

San Dieguito Union High School District
PERSONNEL COMMISSION

Regular Meeting Minutes

3:30 PM, May 13, 2025

MEETING/OPEN SESSION

1. Call to Order, Commission Chair
The meeting was called to order at 3:31 PM by Commissioner BAIRD.
2. Pledge of Allegiance
Commissioner BAIRD led the Pledge of Allegiance.

Personnel Commissioners in Attendance

John Baird

Jeff Charles

Justin Cunningham

Personnel Commission Staff in Attendance

Susan Gray, Director of Classified Personnel

Barbara Bass, Human Resources Analyst

Alyssa Avelar, Human Resources Technician

3. Approval of the Agenda for the May 13, 2025, Personnel Commission Regular Meeting.
Public Comments - None
Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to approve the agenda for the May 13, 2025, Personnel Commission Regular Meeting.
Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes
4. Approval of the Minutes for the April 8, 2025, Personnel Commission Regular Meeting.
Public Comments - None
Motion by Commissioner CUNNINGHAM, second by Commissioner BAIRD, to approve the minutes of the April 8, 2025, Personnel Commission Regular Meeting.
Justin Cunningham - aye
John Baird - aye
Jeff Charles – abstain (not present at April 8th meeting)

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 – *Tracy Olander expressed her appreciation for all Classified staff.*
- C. Public – *Jeff Charles congratulated Carlos Magana for participating in the Merit Academy and becoming a new Personnel Commissioner at Escondido Union High School District.*

ACTION ITEMS (See Supplements)

6. CLASSIFICATION REVIEW

Public Comments – Carolyn Kinnare, Tracy Ngo, Carmen Blum, Carlos Magana, Anne VanWinkle, Ambrose Lark, Joy Bischke

A. Registrar I

Discussion and possible action to establish the classification of Registrar I.

Commissioner Jeff Charles moved to amend the motion as such:

Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to recommend to the Board a new job classification of Registrar I due to accretion of duties of the middle school counseling Secretaries.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

Carolyn Kinnare contested the salary comparisons provided by the district and offered her own data and opinion that she believes they are below market. Kinnare proposed creating a Registrar I classification, with current high school Registrars

becoming Registrar IIs. Kinnare stated that she believes that there is a greater workload in registering students at the middle school compared to the high school.

Tracy Ngo also stated that she believes the enrollment workload for middle schools is greater than the high schools. Ngo also believes there are extensive tasks involved in middle school enrollment, including obtaining records, following up with families, document verification, generating reports, and managing grades.

Carmen Blum said the Secretaries assigned to the middle school counseling departments should be reclassified as Registrars to achieve internal alignment. Blum also requested that the documents presented by the public be attached to the next meeting's agenda.

Carlos Magana asked that the Commission provide closure to the employees and urged the commissioners to vote based on what is "right and just."

Anne Van Winkle shared that her Secretary job had changed from an 11-month to a 10-month position and that her former Secretary duties at Earl Warren Middle School were distributed among three other administrative assistants, two with higher grades than Secretary.

Ambrose Lark reiterated the desire for action and to avoid further delays.

John Baird reviewed a number of ED codes and Commission Rules and Regulations, which he interpreted as granting the Commission authority to classify and reclassify positions. Baird made a motion to reclassify the requesting employees to Registrar I at Salary Range 38. Jeff Charles seconded the motion for the purpose of discussion.

Jeff Charles discussed the Commission's authority to create a new job classification and shared that his research seemed to indicate that it is limited to instances where the governing board initiates the request to do so.

Susan Gray reiterated that this situation is unique due to the lack of district support for establishing a new classification. Gray provided research dating back to 2014 that indicated that there were not any instances where the Commission unilaterally established a class without district request or support.

B. Secretary – Job Description Revision

Motion by _____, second by _____ to approve the recommended revisions to the Secretary job description.

This item was postponed pending the outcome of the request to establish a new classification of Registrar I.

C. Executive Assistant to the Superintendent

Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES,

to approve the revised job description for Executive Assistant to the Superintendent and recommend to the Board of Trustees to reduce the Confidential Salary Range – 2 by 5%.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

D. Occupational Therapist

Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM to approve the revised job description for Occupational Therapist at the proposed new salary range 65.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

Joy Bischke advocated for the reclassification request, highlighting the fact that Masters degrees are now required, and that the current pay is significantly lower than in other districts for the same job.

Susan Gray shared that the salary increase is warranted based upon the salary comparison survey and noting the competitive market for healthcare professionals.

E. School Plant Supervisor – Middle School

Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve the revised job description for School Plant Supervisor – Middle School at the proposed new salary range 40.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

7. TRANSFER OF CLASSIFIED EMPLOYEE

Public Comments - None

Discussion and possible action regarding the transfer of Anne Van Winkle.

8. COMMISSION CALENDAR

Public Comments - None

Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to reschedule the June 10, 2025 Personnel Commission meeting to Monday, June 2, 2025 at 3:30 PM.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

9. 2025-2026 PROPOSED PERSONNEL COMMISSION BUDGET APPROVAL

- A. Open Public Hearing
- B. Call for Public Comment
- C. Close Public Comment
- D. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve the 2025-2026 Personnel Commission Budget as proposed.

Jeff Charles
Justin Cunningham
John Baird
Passed with Three Ayes

10. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments - None

- A. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 04/03/2025, individual eligibility valid for six months.

Jeff Charles
Justin Cunningham
John Baird
Passed with Three Ayes

- B. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 04/07/2025, individual eligibility valid for six months.

Jeff Charles
Justin Cunningham
John Baird
Passed with Three Ayes

- C. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd – Behavior Intervention, SR36, Open/Promotional-Dual Certification, updated on 04/07/2025, individual eligibility valid for six months.

Jeff Charles
Justin Cunningham
John Baird
Passed with Three Ayes

- D. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated on 04/08/2025, individual eligibility valid for six months.

Jeff Charles
Justin Cunningham

John Baird

Passed with Three Ayes

- E. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 04/14/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

- F. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 04/15/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

- G. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated on 04/16/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

- H. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Custodian Floater, SR33, Open/Promotional-Dual Certification, updated on 04/17/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

- I. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated on 04/17/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

- J. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on

04/21/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

- K. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve an Eligibility List for HVAC Technician, SR49, Open/Promotional-Dual Certification, updated on 04/21/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

- L. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd – Behavior Intervention, SR36, Open/Promotional-Dual Certification, updated on 04/25/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

- M. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve an Eligibility List for School Bus Driver, SR38, Open/Promotional-Dual Certification, updated on 04/30/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

- N. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated on 05/05/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

- O. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd – Behavior Intervention, SR36, Open/Promotional-Dual Certification, updated on 05/05/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

P. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 05/05/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

Q. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant SpEd, SR37, Open/Promotional-Dual Certification, updated on 05/05/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

R. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 05/06/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

11. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments - None

A. Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to establish a six-month Eligibility List for Director of Purchasing, Management Group 5 Range 10, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

B. Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to establish a six-month Eligibility List for Grounds Maintenance I, SR35, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

C. Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to establish a six-month Eligibility List for Learning Commons Technician I, SR40, Open/Promotional-Dual Certification.

Justin Cunningham

Jeff Charles

- John Baird
Passed with Three Ayes
- D. Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to establish a six-month Eligibility List for Nutrition Services Assistant II, SR27, Open/Promotional-Dual Certification.
Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

12. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments - None

- A. Vacancy Report Summary: *Susan Gray: There are 43 vacancies and we are continuing to fill positions. We are seeing some resignations and retirements trickle in. Alyssa Avelar has been helping with Summer School contracts. Barbara Bass has helped with the reclassification studies. We have now established a new process for revisiting reclassifications.*
- B. Vacancy Report
- C. Personnel List Report

13. CORRESPONDENCE

Public Comments - None

14. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Monday, June 2, 2025 at 3:30 p.m.

15. ADJOURNMENT – 5:32 PM

The following attachments
were submitted by speakers
during public comments.

CALIFORNIA EDUCATIONAL CODES

EC 45256

The commission shall classify all employees and positions within the jurisdiction of the governing board or of the commission, except those that are exempt from the classified service, as specified in subdivision (b). The employees and positions shall be known as the classified service. "To classify" shall include, but not be limited to, allocating positions to appropriate classes, arranging classes into occupational hierarchies, determining reasonable relationships within occupational hierarchies, and preparing written class specifications.

EC45260

The commission shall prescribe, amend, and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. The rules shall not apply to bargaining unit members if the subject matter is within the scope of representation, as defined in Section 3543.2 of the Government Code, and is included in a negotiated agreement between the governing board and that unit. The rules shall be binding upon the governing board, but shall not restrict the authority of the governing board provided pursuant to other sections of this code. No rule or amendment which would affect classified employees who are represented by a certified or recognized exclusive bargaining representative shall be adopted by the commission until the exclusive bargaining representative and the public school employer of the classified employees who would be affected have been given reasonable notice of the proposal.

EC45261

(a) The rules shall provide for the procedures to be followed by the governing board as they pertain to the classified service regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analyses and specifications, performance evaluations, public advertisement of examinations, rejection of unfit applicants without competition, and any other matters necessary to carry out the provisions and purposes of this article.

(b) With respect to those matters set forth in subdivision (a) which are a subject of negotiation under the provisions of Section 3543.2 of the Government Code, such rules as apply to each bargaining unit shall be in accordance with the negotiated agreement, if any, between the exclusive representative for that unit and the public school employer.

EC 45266

The personnel director shall be responsible to the commission for carrying out all procedures in the administration of the classified personnel in conformity with this article and the rules of the commission, and shall be free of prejudgment or bias in order to ensure the impartiality of the commission. He or she shall also act as secretary of the commission and shall prepare, or cause to be prepared, an annual report which shall be sent by the commission to the governing board. A personnel director shall not advise or make recommendations to the commission regarding any disciplinary action appealed to the commission under Section 45305, if the personnel director is the party who brought the action against the employee.

EC45268

The commission shall recommend to the governing board salary schedules for the classified service. The governing board may approve, amend, or reject these recommendations. No amendment shall be adopted until the commission is first given a reasonable opportunity to make a written statement of the effect the amendments will have upon the principle of like pay for like service. No changes shall operate to disturb the relationship which compensation schedules bear to one another, as the relationship has been established in the classification made by the commission.

EC 45272

All vacancies in the classified service shall be filled pursuant to this article and the rules of the commission, from applicants on eligibility lists which, wherever practicable, as determined by the commission, shall be made up from promotional examinations, or appointments may be made by means of transfer, demotion, reinstatement, and reemployment in accordance with the rules of the commission. All applicants for promotional examinations shall have the required amount of service in classes designated by the commission or meet the minimum qualifications of education, training, experience, and length of service, which shall be determined by the commission to be appropriate for the class for which they have applied. Any promotional applicant who has served the required amount of time in a designated class or who meets the minimum qualifications for admission to a promotional examination shall be admitted to the examination. The commission shall place applicants on the eligibility lists in the order of their relative merit as determined by competitive examinations. The final scores of candidates shall be rounded to the nearest whole percent for all eligibles. All eligibles with the same percentage score will be considered as having the same rank. Appointments shall be made from the eligibles having the first three ranks on the list who are ready and willing to accept the position.

EC45276

Requires the governing board can fix the duties of all positions in the classified service. The Commission must approve minimum educational and work experience

requirements for classified positions, ensuring they reasonably relate to the duties of the position and allow for an adequate field of competition. The position duties shall be prescribed by the board and qualification requirements for the position class shall be prepared and approved by the commission, required by this section, prior to issuance of an announcement calling for a competitive examination to fill position vacancies.

EC 45285

(a) When all of the positions in a class are reclassified to a higher class, the incumbents of the positions who have been in the class for two or more years **may be reclassified with their positions by the personnel commission**. When a portion of the positions within a class are reclassified to a higher class, an incumbent who has a continuous employment record of two or more years in one or more of the positions being reclassified may be reclassified with his or her position as provided by personnel commission rule.

(b) **The basis for reclassification of the position shall be a gradual accretion of duties and not a sudden change occasioned by a reorganization or the assignment of completely new duties and responsibilities. Determinations as to gradual accretion shall be on the basis of guidelines provided by personnel commission rules.**

(c) An employee who has been reclassified with his or her position is ineligible for subsequent reclassification with his or her position for a period of at least two years from the initial action.

SDUHSD PERSONNEL COMMISSION RULES:

3.1 Positions Included in the Classified Service Chapter 3 All positions established by the Board of Trustees which are not exempt from the classified service by law shall be a part of the classified service. All employees serving in classified positions shall be known as the classified service. **(EC45256)** (page 22)

3.5 Classification Plan

A. **The Personnel Commission shall classify all employees and positions in the classified service, with due advance notice to all interested parties. To classify shall include, but not be limited to, allocating positions to appropriate classes, occupationally ranking classes, determining relationships, and preparing written class specifications.**
(EC45256) (Page 23)

B. **The classification plan shall consist of classes placed in groups according to general occupational nature and listed in a series by specific occupation and by salary range.**

C. **The Commission may establish, redefine, merge or abolish classes.**

D. The Commission will consider recommendations from the District and the exclusive bargaining representative before taking final classification action on positions that belong to the bargaining unit.

E. The Commission will ensure that the District and the exclusive bargaining representative have reasonable notice of proposed classification or reclassification. If the District and the exclusive representative have a mutually agreed joint forum, the Commission will use that avenue for communication. If such forum is not available, the Commission will communicate directly with the District and the exclusive bargaining representative.

3.6 Class Specifications (Page 24)

For each class of positions, as initially or subsequently established by the Commission, there should be established and maintained a class specification which shall include:

- A. The Official class titles
- B. A definition of the class, including a summary of the duties;
- C. Examples of duties;
- D. Some of the required skills, knowledge and abilities;
- E. The minimum qualifications for the class;
- F. Any special license or desirable skills (e.g. bilingual);
- G. Any special designations (e.g. supervisory, administrative, executive) and the length of the probationary period;
- H. The date the class specification was adopted. Minimum qualifications may never require a teaching, administrative, or other credential, nor may they require work experience which essentially would restrict applicants to credential holders. Titles may not be assigned that would restrict competition to holders of credentials

3.7 Interpretation of Class Specifications (Page 24)

A. The definition and typical tasks are descriptive and explanatory only and not restrictive. They indicate the kinds of positions that should be allocated to the respective classes as determined by their duties, responsibilities, and qualification requirements, and do not prescribe what these details shall be in respect to any position. The use of a particular expression or illustration as to duties, responsibilities, qualifications, requirements, or other attributes is typical or descriptive of the class and does not exclude others not mentioned but of similar kind and/or quality as determined by the Personnel Commission.

B. In determining the class to which any position shall be allocated, the description for each class is considered as a whole. Consideration is given not to isolated clauses, phrases, or words, apart from their context and from illustrative information in other parts of the specifications, but to the general duties, responsibilities, specific tasks, and qualification requirements as affording a picture of the positions that the class includes.

C. Each class specification should identify its proper relationship to other descriptions, particularly those of classes in the same series and group of classes, in such manner as to maintain a proper gradation in the series in which the class is located and proper differentiation within the group of classes.

D. Qualifications commonly required of the incumbents of all or many offices or positions, such as freedom from disabling defects such that would render a candidate unable to perform the full range of duties and responsibilities of the position citizenship (see Labor Code), honesty, sobriety and industry, even though not specifically mentioned in the specifications, are implied in the qualification requirements. This section does not restrict the Board from employing the handicapped to meet affirmative action goals.

E. The Qualification requirements, when considered with other parts of the specifications, are to be used as a guide in the announcement and preparation of tests and in the evaluation of the qualification of candidates seeking appointment to position allocated to the class, but do not require a particular form or content of test or testing procedure.

F. The class title shall always be used with the meaning set forth in the remainder of the specification.

3.8 Classifications of New Positions (Page 25)

- A. When a new position is established, the District shall submit a written statement to the Commission staff for review.
- B. The Personnel Director, subject to approval by the Commission, shall study the information and may classify the position to an existing class.
- C. If the Director finds that a new class is required, the Director shall prepare a report, a class description, and a recommendation to the Commission regarding occupational ranking and allocation of the new class to a salary range. (EC45276)
- D. The Personnel Commission shall communicate its action to the Board of Trustees.

CSEA MASTER CONTRACT:

ARTICLE 17: CLASSIFICATION & RECLASSIFICATION (Page 34)

A. Classification shall be the responsibility of the Personnel Commission in accordance with law.

B. The effective date of any group reclassification that has been recommended by the Personnel Commission shall be determined by meet and negotiation between the Board's Representative and the Representative of CSEA. C. An individual reclassification shall be effective on the date set by the rules of the Personnel Commission. D. Classification shall not be subject to the Grievance Procedure.

CLASSIFIED

REGISTRAR I

OVERALL JOB PURPOSE STATEMENT

The job of **Registrar I** is done for the purpose of preparing, maintaining and monitoring the permanent school records of ~~high-middle~~ school students; reviewing, evaluating and recording course credits and grades earned; conferring with counselors, administrators, faculty, students and parents regarding ~~graduation~~ **enrollment or exit** requirements **as well as supporting the site Counseling Department.**

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: Positions in the secretarial/clerical series provide clerical and progressively more responsible secretarial and administrative support to a supervisor, school or district administrator, in the collection, compiling, processing and reporting of program data and in the day-to-day organization and implementation of program functions and activities. **The Registrar I** is a specialized class which performs variety of responsible, varied and often complex student enrollment and related tasks at a ~~high-middle~~ school ~~or academy~~. Supervision is from a site administrative position **as well as the District Information Systems Support Department.** This class ~~differs from~~ **includes duties within the** Secretary class ~~which provides secretarial~~ **providing** support to an assigned supervisor and performs a variety of responsible and technical secretarial and clerical work in support of ~~a District and/or school~~ **the Counseling** department ~~or program~~.

ESSENTIAL FUNCTIONS

- Communicates with various individuals (e.g. counselors, administrators, faculty, students, parents, registrars of other schools, college admission staff, etc.) for the purpose of providing and obtaining information, clarifying transcript data and providing assistance as needed in evaluating **graduation enrollment and exit** requirements and deficiencies.
- Compiles a variety of reports and recommendations (e.g. GPA information, grades, eligibility requirements, etc.) for the purpose of providing accurate information.
- Interprets/evaluates transcripts of incoming students for the purpose of providing reliable information related to student records.
- Maintains a variety of student records (e.g. credits/courses needed graduation, discuss credits/grades with counselors/students, communicate with teachers regarding grade changes/omissions/incomplete transcripts, class schedules, etc.) for the purpose of documenting and/or providing reliable information related to student records.
- Performs a variety of enrollment activities (e.g. intake interviews with parents, preparing cum folders, data entry of previous records, verifying immunizations, etc.) for the purpose of ensuring that information submitted is complete.
- Processes permanent records for incoming students (e.g. requests records and/or course descriptions from out of district schools, records grades, evaluates foreign, domestic and out of district school transcripts, etc.) for the purpose of ensuring compliance with district, state and federal requirements.

CLASSIFIED

- Provides transcripts as requested by other schools (e.g. academic, health and other related records, etc.) for the purpose of providing necessary information.
- Prepares written materials (e.g. reports, letters, memos, surveys, enrollment, course work, student grades, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Responds to inquiries regarding student grades from other schools and authorities (e.g. student advocates, community agencies, etc.) for the purpose of providing information contained in permanent student records where authorized and legally appropriate.
- Reviews ~~senior graduation~~ student **enrollment and exit** status for the purpose of ensuring computer data is current and accurate and distributing reports to students and counselors.
- Schedules appointments for the purpose of registering students.
- Updates transcripts (e.g. changes, waivers, additions, test scores, etc.) for the purpose of ensuring that student records are current and accurate.

OTHER FUNCTIONS

- Performs other related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE is required to perform basic math including calculation of fractions, percents and/or ratios; read a variety of manuals, write documents following prescribed formats and/or present information before groups; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; State and District requirements for graduation; District policies and procedures related to registration and permanent student records; and applicable sections of State Education Code and other applicable laws.

SKILLS are required to perform multiple non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

ABILITY is required to schedule a number of activities; routinely gather, collate and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is significant; and with equipment it is limited. Specific abilities required to

CLASSIFIED

satisfactorily perform the functions of the job include: working with minimal direct supervision; adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality and working with discretion; meeting deadlines and schedules; working with constant interruptions; working with detailed information/data; organizing, compiling, analyzing and evaluating student information; and learning, interpreting and applying pertinent rules, regulations and policies.

RESPONSIBILITY

Responsibilities include: working under standardized instructions and/or routines focusing primarily on results; leading, guiding and/or coordinating other persons; and operating within a defined budget and/or financial guidelines. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally, the job requires 50% sitting, 20% walking and 30% standing. The job is performed under minimal temperature variations, a generally hazard free environment and in a clean atmosphere.

EDUCATION

High School Diploma or Equivalent.

EXPERIENCE

Three years increasingly responsible clerical experience including at least one year in a school office with responsibility for student records.

REQUIRED TESTING

None Specified

CERTIFICATES AND LICENSING

None Specified

CONTINUING EDUCATION/TRAINING

None Specified

OTHER REQUIREMENTS

Criminal Justice/Fingerprint Clearance; TB Clearance

22.47	Salary Range	Job Title	Min	Mid	Max	Description
Carlsbad USD	19	Student Guide Tech I MS	22.36	30.13	33.62	perform a variety of clerical and record-keeping duties in support of an assigned middle school counseling office; prepare, update and maintain scholastic records and schedules for middle school students; register students and process student enrollment information.
Escondido USD	34	Registrar MS	22.08	26.84	28.19	at an assigned middle school, provides a variety of clerical and public contact duties of average to above average complexity in school office; maintains records and prepares reports.
Oceanside USD	20	School Secretary	20.74	28.16	32.29	involving the use of independent judgment and assist administrators by registering new students and preparing the necessary folders, forms, and records to monitor student progress; process program changes for students during the year.
Poway USD	28	Student Data Tech I MS	21.69	23.94	27.77	an understanding of departmental functions and procedures. performs a variety of network support duties related to the middle school master schedule, student scheduling and registration, and grade reporting and records.
Ramona USD	32	Central Registrar	27.63	30.47	35.27	considerable independent judgement. working knowledge of student registration to ensure best practices of student registration
San Marcos USD	36	Registrar I MS	23.08	25.4	29.4	Prepares and maintains required archival records and documentation (e.g. permanent student record, cumulative folders, etc.)
Sweetwater	53	Registrar MS & HS	25.75	32.63	36.73	Perform complex clerical and statistical record-keeping duties related to the evaluation, preparation, modification and maintenance of scholastic records at an assigned school site; establish and maintain permanent student records and related filing systems.

* Submitted by Carolyn Kinnare

Vista						maintain student information database systems for assigned site(s) or department; serve as a resource for users of student information systems; analyze issues related to student information systems and related software; assist users with data integrity and reporting.
	45	School Site Data Coordinator	21.49	30.37	38.8	
SDUHSD	36	Secretary	22.47	26.01	30.11	provides clerical and secretarial assistance to department or program administrators
Average			22.87	27.32	31.43	

	A	B	C	D	E	F	G	H
1	Schools		Pre-Enrollment for 2025-26 SY		HS	fr MS to HS	HS pre-enrolled	Total pre-enrolled for 25-26 to HS
2	CCA		430		CCA	382	48	430
3		CCA	48		LCC	419	41	460
4		CVMS	100		OLP	23	4	27
5		DNO	2		SDA	410	54	464
6		EWMS	27		Sunset	1	0	1
7		OCMS	3		TP	637	54	691
8		PTMS	250		Total	1872	201	2073
9	LCC		460			90%	10%	100%
10		CVMS	1					
11		DNO	237					
12		EWMS	6					
13		LCC	41					
14		OCMS	174					
15		PTMS	1		MS	HS	Total pre-enroll by MS and HS	
16	OLP		27		1704	201	1905	
17		CVMS	5		89%	11%	100%	
18		DNO	5					
19		EWMS	1					
20		LCC	1					
21		OCMS	8					
22		PTMS	4					
23		TP	3		School	New 7th	New 8th	
24	SDA		464		CV/884	281	9	
25		CVMS	2		DG/885	374	8	
26		DNO	162		EW/887	195	9	
27		EWMS	28		OC/886	335	6	
28		OCMS	214		PT/883	478	9	
29		PTMS	4		Total	1663	41	
30		SDA	54		Grand Total	1704		
31	Sunset		1					
32		OCMS	1					
33	TP		691					
34		CVMS	244					
35		DNO	5					
36		EWMS	167					
37		OCMS	5					
38		PTMS	216					
39		TP	54					
40	Total		2073					

* Submitted by Tracy Ngo