San Dieguito Union High School District
PERSONNEL COMMISSION

Special Meeting Agenda

3:30 PM October 27, 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 ACCOMMODATIONS

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

Special Meeting Agenda

3:30 PM, October 27, 2026

MEETING/OPEN SESSION

1. Call to Order, Commission Chair

2. Pledge of Allegiance

3. Approval of the Agenda for the October 27, 2026, Personnel Commission Special Meeting.
   Public Comments, if any

   Motion by _____, second by _____, to approve the agenda for the October 27, 2026, Personnel Commission Special Meeting.

4. Approval of the Minutes for the September 8, 2026, Personnel Commission Regular Meeting.
   Public Comments, if any

   Motion by _____, second by _____, to approve the minutes of the September 8, 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. Administrative Assistant I
   Eligibility List, SR38, Open/Promotional-Dual Certification, updated on 09/03/2026, individual eligibility valid for six months.

   Motion by _____, second by _____, to approve Item A, Administrative Assistant I.

   B. Nutrition Services Assistant – Floater
   Eligibility List, SR27, Open/Promotional-Dual Certification, updated on 09/03/2026, individual eligibility valid for six months.

   Motion by _____, second by _____, to approve Item B, Nutrition Services Assistant – Floater.

   C. Nutrition Services Assistant I
   Continuous Filing Eligibility List, SR26, Open/Promotional-Dual Certification, updated on 09/03/2026, individual eligibility valid for six months.

   Motion by _____, second by _____, to approve Item C, Nutrition Services Assistant I.

   D. Instructional Assistant SpEd
   Continuous Filing Eligibility List, SR34, Open/Promotional-Dual Certification, updated on 09/04/2026, individual eligibility valid for six months.

   Motion by _____, second by _____, to approve Item D, Instructional Assistant SpEd.

   E. Translator/Interpreter (Spanish)
   Eligibility List, SR41, Open/Promotional-Dual Certification, updated on 09/09/2026, individual eligibility valid for six months.

   Motion by _____, second by _____, to approve Item E, Translator/Interpreter (Spanish).

   F. Instructional Assistant – Multilingual Learners
   Continuous Filing Eligibility List, SR31, Open/Promotional-Dual Certification, updated on 09/10/2026, individual eligibility valid for six months.

   Motion by _____, second by _____, to approve Item F, Instructional Assistant – Multilingual Learners.

   G. Instructional Assistant SpEd

Continuous Filing Eligibility List, SR34, Open/Promotional-Dual Certification, updated on 09/11/2026, individual eligibility valid for six months.

Motion by _____, second by _____, to approve Item G, Instructional Assistant SpEd.

H. Custodian-Floater
Continuous-Filing Eligibility List, SR33, Open/Promotional-Dual Certification, updated on 09/11/2026, individual eligibility valid for six months.

Motion by _____, second by _____, to approve Item H, Custodian-Floater.

I. Legal Support Specialist
Continuous-Filing Eligibility List, Confidential SR1, Open/Promotional-Dual Certification, updated on 09/14/2026, individual eligibility valid for six months.

Motion by _____, second by _____, to approve Item I, Legal Support Specialist.

J. Student Support Facilitator
Eligibility List, SR39, Open/Promotional-Dual Certification, updated on 09/14/2026, individual eligibility valid for six months.

Motion by _____, second by _____, to approve Item J, Student Support Facilitator.

K. Custodian-Floater
Continuous-Filing Eligibility List, SR33, Open/Promotional-Dual Certification, updated on 09/15/2026, individual eligibility valid for six months.

Motion by _____, second by _____, to approve Item K, Custodian-Floater.

L. Instructional Assistant SpEd
Continuous Filing Eligibility List, SR34, Open/Promotional-Dual Certification, updated on 09/25/2026, individual eligibility valid for six months.

Motion by _____, second by _____, to approve Item L, Instructional Assistant SpEd.

M. Instructional Assistant SpEd
Continuous Filing Eligibility List, SR34, Open/Promotional-Dual Certification, updated on 10/05/2026, individual eligibility valid for six months.

Motion by _____, second by _____, to approve Item M, Instructional Assistant SpEd.

N. Accountant
Eligibility List, SR52, Promotional Only, updated on 10/06/2026, individual eligibility valid for six months.

Motion by _____, second by _____, to approve Item N, Accountant.

O. Vocational Developer
Eligibility List, SR37, Open/Promotional-Dual Certification, updated on 10/06/2026, individual eligibility valid for six months.

Motion by _____, second by _____, to approve Item O, Vocational Developer.

P. Campus Supervisor
Continuous Filing Eligibility List, SR32, Open/Promotional-Dual Certification, updated on 10/13/2026, individual eligibility valid for six months.

Motion by _____, second by _____, to approve Item P, Campus Supervisor.

Q. Nutrition Services Assistant II
Eligibility List, SR28, Open/Promotional-Dual Certification, updated on 10/13/2026, individual eligibility valid for six months.

Motion by _____, second by _____, to approve Item Q, Nutrition Services Assistant II.

R. Instructional Assistant SpEd
Continuous Filing Eligibility List, SR34, Open/Promotional-Dual Certification, updated on 10/20/2026, individual eligibility valid for six months.

Motion by _____, second by _____, to approve Item R, Instructional Assistant SpEd.

S. Administrative Assistant III
Eligibility List, SR42, Open/Promotional-Dual Certification, updated on 10/21/2026, individual eligibility valid for six months.

Motion by _____, second by _____, to approve Item S, Administrative Assistant III.

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 Accountant, SR52, Promotional Only.

B. Motion by _____, second by _____, to establish a six-month Eligibility List for

Vocational Developer, SR37, Open/Promotional-Dual Certification.

C. Motion by _____, second by _____, to establish a six-month Eligibility List for Occupational Therapist, SR65, Open/Promotional-Dual Certification.

D. Motion by _____, second by _____, to establish a six-month Eligibility List for Contracts Analyst, SR62, Open/Promotional-Dual Certification.

E. Motion by _____, second by _____, to establish a six-month Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification.

F. Motion by _____, second by _____, to establish a six-month Eligibility List for Vehicle/Equipment Mechanic, SR49, Open/Promotional-Dual Certification.

G. Motion by _____, second by _____, to establish a six-month Eligibility List for Administrative Assistant II, SR40, Open/Promotional-Dual Certification.

H. Motion by _____, second by _____, to establish a six-month Eligibility List for Administrative Assistant III, SR42 Open/Promotional-Dual Certification.

I. Motion by _____, second by _____, to establish a six-month Eligibility List for Accounting Technician, SR42, Open/Promotional-Dual Certification.

J. Motion by _____, second by _____, to establish a six-month Eligibility List for Nutrition Services Production Assistant, SR33, Open/Promotional-Dual Certification.

3. CLASSIFICATION REVIEWS
   Public Comments, if any
   A. Contracts Analyst
      Motion by _____, second by _____, to approve the proposed revisions to the Contracts Analyst job description.

4. NEW CLASSIFICATIONS
   Public Comment, if any
   A. Energy & Sustainability Manager
      Motion by _____, second by _____, to recommend the establishment of an Energy & Sustainability Manager classification with the proposed job description and salary range.

DISCUSSION/INFORMATION ITEMS (See Supplements)

5. STAFF COMMENTS ON PERSONNEL ACTIVITIES
   Public Comments, if any
   A. Vacancy Report Summary
   B. Vacancy Report
   C. Personnel Listing

6. CORRESPONDENCE
   Public Comments, if any

7. NEXT PERSONNEL COMMISSION MEETING
   The next Regular meeting of the Personnel Commission is scheduled for Tuesday, November 10, 2026 at 3:30 PM.

8. ADJOURNMENT

San Dieguito Union High School District
PERSONNEL COMMISSION

Regular Meeting Minutes

3:30 PM, September 8, 2026

MEETING/OPEN SESSION

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

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

   Personnel Commissioners in Attendance
   Justin Cunningham
   Jeff Charles
   John Baird

   Personnel Commission Staff in Attendance
   Susan Gray, Director of Classified Personnel
   Barbara Bass, Human Resources Analyst – Classified
   Alyssa Avelar, Human Resources Technician

3. Approval of the Agenda for the September 8, 2026, Personnel Commission Regular Meeting.
   Public Comments - None

   Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve the agenda for the September 8, 2026, Personnel Commission Regular Meeting.
   John Baird
   Jeff Charles
   Justin Cunningham
   Passed with Three Ayes

4. Approval of the Minutes for the August 11, 2026, Personnel Commission Regular Meeting.
   Public Comments - None

   Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve the minutes of the August 11, 2026, Personnel Commission Regular Meeting.
   Jeff Charles
   John Baird
   Justin Cunningham

Passed with Three Ayes

5. PUBLIC COMMENTS ON NON-AGENDA ITEMS
   No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on their own activities. Furthermore, a member of the commission, or the body itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the commission at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.

   A. California School Employees Association - *None*
   B. San Dieguito Union High School District - *None*
   C. Public - *None*

ACTION ITEMS (See Supplements)

1. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED
   Public Comments - None
   A. Instructional Assistant SpEd
      Continuous Filing Eligibility List, SR34, Open/Promotional-Dual Certification, updated on 08/07/2026, individual eligibility valid for six months.

      Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve Item A, Instructional Assistant SpEd.
      John Baird
      Jeff Charles
      Justin Cunningham
      Passed with Three Ayes

   B. Instructional Assistant SpEd
      Continuous Filing Eligibility List, SR34, Open/Promotional-Dual Certification, updated on 08/10/2026, individual eligibility valid for six months.

      Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve Item B, Instructional Assistant SpEd.
      Jeff Charles
      John Baird
      Justin Cunningham
      Passed with Three Ayes

C. Instructional Assistant SpEd
Continuous Filing Eligibility List, SR34, Open/Promotional-Dual Certification, updated on 08/14/2026, individual eligibility valid for six months.

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve Item C, Instructional Assistant SpEd.
John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

D. Instructional Assistant SpEd
Continuous Filing Eligibility List, SR34, Open/Promotional-Dual Certification, updated on 08/17/2026, individual eligibility valid for six months.

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve Item D, Instructional Assistant SpEd.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

E. Instructional/Personal Care Assistant – SpEd
Continuous Filing Eligibility List, SR37, Open/Promotional-Dual Certification, updated on 08/17/2026, individual eligibility valid for six months.

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve Item E, Instructional/Personal Care Assistant – SpEd.
John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

F. Instructional Assistant SpEd (Behavior Intervention)
Continuous Filing Eligibility List, SR36, Open/Promotional-Dual Certification, updated on 08/19/2026, individual eligibility valid for six months.

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve Item F, Instructional Assistant SpEd (Behavior Intervention).
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

G. Instructional Assistant Special Education
Continuous Filing Eligibility List, SR34, Open/Promotional-Dual Certification,

updated on 08/24/2026, individual eligibility valid for six months.

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve Item G, Instructional Assistant Special Education.
John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

H. Athletic Trainer
Eligibility List, SR47, Open/Promotional-Dual Certification, updated on 08/25/2026, individual eligibility valid for six months.

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve Item H, Athletic Trainer.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

I. Nutrition Services Assistant – Floater
Eligibility List, SR27, Open/Promotional-Dual Certification, updated on 08/25/2026, individual eligibility valid for six months.

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve Item I, Nutrition Services Assistant – Floater.
John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

J. Instructional Assistant – Multilingual Learners
Continuous Filing Eligibility List, SR31, Open/Promotional-Dual Certification, updated on 08/27/2026, individual eligibility valid for six months.

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve Item J, Instructional Assistant – Multilingual Learners.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

K. Campus Supervisor
Continuous Filing Eligibility List, SR32, Open/Promotional-Dual Certification, updated on 08/31/2026, individual eligibility valid for six months.

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve Item K, Campus Supervisor.
John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

2. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED
Public Comments - None

A. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to establish a six-month Eligibility List for Student Support Facilitator, SR39, Open/Promotional-Dual Certification.
John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

B. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to establish a six-month Eligibility List for Custodian-Floater, SR33, Open/Promotional.
John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

3. STAFF COMMENTS ON PERSONNEL ACTIVITIES
Public Comments - None

A. Vacancy Report Summary: *Susan Gray reported that progress is being made on the Instructional Assistant recruitments. A new bus driver trainee class started and the goal is to fill the remaining two School Bus Driver vacancies through the training program.*
B. Vacancy Report
C. Personnel Listing

Susan Gray announced the upcoming CSPCA Conference in Long Beach and requested that Commissioner Baird and Commissioner Cunningham inform her of their attendance to take advantage of the early registration.

4. CORRESPONDENCE
Public Comments - None

5. NEXT PERSONNEL COMMISSION MEETING
The next Regular meeting of the Personnel Commission is scheduled for Tuesday, October 13, 2026 at 3:30 PM.

The Personnel Commissioners agreed to cancel the October 13th meeting and hold a Special Meeting on October 27th instead.

6. ADJOURNMENT – 3:46 PM

San Dieguito Union High School District
Personnel Commission

Administrative Assistant I

Eligibility List
Open/Promo-Dual Certification

Date: 9/3/2026

Applicant ID	Rank	Expiration Date	Source
19348	1	3/3/2027	Open
19355	2	3/3/2027	Open
13822	3	9/19/2026	Open
19520	3	3/3/2027	Open
19341	4	3/3/2027	Open
20664	4	3/3/2027	Open
20696	5	3/3/2027	Open
19524	5	3/3/2027	Open

Please note: individual eligibility list is valid for 6 months.
Scores are merged each time the exam is administered.

S. Gray

San Dieguito Union High School District
Personnel Commission

Nutrition Services Assistant-Floater

Eligibility List
Open/Promo-Dual Certification

Effective Date: 9/3/2026

Applicant ID	Rank	Expiration Date	Source
19238	1	1/30/2027	Open
19332	1	2/3/2027	Open
20734	1	2/25/2027	Open
20819	1	3/3/2027	Open

Please note: individual eligibility list is valid for 6 months.
Scores are merged each time the exam is administered.

S. Gray

San Dieguito Union High School District
Personnel Commission

Nutrition Services Assistant I
Eligibility List-Continuous Filing
Open/Promo-Dual Certification

Effective Date: 9/3/2026

Applicant ID	Rank	Expiration Date	Source
15146	1	9/18/2026	Open
20824	1	3/3/2027	Open
20831	1	3/3/2027	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: 9/4/2026

Applicant ID	Rank	Expiration Date	Source
20622	1	2/17/2027	Open
20808	1	3/4/2027	Open
17114	2	11/6/2026	Open
19141	3	1/27/2027	Open
19963	4	3/4/2027	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

Translator/Interpreter (Spanish)
Eligibility List
Open/Promo-Dual Certification

Date: 9/9/2026

Applicant ID	Rank	Expiration Date	Source
20605	1	3/9/2027	Open
19239	2	3/9/2027	Open
19420	3	3/9/2027	Open
20746	4	3/9/2027	Open
19173	5	3/9/2027	Open

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

S. Gray

San Dieguito Union High School District
Personnel Commission

Instructional Assistant - Multilingual Learners
Eligibility List-Continuous Filing
Open/Promo-Dual Certification

Date: 9/10/2026

Applicant ID	Rank	Expiration Date	Source
20602	1	2/27/2027	Open
19364	2	2/27/2027	Open
11543	3	2/27/2027	Open
20739	4	3/10/2027	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: 9/11/2026

Applicant ID	Rank	Expiration Date	Source
20622	1	2/17/2027	Open
20808	1	3/4/2027	Open
20445	2	3/11/2027	Open
17114	3	11/6/2026	Open
19141	4	1/27/2027	Open
19963	5	3/4/2027	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

Custodian Floater

Eligibility List-Continuous Filing
Open/Promo-Dual Certification

Effective Date: 9/11/2026

Applicant ID	Rank	Expiration Date	Source
20262	1	3/11/2027	Open
18729	2	1/21/2027	Open
13992	3	10/6/2026	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

Legal Support Specialist

Eligibility List-Continuous Filing
Open/Promo-Dual Certification

Date: 9/14/2026

Applicant ID	Rank	Expiration Date	Source
18788	1	3/14/2027	Open
19403	2	3/14/2027	Open
20603	3	3/14/2027	Open
20775	3	3/14/2027	Open

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

S. Gray

San Dieguito Union High School District
Personnel Commission

Student Support Facilitator
Eligibility List
Open/Promo-Dual Certification

Effective Date: 9/14/2026

Applicant ID	Rank	Expiration Date	Source
20733	1	3/14/2027	Open
20761	2	3/14/2027	Open
20628	3	3/14/2027	Open

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

S. Gray

San Dieguito Union High School District
Personnel Commission

Custodian Floater

Eligibility List-Continuous Filing
Open/Promo-Dual Certification

Effective Date: 9/15/2026

Applicant ID	Rank	Expiration Date	Source
20262	1	3/11/2027	Open
20207	2	3/15/2027	Open
18729	3	1/21/2027	Open
13992	4	10/6/2026	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: 9/25/2026

Applicant ID	Rank	Expiration Date	Source
20622	1	2/17/2027	Open
20808	1	3/4/2027	Open
20445	2	3/11/2027	Open
17114	3	11/6/2026	Open
19141	4	1/27/2027	Open
21153	5	3/25/2027	Open
19963	6	3/4/2027	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: 10/5/2026

Applicant ID	Rank	Expiration Date	Source
20622	1	2/17/2027	Open
20445	2	3/11/2027	Open
21244	2	4/5/2027	Open
17114	3	11/6/2026	Open
19141	4	1/27/2027	Open
21153	5	3/25/2027	Open
19963	6	3/4/2027	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

Accountant

Eligibility List
Promotional

Effective Date: 10/6/2026

Applicant ID	Rank	Expiration Date	Source
21098	1	4/6/2027	Promo
21171	2	4/6/2027	Promo
20998	3	4/6/2027	Promo

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

S. Gray

San Dieguito Union High School District
Personnel Commission

Vocational Developer
Eligibility List
Open/Promo-Dual Certification

Date: 10/6/2026

Applicant ID	Rank	Expiration Date	Source
20867	1	4/6/2027	Promo
20931	2	4/6/2027	Promo

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

10/13/2026

Applicant ID	Rank	Expiration Date	Source
20652	1	3/1/2027	Open
21027	2	4/13/2027	Open
21011	3	4/13/2027	Open
20634	4	3/1/2027	Open
20737	5	3/1/2027	Open

Please note: individual eligibility list is valid for 6 months.
Scores are merged each time the exam is administered.

S. Gray

San Dieguito Union High School District
Personnel Commission

Nutrition Services Asst II
Eligibility List
Open/Promo-Dual Certification

Effective Date: 10/13/2026

Applicant ID	Rank	Expiration Date	Source
21176	1	4/13/2027	Open
21302	1	4/13/2027	Promo

S. Gray

San Dieguito Union High School District
Personnel Commission

Instructional Assistant SpEd

Eligibility List-Continuous Filing
Open/Promo-Dual Certification

Updated Date: 10/20/2026

Applicant ID	Rank	Expiration Date	Source
20622	1	2/17/2027	Open
21244	2	4/5/2027	Open
17114	3	11/6/2026	Open
19141	4	1/27/2027	Open
21153	5	3/25/2027	Open
21339	6	4/20/2027	Open
19963	7	3/4/2027	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

Administrative Assistant III

Eligibility List
Open/Promo-Dual Certification

Effective Date: 10/21/2026

Applicant ID	Rank	Expiration Date	Source
21138	1	4/21/2027	Promo
21071	2	4/21/2027	Promo
21030	3	4/21/2027	Open
21136	4	4/21/2027	Open
21177	5	4/21/2027	Open
21031	6	4/21/2027	Open
21311	6	4/21/2027	Open
21213	7	4/21/2027	Promo
21009	8	4/21/2027	Promo

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

S. Gray

San Dieguito
UNION HIGH SCHOOL DISTRICT

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

Classification Review Report

Classification	Contracts Analyst
Classification Type	Classified
Salary Range	**62**
Submission to Personnel Commission	October 27, 2026

Background Information
The Contracts Analyst position was last updated in 2016. The position will soon become vacant as the current incumbent is retiring. A review of the job description found that the minimum qualifications of the position would make recruitment challenging. Specifically, a "minimum of 2 years of professional experience purchasing and contracting for goods and services ***in a public agency***" is required. This is a specialized position with an already small labor pool. This requirement would further reduce the pool of qualified candidates.

In reviewing the job requirements with the Department Director, she shared that public agency experience is not necessary for a candidate to be successful in this role. As such, it is proposed to change the minimum work experience requirement to "3 years of progressively responsible professional experience in purchasing, procurement, and contracting for goods and services." Public agency experience would be preferred, but not required.

In addition to this proposed change, several minor revisions were made including updating several aspects related to required abilities to ensure candidates have the necessary abilities to perform the duties successfully.

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.

This classification is specialized and not prevalent at other comparison districts. However, three other districts do have similar positions. Based upon this limited comparison pool, it was found that this position is approximately 15% above the market midpoint.

As the position would be vacant, it was recommended to reduce the salary range to a range 59. However, the District and CSEA met to negotiate the proposed changes to the job description and salary range and agreed to maintain the position at its current salary range.

District	Salary Range	Job Title	Min	Midpoint	Max
San Marcos USD	121	Contracts Specialist	$42.40	$48.24	$54.08
San Diego COE	58	Contracts Analyst	$39.37	$44.81	$50.25
Grossmont UHSD	54	Contract Specialist	$34.97	$39.79	$44.60
		Average	$38.91	$44.28	$49.64
SDUHSD	62		$43.55	$50.96	$58.37
			12%	**15%**	**18%**
No Match					
Carlsbad USD					
Escondido UHSD					
Escondido USD					
Oceanside USD					
Poway USD					
Ramona USD					
Vista					

Recommendation

It is recommended that the Personnel Commission approve the revisions to the job description as proposed.

CONTRACTS ANALYST

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Director of Purchasing ~~and Risk Management~~, the Contracts Analyst determines procurement methods, formulation, preparation and finalization of bids, contracts, license agreements, service agreements, maintenance agreements, and equipment leases.

DISTINGUISHING CHARACTERISTICS

The Contracts Analyst performs highly complex and technical analysis of contracts for services and volume procurements of goods and services. The Contracts Analyst develops and negotiates legally compliant contract terms and conditions favorable to the District and monitors to ensure that the contracts are implemented and executed in accordance with the agreed terms. The Contracts Analyst appropriately addresses and resolves customer issues. This class differs from the class of Senior Buyer, which is responsible for the complex business procedures involved in purchasing and ~~warehouse~~ inventory replenishment and for the efficient, timely and economical accomplishment of purchasing activities for assigned product and service lines. The Senior Buyer does review and participates in the preparation and maintenance of less complex contracts.

ESSENTIAL FUNCTIONS

- Develop, analyze, and evaluate complex bid specifications to ensure, prior to Board agreement and approval, that specifications meet all of District's needs and conform to California statutes and District policies and procedures on procurement and contracting.
- Analyze agreements, ~~-~~terms and conditions to provide direction, make recommendations and/or implement modifications to contracts.
- Develop and implement contract evaluation criteria and analytical tools (e.g., spreadsheets and databases) ~~-~~to provide a sound basis for recommending contract awards.
- Research new products, contractors, suppliers, equipment and regulations to identify those ~~which~~ that will enhance efficiency, effectiveness and/or safety of various operations inside and outside the classrooms, and to ensure conformance of contracts to regulations and budgetary guidelines.
- Answer inquiries associated with contracts, service agreements, maintenance agreements and equipment leases ~~-~~to ensure that accurate, consistent, and timely responses are provided.
- Prepare a wide variety of written materials (e.g., bid packages, contract documents, stop notices, Board agenda items, change orders, recommendation for action, etc.) for the purposes of providing documentation for reference to others, following-up, initiating the bid process, providing historical records of projects for future reference, and/or addressing regulatory requirements.
- Coordinate the presentation of specialized programs (e.g., Disabled Veteran Business Enterprise (DVBE)) that affect participation requirements to assist vendors and suppliers in the proper completion of required documents and program compliance.
- Negotiate contract terms and conditions with consultants and suppliers to develop, coordinate and finalize agreements and contracts for submittal for Board ~~action~~ approval.
- Evaluate requisitions to determine the appropriate type of procurement method and initiate the bidding process.
- Monitor customer satisfaction of goods and services received for the purpose of resolving complaints and improving the quality of services and products purchased~~s~~.

CONTRACTS ANALYST

- Assist Director of Purchasing ~~and Risk Management~~, as assigned, to orient and train District managers and staff on contract format, technical correctness and proper procedures ~~-~~to ensure accurate and complete contracts.
- Review, research, and analyze laws, regulations, proposed legislation and policies to assess the~~ir~~ potential impact on assigned purchasing program areas, to recommend appropriate revisions to District policies and procedures, and to assist other staff in coordinating the updating and maintenance of appropriate Board policies and regulations.
- Assist the Director of Purchasing ~~and Risk Management~~, as assigned, for the purpose of selecting and training staff and for researching alternatives for organizing and designing purchasing services and programs.
- Perform other directly ~~-~~related job duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Principles and practices used in public contracting and purchasing, accounting, and contracting with independent consultants
- State codes and regulations and district policies related to school contracting and purchasing, contracting with independent consultants
- Methods and terminology used in contracting and purchasing, real estate transactions, insurance and accounting
- Accounting and reporting on service contracts and purchase agreements
- Establishing procedures and guidelines for gathering data to complete complex reports
- Office organization systems
- District organization, operations, policies and objectives
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Modern office practices, procedures and equipment
- Operation of computer terminal

ABILITY TO:

- Prepare and monitor service and purchase contracts and agreements
- Solicit and evaluate bids and recommend award of contracts in accordance with established guidelines, regulations and state laws
- Negotiate contract terms, monitor vendor performance and compliance
- Research, interpret, and apply applicable laws, policies and procedures
- Prepare specifications, scopes of work, procedure manuals, vendor lists, bid schedules, correspondence and other written material
- Confer with vendors, school and district administrators, contractors, government agencies and others
- Prepare, organize and conduct research and compile data to complete complex reports
- Analyze laws and regulations and recommend revisions to District policies
- Plan, organize and manage contracting and purchasing office systems

CONTRACTS ANALYST

- Understand and use complex software programs
- Read, interpret, apply and explain rules, regulations, policies, procedures, agreements, contracts, and insurance policies
- Analyze situations accurately and adopt an effective course of action
- Work independently with little direction
- Meet schedules and time lines
- Establish and maintain cooperative and effective working relationships with others
- Communicate with others using tact, patience and courtesy
- Maintain records and prepare reports
- Operate a computer terminal

EDUCATION AND EXPERIENCE

Bachelor's Degree or equivalent experience in business, accounting, finance, public administration, or a related field and a minimum of 3 years of progressively responsible professional experience in purchasing, procurement, and contracting for goods and services. Public agency experience is preferred, but not required. California public school district experience is highly desirable.

~~A combination of education and experience which clearly demonstrates possession of the knowledge, skills, and abilities required of this classification. Typical qualifying education and experience may include one of the following:~~
~~A Bachelor's degree in business, accounting, finance, public administration, or a related field and a minimum of two years of professional experience purchasing and contracting for goods and services in a public agency.~~
~~An Associate's degree with substantial coursework in business, accounting, finance, or a related field, a minimum of two years of professional experience purchasing and contracting for goods and services in a public agency, and two years of additional related experience.~~
~~A minimum of two years of professional experience purchasing and contracting for goods and services in a public agency and four years of additional related experience.~~

~~Public agency experience must include the application of laws, policies and procedures related to purchasing and contracting services as well as analysis, research, review, and reporting on bids, requisitions, vendors, contractors, and adherence to contract requirements. California public school district experience is preferred.~~

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:
Never = 0%
Seldom = 1-10% (<45 minutes)
Occasionally = 11-33% (up to 3 hours)

CONTRACTS ANALYST

Frequently = 34-66% (up to 6 hours)
Continuously = 67-100% (more than 6 hours)

Seldom	lifting up to 5 lbs. overhead/at shoulder/waist height; walking, standing, stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back, carrying up to 5 lbs. up to 25 ft. , pushing/pulling, reach below, at, or above shoulder
Occasionally/Frequently	handling/simple grasping
Frequently	fingering/fine manipulation
Frequently/Continuously	sitting

CONTRACTS ANALYST

AUDITORY OR VISUAL REQUIREMENTS
Auditory ability to respond to safety buzzers and emergencies; communicate with others in person and on the telephone; vision ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS
Possible exposure to heat, dust, and outdoor weather conditions when occasionally accompanying contractors to work sites.

REQUIRED TESTING
Pre-employment testing and assessment to demonstrate minimum qualifications required 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.

CONTRACTS ANALYST

OVERALL JOB PURPOSE STATEMENT
Under the direction of the Director of Purchasing, the Contracts Analyst determines procurement methods, formulation, preparation and finalization of bids, contracts, license agreements, service agreements, maintenance agreements, and equipment leases.

DISTINGUISHING CHARACTERISTICS
The Contracts Analyst performs highly complex and technical analysis of contracts for services and volume procurements of goods and services. The Contracts Analyst develops and negotiates legally compliant contract terms and conditions favorable to the District and monitors to ensure that the contracts are implemented and executed in accordance with the agreed terms. The Contracts Analyst appropriately addresses and resolves customer issues. This class differs from the class of Senior Buyer, which is responsible for the complex business procedures involved in purchasing and inventory replenishment and for the efficient, timely and economical accomplishment of purchasing activities for assigned product and service lines. The Senior Buyer does review and participates in the preparation and maintenance of less complex contracts.

ESSENTIAL FUNCTIONS
- Develop, analyze, and evaluate complex bid specifications to ensure, prior to Board agreement and approval, that specifications meet all of District's needs and conform to California statutes and District policies and procedures on procurement and contracting.
- Analyze agreements, terms and conditions to provide direction, make recommendations and/or implement modifications to contracts.
- Develop and implement contract evaluation criteria and analytical tools (e.g., spreadsheets and databases) to provide a sound basis for recommending contract awards.
- Research new products, contractors, suppliers, equipment and regulations to identify those that will enhance efficiency, effectiveness and/or safety of various operations inside and outside the classrooms, and to ensure conformance of contracts to regulations and budgetary guidelines.
- Answer inquiries associated with contracts, service agreements, maintenance agreements and equipment leases to ensure that accurate, consistent, and timely responses are provided.
- Prepare a wide variety of written materials (e.g., bid packages, contract documents, stop notices, Board agenda items, change orders, recommendation for action, etc.) for the purposes of providing documentation for reference to others, following-up, initiating the bid process, providing historical records of projects for future reference, and/or addressing regulatory requirements.
- Coordinate the presentation of specialized programs (e.g., Disabled Veteran Business Enterprise (DVBE)) that affect participation requirements to assist vendors and suppliers in the proper completion of required documents and program compliance.
- Negotiate contract terms and conditions with consultants and suppliers to develop, coordinate and finalize agreements and contracts for submittal for Board approval.
- Evaluate requisitions to determine the appropriate type of procurement method and initiate the bidding process.
- Monitor customer satisfaction of goods and services received for the purpose of resolving complaints and improving the quality of services and products purchased.

CONTRACTS ANALYST

- Assist Director of Purchasing, as assigned, to orient and train District managers and staff on contract format, technical correctness and proper procedures to ensure accurate and complete contracts.
- Review, research, and analyze laws, regulations, proposed legislation and policies to assess the potential impact on assigned purchasing program areas, to recommend appropriate revisions to District policies and procedures, and to assist other staff in coordinating the updating and maintenance of appropriate Board policies and regulations.
- Assist the Director of Purchasing, as assigned, for the purpose of selecting and training staff and for researching alternatives for organizing and designing purchasing services and programs.
- Perform other directly related job duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Principles and practices used in public contracting and purchasing, accounting, and contracting with independent consultants
- State codes and regulations and district policies related to school contracting and purchasing, contracting with independent consultants
- Methods and terminology used in contracting and purchasing, real estate transactions, insurance and accounting
- Accounting and reporting on service contracts and purchase agreements
- Establishing procedures and guidelines for gathering data to complete complex reports
- Office organization systems
- District organization, operations, policies and objectives
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Modern office practices, procedures and equipment
- Operation of computer terminal

ABILITY TO:

- Prepare and monitor service and purchase contracts and agreements
- Solicit and evaluate bids and recommend award of contracts in accordance with established guidelines, regulations and state laws
- Negotiate contract terms, monitor vendor performance and compliance
- Research, interpret, and apply applicable laws, policies and procedures
- Prepare specifications, scopes of work, procedure manuals, vendor lists, bid schedules, correspondence and other written material
- Confer with vendors, school and district administrators, contractors, government agencies and others
- Prepare, organize and conduct research and compile data to complete complex reports
- Analyze laws and regulations and recommend revisions to District policies
- Plan, organize and manage contracting and purchasing office systems
- Understand and use complex software programs

CONTRACTS ANALYST

- Read, interpret, apply and explain rules, regulations, policies, procedures, agreements, contracts, and insurance policies
- Analyze situations accurately and adopt an effective course of action
- Work independently with little direction
- Meet schedules and time lines
- Establish and maintain cooperative and effective working relationships with others
- Communicate with others using tact, patience and courtesy
- Maintain records and prepare reports
- Operate a computer terminal

EDUCATION AND EXPERIENCE

Bachelor's Degree or equivalent experience in business, accounting, finance, public administration, or a related field and a minimum of 3 years of progressively responsible professional experience in purchasing, procurement, and contracting for goods and services. Public agency experience is preferred, but not required. California public school district experience is highly desirable.

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:
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	lifting up to 5 lbs. overhead/at shoulder/waist height; walking, standing, stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back, carrying up to 5 lbs. up to 25 ft. , pushing/pulling, reach below, at, or above shoulder
Occasionally/Frequently	handling/simple grasping
Frequently	fingering/fine manipulation
Frequently/Continuously	sitting

AUDITORY OR VISUAL REQUIREMENTS
Auditory ability to respond to safety buzzers and emergencies; communicate with others in person and on the telephone; vision ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS
Possible exposure to heat, dust, and outdoor weather conditions when occasionally accompanying

contractors to work sites.

REQUIRED TESTING
Pre-employment testing and assessment to demonstrate minimum qualifications required 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.

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UNION HIGH SCHOOL DISTRICT

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

Classification Review Report

Classification	NEW: Energy & Sustainability Manager
Classification Type	Classified Management
Salary Range	**Management Group 5, Range 9**
Submission to Personnel Commission	October 27, 2026

Background Information
The District has requested the establishment of a new classification of Energy & Sustainability Manager (E&S Manager). The E&S Manager would be responsible for managing the District's energy, utilities, and sustainability programs to minimize waste generation, improve recycling practices, and reduce energy consumption.

One of the key responsibilities of this position would be to monitor energy use across the district with the goal of reducing high energy costs. It is anticipated that the cost of this position would be offset by reduced energy expenses.

This position would also lead the District's Sustainability Plan, which is an integral part of the Facility Master Plan.

Additionally, the E&S Manager would be responsible for ensuring the District is in compliance with required solid waste recycling programs, monitor water consumption and other initiatives.

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.

This is a fairly unique position within school districts and no direct comparisons were found amongst our comparison districts. However, several other districts were identified that do have similar positions.

While these districts are outside of San Diego County, they are sufficiently comparable to determine an appropriate salary range. Based on this data and taking into consideration internal alignment with other management positions, it is recommended that this position be placed on Group 5, Range 9 of the Classified Management salary schedule. This position would align with the Construction Project Manager I.

District	Salary Range	Job Title	Min	Midpoint	Max
Anaheim UHSD	22	Energy Manager	$96,984.00	$112,350.00	$127,716.00
Irvine USD	21	Supervisor - Sustainability	$88,794.48	$99,724.38	$110,654.28
Santa Monica-Malibu USD		Manager - Sustainability	$100,920.00	$111,942.00	$122,964.00
Temecula Valley USD		Coordinator - Energy Management	$103,338.00	$117,551.50	$131,765.00
		Average	$97,509.12	$110,391.97	$123,274.82
SDUHSD--recommended salary placement is Group 5, Range 9			$106,454.00	$113,875.50	$121,297.00
			9%	3%	-2%

Recommendation

It is recommended that the Personnel Commission approve the proposed job description for Energy & Sustainability Manager and the proposed salary of Group 5, Range 9 on the Classified Management salary schedule.

ENERGY & SUSTAINABILITY MANAGER

JOB SUMMARY

Under the direction of the Associate Superintendent of Business Services or designee, the Energy & Sustainability Manager implements and manages energy, utilities and sustainability programs to minimize waste generation, improve recycling practices, and reduce energy consumption.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS:

- Oversees District utilities, energy and water management, and waste/recycling programs.
- Develops long and short range plans and programs (e.g., energy, utilities, irrigation, and sustainability) to ensure resources are used effectively in support of the District's Sustainability Plan.
- Monitors and resolves operational issues across energy, utility, irrigation, and sustainability programs.
- Leads specialized programs including the EV fleet, shutdown procedures, and sustainability team initiatives.
- Develops and implements procedures and best practices for identifying, reporting and pursuing resolutions in the District's energy consumption and solicits alternative funding.
- Manages environmental compliance and reporting requirements, including State and Federal laws and Board Policies.
- Makes site visits as required to analyze and implement energy/utility efficiency practices.
- Manages the development and implementation of the District's energy conservation program; monitors the municipal and utility company actions to determine trends affecting District costs, monitors energy consumption and associated budgets.
- Analyzes data trends from Building Management System and makes recommendations to reduce power consumption and manage energy efficiency.
- Evaluates and negotiates utility billing rates and charges.
- Evaluates capital improvement projects—such as major HVAC overhauls, building automation system (BAS) upgrades, or roof solar installations.
- Identifies, applies for, and manages federal/state grants, rebate programs, tax credits (e.g., Inflation Reduction Act tax incentives), and local utility rebates to offset green project costs.
- Develops, monitors, and implements policies, procedures, and programs related to both daily and long range management of waste reduction and recycling of all recyclable, organic, and solid waste materials district-wide.
- Develops and provides training on sustainability measures for district staff and students.
- Meets with community sustainability organizations/programs and attends community events related to sustainability initiatives.
- Provides guidance to the Facilities, Planning, & Construction Department regarding green construction principles when developing construction projects.
- Performs other job-related duties as assigned to ensure the efficiency and effectiveness of the work unit.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Engineering concepts, principles and practices applicable to energy conservation, consumption, sustainability and related environmental concerns.
- Utilities engineering and conservation.
- Principles of green construction.
- Utility regulatory methods, practices, rate structures, incentives and budgeting procedures.
- Federal, State, and local laws and regulations of recycling, solid waste, and environmental codes.
- Energy/utilities operations and building trades relationships.
- Principles and practices of effective project management.
- District organization, operations, policies, and objectives.
- Applicable building codes, ordinances, fire regulations, health and safety regulations and procedures.
- Budget preparation and control, project cost estimation, inventory methods, and recordkeeping.
- Computer, assigned software, and mobile device operations.
- Principles and practices of effective training.
- Research techniques (such as internet sites, networking with other professionals, training seminars) to learn about programs, new products, materials, equipment, supplies, rules and regulations (e.g., health, safety, education code, professional standards).
- Effective oral, written and interpersonal communication skills.

ABILITY TO:

- Develop, monitor, and implement policies, procedures, and programs.
- Analyze situations accurately and adopt an effective course of action.
- Comply with codes, ordinances, and regulations related to maintenance and operations.
- Prepare and maintain operational and financial records.
- Operate a computer and use assigned software and mobile devices.
- Develop and analyze budget expenditures and provide recommendations for revision and future requirements.
- Develop and implement long and short range plans related to energy conservation and sustainability programs.
- Analyze situations to define issues, draw conclusions and take appropriate action.
- Adjust priorities to meet emergent needs.
- Meet schedules and timelines.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Ensure compliance with safety practices and various code requirements.
- Keep current with energy, sustainability and related programs, new products, materials, supplies, rules and regulations.
- Prepare comprehensive narrative and statistical reports.
- Manage the maintenance of a variety of reports and files related to assigned duties.
- Communicate effectively both orally and in writing.
- Coordinate the efforts of employees, task teams and office and administrative staff.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE
Bachelor's degree in engineering, environmental science, sustainability, business or related field, or equivalent experience and 3 years of experience in managing sustainability initiatives, including energy or utility systems. Public agency or school district experience is preferred.

DISTINGUISHING CHARACTERISTICS
This single position classification is responsible for establishing and administering energy, utilities and sustainability programs within the District.

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

LICENSES/CERTIFICATES
LEED or ISSP/SEA/SEP certification preferred.

Valid Class C driver license and a record of driving history issued by the issuing authority prior to employment. Employees hired in this classification will be enrolled in the DMV Employee Pull Notice Program. The District will receive a driver record report at least once every 12 months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against the employee's driving privilege during employment.

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 listed 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	Lifting at waist height or carrying up to 50 pounds up to 10 feet, squatting/crouching, climbing/balancing, kneeling, reaching above shoulder, stooping/bending, twisting back, pushing/pulling, power/firm grasping, hand and foot controls, reaching at shoulder, above shoulder, below shoulder
Occasionally/Frequently	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, handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to respond to safety buzzers, communicate with coworkers and staff, operate vehicles safely. Vision ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Ability to operate a motor vehicle requiring a California Class C driver's license to conduct work, work near hazardous equipment/machinery, walk on uneven ground, tolerate exposure to dust, gas, fumes, noise (required to wear ear protection), vibration, extremes in temperature and humidity, biohazard materials such as sewage; work at heights.

Vacancy Summary Report

October 21, 2026

Site/Department	Full Time	Part Time	Grand Total
Carmel Valley Middle School		1	1
Coast Academy		5	5
Diegueno Middle School		2	2
District Office	7		7
Earl Warren Middle School		2	2
La Costa Canyon High School		7	7
Maintenance & Operations	1		1
Oak Crest Middle School		5	5
Pacific Trails Middle School		2	2
San Dieguito High School Academy		4	4
Torrey Pines High School		5	5
Transportation	1	4	5
Grand Total	**9**	**37**	**46**

Hard to Fill	Count of Status
Instructional Assistant - Behavior Intervention	5
Instructional Assistant Special Education	9
Instructional/Personal Care Assistant	6
Nutrition Services Assistant I	6
Nutrition Services Assistant II	1
Nutrition Services Production Assistant	2
School Bus Driver	4
Vehicle / Equipment Mechanic	1
Grand Total	**34**

Status	Count of Status
Hired	5
Interviews in Progress	3
Offer Pending	2
Recruitment in Progress	35
Selection Clearing	1
Grand Total	**46**

Vacancy Report

SITE	SLOT	TITLE	# of Months	# of Hours a Week	# of Hours a Day	FTE	STATUS
District Office	AA006	Accountant	12	40	8	1	Hired
District Office	AJ649	Accounting Technician	12	40	8	1	Recruitment in Progress
District Office	AA031	Administrative Assistant II	12	40	8	1	Recruitment in Progress
District Office	AQ507	Administrative Assistant III	12	40	8	1	Interviews in Progress
Earl Warren Middle School	AO532	Campus Supervisor	10	19.5	3.9	0.49	Offer Pending
District Office	AA287	Contracts Analyst	12	40	8	1	Recruitment in Progress
Maintenance & Operations	AJ727	Custodian-Floater	12	40	8	1	Hired
Coast Academy	AI365	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in Progress
Oak Crest Middle School	AQ882	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in Progress
Oak Crest Middle School	AQ881	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in Progress
San Dieguito High School Academy	AQ432	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in Progress
Torrey Pines High School	AQ986	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in Progress
Coast Academy	AP896	Instructional Assistant Special Education	10	27.5	5.5	0.69	Recruitment in Progress
Coast Academy	AP835	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in Progress
Coast Academy	AP897	Instructional Assistant Special Education	10	30	6	0.75	Offer Pending
Earl Warren Middle School	AQ980	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in Progress
Oak Crest Middle School	AQ903	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in Progress
Oak Crest Middle School	AA420	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in Progress
San Dieguito High School Academy	AQ906	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in Progress
San Dieguito High School Academy	AA366	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in Progress
San Dieguito High School Academy	AQ905	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in Progress
Carmel Valley Middle School	AQ385	Instructional Assistant - Multilingual Learners	10	19.5	3.9	0.49	Interviews in Progress
Coast Academy	AA418	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in Progress
La Costa Canyon High School	AQ767	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in Progress
La Costa Canyon High School	AI315	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in Progress
La Costa Canyon High School	AQ668	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in Progress
Torrey Pines High School	AQ910	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in Progress
Torrey Pines High School	AI308	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in Progress
District Office	AR175	Legal Support Specialist	12	40	8	1	Hired
Diegueno Middle School	AJ075	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
La Costa Canyon High School	AQ988	Nutrition Services Assistant I	10	17.5	3.5	0.44	Recruitment in Progress
La Costa Canyon High School	AA238	Nutrition Services Assistant I	10	19.5	3.9	0.49	Recruitment in Progress
Pacific Trails Middle School	AJ950	Nutrition Services Assistant I	10	18.75	3.75	0.47	Recruitment in Progress
Torrey Pines High School	AA220	Nutrition Services Assistant I	10	19.5	3.9	0.49	Recruitment in Progress
Oak Crest Middle School	AA272	Nutrition Services Assistant II	10	30	6	0.75	Selection Clearing
La Costa Canyon High School	AR225	Nutrition Services Production Assistant	10	25	5	0.63	Recruitment in Progress
Pacific Trails Middle School	AR224	Nutrition Services Production Assistant	10	25	5	0.63	Recruitment in Progress

Transportation	AF521	School Bus Driver	10	35	7	0.875	Recruitment in Progress
Transportation	AK205	School Bus Driver	10	35	7	0.875	Recruitment in Progress
Transportation	AA537	School Bus Driver	10	35	7	0.875	Recruitment in Progress
Transportation	AA512	School Bus Driver	10	35	7	0.875	Recruitment in Progress
Diegueno Middle School	AN577	Student Support Facilitator	10	19.5	3.9	0.49	Interviews in Progress
Torrey Pines High School	AN582	Student Support Facilitator	10	19.5	3.9	0.488	Hired
District Office	AA296	Translator/Interpreter (Spanish)	12	40	8	1	Hired
Transportation	AA550	Vehicle / Equipment Mechanic	12	40	8	1	Recruitment in Progress

Classified Personnel List
September 10, 2026

Personnel Action	Classification	Last Name	First Name	Job Title	Site	Effective Date	Inactive Date	FTE
Change in Assignment	Classified	Briseno	Luis	Custodian - Floater to Custodian Crew Leader	M&O to TPHS	08/03/2026		1.00
Change in Assignment	Classified	Hidalgo	Matthew	Instructional Assistant - Special Education (Behavior Intervention)	LCC to OCMS	08/13/2026		0.75
Change in Assignment	Classified	Jones	Dawn	Instructional Assistant - Special Education	LCC to SDA	08/11/2026		0.75
Change in Assignment	Classified	Lartigue-Faustin	Lydia	Instructional Assistant - Multilingual Learner to Instructional Assistant - Special Education	OCMS	08/11/2026		0.75
Change in Assignment	Classified	Munyengwa	Martha	Campus Supervisor to Custodian - Floater	TPHS to M&O	08/03/2026		1.00
Change in Assignment	Classified	Ortega-Sanchez	Ana	Instructional Assistant - Multilingual Learner	LCC to OCMS	08/11/2026		0.49
Change in Assignment	Classified	Ruiz Velasco	Adriana	Instructional Assistant - Multilingual Learner to Instructional Assistant - Special Education	OCMS	08/06/2026		0.75
Change in Assignment	Classified	Zhao	Xuewei	Instructional Assistant - Special Education	SDA to PTMS	08/13/2026		0.75
Employment	Classified	Diaz	Jose	Instructional Assistant - Special Education	LCC	08/17/2026		0.75
Employment	Classified	Lancaster	Edward	Vehicle/Equipment Mechanic	Transportation	08/10/2026		1.00
Employment	Classified	Magadan	Pasita	Custodian - Floater	M&O	08/11/2026		1.00
Employment	Classified	Newton	Catherine	Occupational Therapist	DO	08/17/2026		1.00

Classified Personnel List
September 10, 2026

Personnel Action	Classification	Last Name	First Name	Job Title	Site	Effective Date	Inactive Date	FTE
Employment	Classified	Olvera Marquez	Edwin	Custodian	TPHS	07/27/2026		1.00
Employment	Classified	Posillico	Joseph	Campus Supervisor	LCC	08/17/2026		1.00
Employment	Classified	Templeton	Robert	Nutrition Services Assistant - Floater	Nutrition Services	08/24/2026		0.88
Resignation	Classified	Blanco	Michelle	Nutrition Services Assistant I	PTMS		05/29/2026	0.41
Resignation	Classified	Bryan	Jonathan	Instructional Assistant - Special Education	OCMS		05/29/2026	0.75
Resignation	Classified	Cruz	Fernanda	Instructional Assistant - Special Education	OCMS		08/19/2026	0.75
Resignation	Classified	Elder	Shane	Instructional Assistant - Special Education	SDA		05/29/2026	0.75
Resignation	Classified	Galli	Meghan	Student Support Facilitator	TPHS		05/29/2026	0.40
Resignation	Classified	Genovese	Marguerite	Student Support Facilitator	SDA		08/12/2026	0.49
Resignation	Classified	LaRocque	Carrie	Administrative Assistant I	EWMS		08/03/2026	1.00
Resignation	Classified	Malley	James	Instructional Assistant - Special Education	OCMS		07/06/2026	0.75
Resignation	Classified	Melendez Erazo	Gabriela	Translator/Interpreter (Spanish)	DO		08/07/2026	1.00

Classified Personnel List
September 10, 2026

Personnel Action	Classification	Last Name	First Name	Job Title	Site	Effective Date	Inactive Date	FTE
Resignation	Classified	Mendoza	Erica	Campus Supervisor	SDA		05/29/2026	1.00
Resignation	Classified	Scanlin	Matthew	Athletic Trainer	LCC		07/17/2026	1.00
Resignation	Classified	Sinkovich	Lisa	Instructional Assistant - Special Education	SDA		05/29/2026	0.75

Classified Personnel List
October 15, 2026

Personnel Action	Classification	Last Name	First Name	Job Title	Site	Effective Date	Inactive Date	FTE
Change in Assignment	Classified	Bautista	Shaylalisa	Instructional Assistant - Behavior Intervention	SDA to PTMS	09/21/2026		0.75
Change in Assignment	Classified	Burton	Marina	Instructional Assistant - Special Education to Instructional/Personal Care Assistant - Special Education	OCMS	09/09/2026		0.75
Change in Assignment	Classified	Fletes	Carlos	Student Support Facilitator	DNO to SDA	09/21/2026		0.49 to 1.0
Change in Assignment	Supervisory	Kelly	Paul	Nutrition Services Supervisor	OCMS to EWMS	10/01/2026		0.88
Change in Assignment	Classified	Lake	Karen	Instructional/Personal Care Assistant - Special Education	OCMS to CVMS	09/02/2026		0.75
Change in Assignment	Classified	Li	Ling	Instructional Assistant - Special Education	TPHS to CVMS	09/08/2026		0.75
Change in Assignment	Classified	Li	Hongmei	Nutrition Services Assistant I to Instructional Assistant - Special Education	TPHS	10/01/2026		0.49 to 0.75
Change in Assignment	Classified	Strellman	Marjorie	Instructional Assistant - Special Education to Campus Supervisor	COAST to TPHS	09/02/2026		0.75 to 1.00
Change in Assignment	Classified	Tran	Thuy	Nutrition Services Assistant II to Nutrition Services Supervisor	OCMS	10/01/2026		0.75 to 0.88
Employment	Classified	Alper	Sydney	Instructional Assistant - Multilingual Learner	OCMS	09/21/2026		0.47
Employment	Classified	Beyers	Blair	Instructional Assistant - Behavior Intervention	TPHS	09/14/2026		0.75

Classified Personnel List
October 15, 2026

Personnel Action	Classification	Last Name	First Name	Job Title	Site	Effective Date	Inactive Date	FTE
Employment	Classified	Crosby	Kaylynn	Instructional Assistant - Special Education	OCMS	09/08/2026		0.75
Employment	Classified	Dyson	Alexander	Instructional/Personal Care Assistant - Special Education	TPHS	09/01/2026		0.75
Employment	Classified	Grimm	Michele	Administrative Assistant I	EWMS	09/14/2026		1.00
Employment	Classified	Killeen	Claire Marie	Campus Supervisor	SDA	09/21/2026		1.00
Employment	Classified	Lacy	Piper	Instructional/Personal Care Assistant - Special Education	OCMS	09/08/2026		0.75
Employment	Classified	Moseid	Christina	Instructional Assistant - Special Education	DNO	09/09/2026		0.75
Employment	Classified	Nordgren	Jemimae	Athletic Trainer	LCC	09/18/2026		1.00
Employment	Classified	Semingson	Julia	Instructional/Personal Care Assistant - Special Education	LCC	09/10/2026		0.75
Employment	Classified	Swaney	Jake	Instructional Assistant - Special Education	LCC	09/03/2026		0.75
Employment	Classified	Wallace III	John	Instructional Assistant - Special Education	OCMS	09/17/2026		0.75
Resignation	Classified	Baddad	Nancy	Instructional Assistant - Behavior Intervention	PTMS		08/21/2026	0.75
Resignation	Classified	Crull	Erica	Instructional/Personal Care Assistant - Special Education	TPHS		08/31/2026	0.75

Classified Personnel List
October 15, 2026

Personnel Action	Classification	Last Name	First Name	Job Title	Site	Effective Date	Inactive Date	FTE
Resignation	Classified	Newton	Catherine	Occupational Therapist	District Office		09/18/2026	1.00
Resignation	Classified	Ocon	Sara	Instructional/Personal Care Assistant - Special Education	COAST		08/28/2026	0.69
Resignation	Classified	Robinson	Nicholas	Campus Supervisor	EWMS		09/25/2026	0.48
Retirement	Classified	Delval	Elizabeth	Vocational Developer	District Office		09/09/2026	1.00
Retirement	Classified	Gonzalez	Maricelia	Accountant	District Office		11/30/2026	1.00
Retirement	Classified	Hall	Jon	Vehicle & Equipment Mechanic	Transportation		09/30/2026	1.00
Retirement	Classified	Medina	Laura	Contracts Analyst	District Office		12/30/2026	1.00
Retirement	Supervisory	Pierce	Gina	Nutrition Services Supervisor	EWMS		09/30/2026	1.00
Retirement	Classified	Stanfill	Charles	School Bus Driver	Transportation		10/01/2026	0.88
Termination	Classified	Hidalgo	Matthew	Instructional Assistant - Behavior Intervention	OCMS		08/13/2026	0.75