUIRED TESTING

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

LICENSES/CERTIFICATES

Valid California driver’s license

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

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

- Never = 0%
- Seldom = 1-10% (<45 minutes)
- Occasionally = 11-33% (up to 3 hours)
- Frequently = 34-66% (up to 6 hours)
- Continuously = 67-100% (more than 6 hours)

Seldom	stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back
Seldom/Occasionally	pushing and pulling, reach above shoulder, reach at shoulder
Occasionally	walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet

RISK MANAGER

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

Hazardous waste and chemicals.

PERSONNEL COMMISSION				
Description	2025-26 Budget	2025-26 Expenses	2026-27 Budget	
Cert bd Members Salary	0	0		
Benefits	3	0	0	
Class Superv & Admin Salaries	149,959	101,442	166,621	Salary - S. Gray
Class.Bd.Members Salary	2,727	1,200	2,700	Commissioner Stipends - 12 reg mtgs, 6 special mtgs
Benefits			63,165	
Clerical And Office Salaries	161,852	106,532	162,167	Salaries - A. Avelar, B. Bass
Benefits			60,496	
Clerical Overtime Wages	1,515	0	1,500	Commission Meetings
Benefits			158	
Clerical Subs-Illness/Leave	0	0		
Clerical-Extra Help	253	0	250	Internal raters
Other.Class-Extra Help	253	0	250	Internal raters
Benefits	158,483	101,935	187	
Materials And Supplies	500	0	300	Office Supplies
Refreshments	300	0	300	Classified Employee of the Year
Non-Capitalized Equipment	0	0		
Non-Capitalized Tech Equipment	0	0		
Conference,Workshop,Sem.	6,500	4,794	6,500	CSPCA Conference
Mileage	500	0	500	
Dues And Memberships	3,700	3,650	3,850	\$3000 CODESP, \$800 CSPCA, \$50 SDCSPCA,
Rents & Leases	2,000	591	2,000	Copier Machine, PC pays 1/3 of department cost
Copy Charges	2,000	580	2,000	Copies, PC pays 1/3 of department cost
Professional/Consult Svs	10,000	0	10,000	Hearing expenses - Hearing Officer, Transcriber, Translator
Legal Expense	14,275	0	14,275	
Computer Licensing	7,000	6,499	9,000	Eskill -Price increase due to increased testing
Advertising	5,000	2,662	5,000	Edjoin, SchoolSpring, Job Postings
Other Serv.& Oper.Exp.	0	0		
Communications-Postage	25	0	25	Certified Mail
PERSONNEL COMMISSION Total	\$ 526,845.00	\$ 329,885.30	\$ 511,244.00	

Vacancy Summary Report

March 4, 2026

Site/Department	Full Time	Part Time	Grand Total
Carmel Valley Middle School	1	7	8
Coast Academy		1	1
Diegueno Middle School	1		1
District Office	1		1
La Costa Canyon High School	3	6	9
Maintenance & Operations	2		2
Nutrition Services		1	1
Pacific Trails Middle School	1	3	4
San Dieguito High School Academy	1		1
Torrey Pines High School	4	2	6
Transportation	2	2	4
Grand Total	16	22	38

Hard to Fill	Count of TITLE
Campus Supervisor	5
Instructional Assistant - Behavior Intervention	5
Instructional Assistant Special Education	6
Instructional/Personal Care Assistant	2
Nutrition Services Assistant - Floater	1
Nutrition Services Assistant I	5
School Bus Driver	2
Vehicle & Equipment Mechanic	1
Vehicle & Equipment Service Worker	1
Grand Total	28

Row Labels	Count of STATUS
Hired	6
Hold	1
Interviews in progress	1
Offer Pending	1
Recruitment in progress	24
References	1
Selection Clearing	4
Grand Total	38

Vacancy Report							
SITE	SLOT	TITLE	# of Months	# of Hours a Week	# of Hours a Day	FTE	STATUS
Carmel Valley Middle School	AA045	Administrative Assistant I	10	40	8	1	Recruitment in progress
Pacific Trails Middle School	AJ621	Administrative Assistant III	11	40	8	1	Recruitment in progress
La Costa Canyon High School	AQ816	Athletic Trainer	11	40	8	1	Recruitment in progress
Torrey Pines High School	AQ815	Athletic Trainer	11	40	8	1	Recruitment in progress
Carmel Valley Middle School	AO538	Campus Supervisor	10	19.5	3.9	0.49	Interviews in progress
La Costa Canyon High School	AO531	Campus Supervisor	10	40	8	1	Selection Clearing
La Costa Canyon High School	AA306	Campus Supervisor	10	40	8	1	Hired
San Dieguito High School Academy	AA307	Campus Supervisor	10	40	8	1	Recruitment in progress
Torrey Pines High School	AK188	Campus Supervisor	10	40	8	1	Hold
Maintenance & Operations	AJ728	Custodian-Floater	12	40	8	1	Recruitment in progress
District Office	AA053	Executive Assistant - Human Resources	12	40	8	1	Hired
Carmel Valley Middle School	AQ764	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
Carmel Valley Middle School	AQ766	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
La Costa Canyon High School	AH757	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
Pacific Trails Middle School	AQ162	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Offer Pending
Pacific Trails Middle School	AQ649	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
Carmel Valley Middle School	AQ795	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Carmel Valley Middle School	AN497	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Carmel Valley Middle School	AQ725	Instructional Assistant Special Education	10	30	6	0.75	Hired
Coast Academy	AJ624	Instructional Assistant Special Education	10	27.5	5.5	0.69	Recruitment in progress
La Costa Canyon High School	AF620	Instructional Assistant Special Education	10	30	6	0.75	Selection Clearing
Torrey Pines High School	AQ644	Instructional Assistant Special Education	10	30	6	0.75	Hired
La Costa Canyon High School	AI315	Instructional/Personal Care Assistant	10	30	6	0.75	Selection Clearing
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	AQ323	Nutrition Services Assistant - Floater	10	35	7	0.88	Recruitment in progress
Torrey Pines High School	AA080	Receptionist	10	40	8	1	Recruitment in progress
Transportation	AA512	School Bus Driver	10	35	7	0.875	Selection Clearing
Transportation	AA500	School Bus Driver	10	35	7	0.875	Recruitment in progress
Maintenance & Operations	AA175	School Plant Supervisor - Middle School	12	40	8	1	Hired
Diegueno Middle School	AA089	Secretary	11	40	8	1	Hired
Torrey Pines High School	AA093	Secretary	11	40	8	1	References
Transportation	AA551	Vehicle & Equipment Mechanic	12	40	8	1	Recruitment in progress
Transportation	AA554	Vehicle & Equipment Service Worker	12	40	8	1	Recruitment in progress

**Classified Personnel List
February 12, 2026**

Personnel Action	Classification	Last Name	First Name	Job Title	Site	Effective Date	Inactive Date	FTE
Change in Assignment	Classified	Cabrera	Miguel	Custodian Floater to Custodian	Facilities to TPHS	01/07/2026		1.00
Change in Assignment	Classified	McMurray Fee	Melody	Instructional Assistant-Special Education	TPHS to COAST	02/02/2026		0.75
Employment	Classified	Bess	Jonas	School Bus Driver	Transportation	01/09/2026		0.88
Employment	Classified	Bostwick	Linda	Instructional Assistant-Special Education	TPHS	01/06/2026		0.75
Employment	Classified	Daum	Justin	Nutrition Services Assistant I	OCMS	01/20/2026		0.49
Employment	Classified	Dietzman	Maverick	Health Technician	OCMS	01/20/2026		1.00
Employment	Classified	Hernandez Gonzalez	Mayra	Custodian Floater	Facilities	01/09/2026		1.00
Employment	Classified	Howell	Nicholas	Instructional Assistant-Behavior Intervention	TPHS	01/06/2026		0.75
Employment	Classified	Lewis	Michael	School Bus Driver	Transportation		01/21/2026	0.88
Employment	Classified	McFeely	Dylan	Campus Supervisor	LCC	01/12/2026		1.00
Employment	Classified	Mendoza Cruz	Carlos	Vehicle & Equipment Service Worker	Transportation	02/02/2026		1.00
Employment	Classified	Rincon	James	Grounds Maintenance Worker I	Facilities	01/07/2026		1.00
Employment	Classified	Robb	Darren	Nutrition Services Transporter	Nutrition Services	01/12/2026		0.75
Resignation	Classified	Bernardini	Anthony	Instructional Assistant-Special Education	COAST		01/05/2026	0.75
Resignation	Classified	McFeely	Dylan	Campus Supervisor	LCC		01/14/2026	1.00
Resignation	Classified	Rios	Jessica	Instructional Personal Care Assistant	COAST		01/09/2026	0.75
Resignation	Classified	Schweitzer	Albina	Nutrition Services Assistant I	CVMS		01/21/2026	0.49
Retirement	Classified	Harder	Jay	Vehicle & Equipment Mechanic	Transportation		12/30/2025	1.00
Termination	Classified	Perez	Enrique	Campus Supervisor	LCC		01/15/2026	1.00
Termination	Classified	Ramos	Vanessa	Instructional Personal Care Assistant	LCC		01/13/2026	0.75