

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

Regular Meeting Agenda

3:30 PM August 11, 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**

Regular Meeting Agenda

3:30 PM, August 11, 2026

MEETING/OPEN SESSION

1. Call to Order, Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the August 11, 2026, Personnel Commission Regular Meeting.
Public Comments, if any

Motion by_____, second by_____, to approve the agenda for the August 11, 2026, Personnel Commission Regular Meeting.

4. Approval of the Minutes for the June 9, 2026, Personnel Commission Regular Meeting.
Public Comments, if any

Motion by_____, second by_____, to approve the minutes of the June 9, 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. School Plant Supervisor – High School

Eligibility List, SR41, Open/Promotional-Dual Certification, updated on 06/05/2026, individual eligibility valid for six months.

Motion by _____, second by _____, to approve Item A, School Plant Supervisor – High School.

B. Custodian

Continuous Filing Eligibility List, SR32, Open/Promotional-Dual Certification, updated on 06/09/2026, individual eligibility valid for six months.

Motion by _____, second by _____, to approve Item B, Custodian.

C. Instructional Assistant SpEd

Continuous Filing Eligibility List, SR34, Open/Promotional-Dual Certification, updated on 06/11/2026, individual eligibility valid for six months.,

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

D. Nutrition Services Assistant I

Continuous Filing Eligibility List, SR26, Open/Promotional-Dual Certification, updated on 06/12/2026, individual eligibility valid for six months.

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

E. Instructional Assistant SpEd (Behavior Intervention)

Continuous Filing Eligibility List, SR36, Open/Promotional-Dual Certification, updated on 06/29/2026, individual eligibility valid for six months.

Motion by _____, second by _____, to approve Item E, Instructional Assistant SpEd (Behavior Intervention).

F. Nutrition Services Supervisor

Eligibility List, Supervisory SR4, Open/Promotional-Dual Certification, updated on 06/29/2026, individual eligibility valid for six months.

Motion by _____, second by _____, to approve Item F, Nutrition Services Supervisor.

G. Occupational Therapist

Eligibility List, SR65, Open/Promotional-Dual Certification, updated on 06/29/2026, individual eligibility valid for six months.

Motion by _____, second by _____, to approve Item G, Occupational Therapist.

H. Information Systems Support Analyst

Eligibility List, SR52, Promotional Only, updated on 06/29/2026, individual eligibility valid for six months.

Motion by _____, second by _____, to approve Item H, Information Systems Support Analyst.

I. Custodian Crew Leader

Eligibility List, SR38, Promotional Only, updated on 07/15/2026, individual eligibility valid for six months.

Motion by _____, second by _____, to approve Item I, Custodian Crew Leader.

J. Instructional Assistant SpEd (Behavior Intervention)

Continuous Filing Eligibility List, SR36, Open/Promotional-Dual Certification, updated on 07/15/2026, individual eligibility valid for six months.

Motion by _____, second by _____, to approve Item J, Instructional Assistant SpEd (Behavior Intervention).

K. Instructional/Personal Care Assistant – SpEd

Continuous Filing Eligibility List, SR37, Open/Promotional-Dual Certification, updated on 07/15/2026, individual eligibility valid for six months.

Motion by _____, second by _____, to approve Item K, Instructional/Personal Care Assistant – SpEd.

L. Campus Supervisor

Continuous Filing Eligibility List, SR32, Open/Promotional-Dual Certification, updated on 07/17/2026, individual eligibility valid for six months.

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

M. Custodian-Floater

Continuous Filing Eligibility List, SR33, Open/Promotional-Dual Certification, updated on 07/21/2026, individual eligibility valid for six months.

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

N. Instructional Assistant SpEd

Continuous Filing Eligibility List, SR34, Open/Promotional-Dual Certification,

updated on 07/27/2026, individual eligibility valid for six months.

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

O. Instructional/Personal Care Assistant – SpEd

Continuous Filing Eligibility List, SR37, Open/Promotional-dual Certification, updated on 07/27/2026, individual eligibility valid for six months.

Motion by _____, second by _____, to approve Item O, Instructional/Personal Care Assistant – SpEd.

P. Nutrition Services Assistant – Floater

Eligibility List, SR27, Open/Promotional-Dual Certification, updated on 07/29/2026, individual eligibility valid for six months.

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

Q. Nutrition Services Assistant I

Continuous Filing Eligibility List, SR26, Open/Promotional-Dual Certification, updated on 07/29/2026, individual eligibility valid for six months.

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

R. Nutrition Services Assistant – Floater

Eligibility List, SR27, Open/Promotional-Dual Certification, updated on 07/30/2026, individual eligibility valid for six months.

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

S. Nutrition Services Assistant – Floater

Eligibility List, SR27, Open/Promotional-Dual Certification, updated on 08/03/2026, individual eligibility valid for six months.

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

2. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments, if any

A. Motion by _____, second by _____, to establish a six-month Eligibility List for Custodian-Floater, SR33, Open/Promotional-Dual Certification.

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

Campus Supervisor, SR32, Open/Promotional-Dual Certification.

C. Motion by _____, second by _____, to establish a six-month Eligibility List for Custodian Crew Leader, SR38, Promotional Only.

D. Motion by _____, second by _____, to establish a six-month Eligibility List for Legal Support Specialist, Confidential SR1, Open/Promotional-Dual Certification.

E. Motion by _____, second by _____, to establish a six-month Eligibility List for Instructional Assistant – Multilingual Learners, SR31, Open/Promotional-Dual Certification.

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

G. Motion by _____, second by _____, to establish a six-month Eligibility List for Administrative Assistant I, SR38, Open/Promotional-Dual Certification.

H. Motion by _____, second by _____, to establish a six-month Eligibility List for Translator/Interpreter (Spanish), SR41, Open/Promotional-Dual Certification.

3. APPROVAL OF THE 2025-26 ANNUAL REPORT

Public Comment, if any

Motion by _____, second by _____, to approve the 2025-26 Annual Report of the Personnel Commission for submission to the Board of Trustees.

DISCUSSION/INFORMATION ITEMS (See Supplements)

4. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments, if any

A. Vacancy Report Summary

B. Vacancy Report

C. Personnel Listing

5. CORRESPONDENCE

Public Comments, if any

6. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, September 8, 2026 at 3:30 PM.

7. ADJOURNMENT

San Dieguito Union High School District
PERSONNEL COMMISSION

Regular Meeting Minutes

3:30 PM, June 9, 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 June 9, 2026, Personnel Commission Regular Meeting.

Public Comments - None

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve the agenda for the June 9, 2026, Personnel Commission Regular Meeting.

John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

4. Approval of the Minutes for the May 12, 2026, Personnel Commission Regular Meeting.

Public Comments - None

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve the minutes of the May 12, 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 – *Susan Gray announced that Ramon Gomez is the new CSEA representative.*
- 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/Personal Care Assistant - SpEd

Continuous Filing Eligibility List, SR37, Open/Promotional-Dual Certification, updated on 05/07/2026, individual eligibility valid for six months.

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve Item A.

John Baird

Jeff Charles

Justin Cunningham

Passed with Three Ayes

B. Receptionist

Eligibility List, SR32, Open/Promotional-Dual Certification, updated on 05/07/2026, individual eligibility valid for six months.

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve Item B.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

C. Vehicle & Equipment Mechanic

Eligibility List, SR49, Open/Promotional-Dual Certification, updated on

05/20/2026, individual eligibility valid for six months.

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve Item C.

John Baird

Jeff Charles

Justin Cunningham

Passed with Three Ayes

D. Instructional Assistant SpEd (Behavior Intervention)

Continuous Filing Eligibility List, SR36, Open/Promotional-Dual Certification, updated on 05/26/2026, individual eligibility valid for six months.

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve Item D.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

E. Instructional Assistant SpEd

Continuous Filing Eligibility List, SR34, Open/Promotional-Dual Certification, updated on 05/26/2026, individual eligibility valid for six months.

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve Item E.

John Baird

Jeff Charles

Justin Cunningham

Passed with Three Ayes

F. School Bus Driver

Continuous Filing Eligibility List, SR38, Open/Promotional-Dual Certification, updated on 05/26/2026, individual eligibility valid for six months.

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve Item F.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

G. Instructional/Personal Care Assistant – SpEd

Continuous Filing Eligibility List, SR37, Open/Promotional-Dual Certification, updated on 05/27/2026, individual eligibility valid for six months.

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve Item G.

John Baird

Jeff Charles

Justin Cunningham

Passed with Three Ayes

H. Nutrition Services Assistant – Floater

Eligibility List, SR26, Open/Promotional-Dual Certification, updated on 05/27/2026, individual eligibility valid for six months.

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve Item H.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

I. Instructional/Personal Care Assistant – SpEd

Continuous Filing Eligibility List, SR37, Open/Promotional-Dual Certification, updated on 06/03/2026, individual eligibility valid for six months.

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve Item I.

John Baird

Jeff Charles

Justin Cunningham

Passed with Three Ayes

J. Instructional Assistant SpEd

Continuous Filing Eligibility List, SR34, Open/Promotional-Dual Certification, updated on 06/04/2026, individual eligibility valid for six months.

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve Item J.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

2. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments - None

A. Motion by Commissioner BAIRD, second by Commissioner CHARLES, to establish a six-month Eligibility List for Information Systems Support Analyst, SR52, Promotional Only.

John Baird

Jeff Charles

Justin Cunningham

Passed with Three Ayes

B. Motion by Commissioner CHARLES, second by Commissioner BAIRD, to establish a six-month Eligibility List for Occupational Therapist, SR65, Open/Promotional-Dual Certification.

Jeff Charles

John Baird
Justin Cunningham
Passed with Three Ayes

3. NEW CLASSIFICATION – LEGAL SUPPORT SPECIALIST

Public Comments - None

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to recommend the establishment of a Legal Support Specialist classification with the proposed job description and salary range.

John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

4. CLASSIFICATION REVIEWS

Public Comments - None

A. SENIOR BUYER

Motion by Commissioner CHARLES, second by Commissioner BAIRD, to approve the proposed revisions to the Senior Buyer job description and proposed salary reallocation.

Commissioner Charles provided minor wording and grammatical revisions and amended the motion to approve the proposed job description and salary reallocation with the minor revisions.

Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

B. INFORMATION SYSTEMS SUPPORT ANALYST

Motion by Commissioner BAIRD, second by Commissioner CHARLES, to approve the proposed revisions to the Information Systems Support Analyst job description.

Susan Gray clarified that this role involves providing technical direction without supervisory authority.

John Baird
Jeff Charles
Justin Cunningham
Passed with Three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

5. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments - None

A. Vacancy Report Summary: *Susan Gray noted the increase in Instructional Assistant positions due to a growing need for next school year.*

B. Vacancy Report

C. Personnel Listing

6. CORRESPONDENCE

Public Comments - None

7. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, July 14, 2026 at 3:30 PM.

8. ADJOURNMENT – 4:27 PM

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

School Plant Supervisor - High School

Eligibility List

Open/Promotional-Dual Certification

Date: 6/5/2026

Applicant ID	Rank	Expiration Date	Source
17284	1	12/5/2026	Promo
17219	2	12/5/2026	Promo
18339	3	12/5/2026	Promo
18306	4	12/5/2026	Promo
17213	5	12/5/2026	Promo

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

S. Gray

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

Custodian

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Date: 6/9/2026

Applicant ID	Rank	Expiration Date	Source
17220	1	12/9/2026	Open

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

S. Gray

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

Instructional Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 6/11/2026

Applicant ID	Rank	Expiration Date	Source
13845	1	9/3/2026	Open
18536	2	12/11/2026	Open
17114	3	11/6/2026	Open
13390	4	7/23/2026	Promo
12995	5	7/5/2026	Open
13098	6	7/20/2026	Open
18367	7	12/4/2026	Open
13115	8	7/8/2026	Promo

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

Scores are merged each time the exam is administered.

S. Gray

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

Nutrition Services Assistant I

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Effective Date: 6/12/2026

Applicant ID	Rank	Expiration Date	Source
15146	1	9/18/2026	Open
18575	1	12/12/2026	Open

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

Scores are merged each time the exam is administered.

S. Gray

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

Instructional Assistant SpEd-Behavior Intervention

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 6/29/2026

Applicant ID	Rank	Expiration Date	Source
18654	1	12/29/2026	Open

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

S. Gray

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

Nutrition Services Supervisor

Eligibility List

Open/Promo-Dual Certification

Date: 6/29/2026

Applicant ID	Rank	Expiration Date	Source
18370	1	12/29/2026	Open
18369	2	12/29/2026	Promo
18562	3	12/29/2026	Promo
18462	4	12/29/2026	Promo

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

S. Gray

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

Occupational Therapist

Eligibility List

Open/Promo-Dual Certification

Effective Date: 6/29/2026

Applicant ID	Rank	Expiration Date	Source
18344	1	12/29/2026	Open
18440	2	12/29/2026	Open
18537	2	12/29/2026	Open
18394	3	12/29/2026	Open
18539	3	12/29/2026	Open

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

S. Gray

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

Information Systems Support Analyst

Eligibility List

Promotional Only

Effective Date: 6/29/2026

Applicant ID	Rank	Expiration Date	Source
18327	1	12/29/2026	Promo
18454	2	12/29/2026	Promo

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

S. Gray

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

Custodian Crew Leader

Eligibility List

Promo Only

Effective Date: 7/15/2026

Applicant ID	Rank	Expiration Date	Source
19009	1	1/15/2027	Promo
18617	2	1/15/2027	Promo
18751	3	1/15/2027	Promo
18601	4	1/15/2027	Promo

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

S. Gray

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

Instructional Assistant SpEd-Behavior Intervention

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 7/15/2026

Applicant ID	Rank	Expiration Date	Source
18942	1	1/15/2027	Open
19076	2	1/15/2027	Open

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

S. Gray

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

Instructional/Personal Care Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Date: 07/15/2026

Applicant ID	Rank	Expiration Date	Source
19043	1	1/15/2027	Open
17120	2	11/6/2026	Open
13550	3	8/9/2026	Open

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

Scores are merged each time the exam is administered.

S. Gray

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

Campus Supervisor

Eligibility List-Continuous

Open/Promo-Dual Certification

Updated:7/17/2026

Applicant ID	Rank	Expiration Date	Source
18646	1	1/17/2027	Open
13897	2	9/19/2026	Open
18585	3	1/17/2027	Open
13716	4	9/9/2026	Open
13918	5	9/9/2026	Open

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

Scores are merged each time the exam is administered.

S. Gray

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

Custodian Floater

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Effective Date: 7/21/2026

Applicant ID	Rank	Expiration Date	Source
18922	1	1/21/2027	Open
18729	2	1/21/2027	Open
14054	3	10/6/2026	Open
19137	4	1/21/2027	Promo
18633	5	1/21/2027	Open
18823	6	1/21/2027	Open
13992	7	10/6/2026	Promo
18628	8	1/21/2027	Open
18639	9	1/21/2027	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: 7/27/2026

Applicant ID	Rank	Expiration Date	Source
18650	1	12/29/2026	Open
19144	1	1/27/2027	Open
17114	2	11/6/2026	Open
19141	3	1/27/2027	Open
19193	3	1/27/2027	Open
18367	4	12/4/2026	Open
13115	5	1/8/2027	Promo

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

Scores are merged each time the exam is administered.

S. Gray

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

Instructional/Personal Care Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Date: 7/27/2026

Applicant ID	Rank	Expiration Date	Source
19043	1	1/15/2027	Open
19093	2	1/27/2027	Open
17120	3	11/6/2026	Open
13550	4	8/9/2026	Open

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

Scores are merged each time the exam is administered.

S. Gray

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

Nutrition Services Assistant-Floater

Eligibility List

Open/Promo-Dual Certification

Effective Date: 7/29/2026

Applicant ID	Rank	Expiration Date	Source
19280	1	1/29/2027	Open

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

S. Gray

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

Nutrition Services Assistant I

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Effective Date: 7/29/2026

Applicant ID	Rank	Expiration Date	Source
15146	1	9/18/2026	Open
19240	1	1/29/2027	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: 7/30/2026

Applicant ID	Rank	Expiration Date	Source
19280	1	1/29/2027	Open
19238	1	1/30/2027	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: 8/3/2026

Applicant ID	Rank	Expiration Date	Source
19280	1	1/29/2027	Open
19238	1	1/30/2027	Open
19332	1	2/3/2027	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

Annual Report 2025-26

The Annual Report for the 2025-2026 year has been prepared by Personnel Commission staff in compliance with Education Code Section 45266, and Personnel Commission Rule 2.17. The Annual Report describes Commission activities for the preceding fiscal year.

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

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

Merit System

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



Personnel Commissioners

*Commission
established:
December 1, 1972*

Justin Cunningham, Chair
Board of Trustees Appointee
Serving since 2018
Term expires 12/01/26

Jeffrey Charles, Vice-Chair
Commission Joint Appointee
Serving since 2018
Term expires 12/01/27

John Baird, Member
CSEA Appointee
Serving since 2013
Term expires 12/01/28

Personnel Commission Staff

Susan Gray, Director of Classified Personnel

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

Barbara Bass, Human Resources Analyst

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

Alyssa Avelar, Human Resources Technician

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

San Dieguito Union High School District Administration

Board of Trustees:

Jane Lea Smith, President

Rimga Viskanta, Vice-President

Jodie Williams, Clerk

Michael Allman, Trustee

Phan Anderson, Trustee

District Administration:

Superintendent

Anne Staffieri, Ed. D.

Associate Superintendent, Business Services

Stephen Dickinson

Associate Superintendent, Educational Services

Bryan Marcus

Associate Superintendent, Human Resources

Mary Anne Nuskin

Classified Service

Classified Employees	462
Confidential Employees	4
Classified Supervisors	16
Classified Management	13

Total Classified Staff 495

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

The Merit System

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

The Commission has a threefold responsibility:

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

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

Goals of the Commission

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

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

Personnel Commission Meetings

RULE 2.6 REGULAR MEETINGS

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

The Personnel Commission held 12 meetings over the 2025-26 fiscal year.

Commissioners received a stipend of \$50.00 per meeting attended. Commissioners do not receive District-paid health and/or dental benefits.



Summary of Personnel Commission Activities

At the start of the fiscal year, the District had 450 Classified Employees, growing to 462 by year-end. Additionally, there are 4 Confidential, 16 Classified Supervisors, and 13 Classified Management employees. This 3% increase of Classified Employees primarily reflects a targeted effort to fill critical Special Education Instructional Assistant vacancies.

To support these staffing needs, the Personnel Commission staff reviewed 1,356 applications and tested 508 applicants, ultimately hiring 74 new employees. Additionally, there were 22 internal promotions—highlighting the success of the merit system—and 14 employees requested and received transfers to other school locations.

Classification and compensation activities included a review of the entire Nutrition Services Job Family, establishing two new classifications, and revising 15 job descriptions. For each classification review, a thorough compensation analysis was conducted. As a result of the findings, salaries for six classifications were adjusted upward, ensuring the District remains competitive with merit system school districts across San Diego County.

Recruitment

	2024-25	2025-26	Terminations	2024-25	2025-26
Applications Received	978	1,356	Resignations	31	41
Candidates Tested	444	508	Retirements	15	15
Candidates Eligible	377	376	Layoffs/Reductions	0	0
Candidates Qualified	646	743	Appeals from Discipline	0	0

Classification Activities

	2024-25	2025-26	Employment	2024-25	2025-26
New Classifications Established	2	2	Transfers	16	14
Classification Descriptions Revised	15	15	Promotions	32	22
Positions/Incumbents Reclassified	1	0	New Hires	112	74
Classifications Reallocated Upward	2	6	Re-Employments	4	1
Classifications Reallocated Downward	0	0	Voluntary Demotions	9	13
Reclassification Requests Denied	0	0	Total Positions Filled	173	124

Presented to the Personnel Commission: August 11, 2026

Presented to the Board of Trustees: tbd

Vacancy Summary Report

August 6, 2026

Site/Department	Full Time	Part Time	Grand Total
Carmel Valley Middle School		2	2
Coast Academy		2	2
Diegueno Middle School		2	2
District Office	3		3
Earl Warren Middle School	1	1	2
La Costa Canyon High School	2	9	11
Maintenance & Operations	2		2
Nutrition Services		2	2
Oak Crest Middle School		6	6
Pacific Trails Middle School		3	3
San Dieguito High School Academy		3	3
Torrey Pines High School	1	3	4
Transportation	1	2	3
Grand Total	10	35	45

Hard to Fill	Count of FTE
Campus Supervisor	2
Instructional Assistant - Behavior Intervention	4
Instructional Assistant - Multilingual Learners	1
Instructional Assistant Special Education	10
Instructional/Personal Care Assistant	8
Legal Support Specialist	1
Nutrition Services Assistant - Floater	2
Nutrition Services Assistant I	8
School Bus Driver	2
Vehicle & Equipment Mechanic	1
Grand Total	39

Status	Count of STATUS
Hired	3
Interviews in Progress	3
Offer Pending	6
Recruitment in Progress	31
Selection Clearing	2
Grand Total	45

Vacancy Report

SITE	SLOT	TITLE	# of Months	# of Hours a Week	# of Hours a Day	FTE	STATUS
Earl Warren Middle School	AA046	Administrative Assistant I	10	40	8	1	Recruitment in Progress
La Costa Canyon High School	AN249	Athletic Trainer	11	40	8	1	Recruitment in Progress
La Costa Canyon High School	AO531	Campus Supervisor	10	40	8	1	Offer Pending
Torrey Pines High School	AO535	Campus Supervisor	10	40	8	1	Interviews in Progress
Maintenance & Operations	AA165	Custodian-Floater	12	40	8	1	Interviews in Progress
Maintenance & Operations	AJ727	Custodian-Floater	12	40	8	1	Interviews in Progress
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	Hired
Torrey Pines High School	AQ986	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Offer Pending
Coast Academy	AP896	Instructional Assistant Special Education	10	27.5	5.5	0.69	Recruitment in Progress
Diegueno Middle School	AQ897	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
La Costa Canyon High School	AQ900	Instructional Assistant Special Education	10	30	6	0.75	Selection Clearing
Oak Crest Middle School	AA378	Instructional Assistant Special Education	10	30	6	0.75	Offer Pending
Oak Crest Middle School	AQ433	Instructional Assistant Special Education	10	30	6	0.75	Selection Clearing
Pacific Trails Middle School	AQ981	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	AN961	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	Recruitment in Progress
La Costa Canyon High School	AG366	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in Progress
La Costa Canyon High School	AQ767	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in Progress
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
Oak Crest Middle School	AQ884	Instructional/Personal Care Assistant	10	30	6	0.75	Offer Pending
Oak Crest Middle School	AQ883	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in Progress
Torrey Pines High School	AQ909	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
District Office	NEW	Legal Support Specialist	12	40	8	1	Recruitment in Progress
Carmel Valley Middle School	AC928	Nutrition Services Assistant I	10	19.5	3.9	0.49	Recruitment in Progress
Diegueno Middle School	AJ075	Nutrition Services Assistant I	10	17.5	3.5	0.44	Recruitment in Progress
La Costa Canyon High School	AA241	Nutrition Services Assistant I	10	12.5	2.5	0.25	Recruitment in Progress
La Costa Canyon High School	AA261	Nutrition Services Assistant I	10	17.5	3.5	0.44	Recruitment in Progress

La Costa Canyon High School	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
Pacific Trails Middle School	AA243	Nutrition Services Assistant I	10	16.25	3.25	0.41	Recruitment in Progress
Nutrition Services	AP898	Nutrition Services Assistant - Floater	10	35	7	0.88	Offer Pending
Nutrition Services	AQ987	Nutrition Services Assistant - Floater	10	35	7	0.88	Recruitment in Progress
District Office	AL594	Occupational Therapist	10	40	8	1	Hired
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
District Office	AA296	Translator/Interpreter (Spanish)	12	40	8	1	Recruitment in Progress
Transportation	AA551	Vehicle & Equipment Mechanic	12	40	8	1	Hired

Classified Personnel List

June 10, 2026

Personnel Action	Classification	Last Name	First Name	Job Title	Site	Effective Date	Inactive Date	FTE
Change in Assignment	Classified	Cabrera	Miguel	Custodian to Grounds Maintenance Worker I	Facilities	05/26/2026		1.00
Change in Assignment	Classified	Rincon	James	Grounds Maintenance Worker I to Grounds Maintenance Worker II	Facilities	05/01/2026		1.00
Employment	Classified	Barajas	Quito	Campus Supervisor	TPHS	05/14/2026		1.00
Employment	Classified	Bautista	Shaylalisa	Instructional Assistant-Behavior Intervention	PTMS	05/11/2026		0.75
Employment	Classified	Del Val Jr.	Amador	Custodian Floater	Facilities	05/12/2026		1.00
Employment	Classified	Garza	Esther	Nutrition Services Assistant Floater	Nutrition Services	05/22/2026		0.88
Employment	Classified	Johnson	Bijan	Campus Supervisor	CVMS	05/19/2026		0.49
Employment	Classified	Weckerle	Brayden	Vehicle & Equipment Service Worker	Transportation	05/04/2026		1.00
Resignation	Classified	Owens	Colleen	Occupational Therapist	District Office		05/29/2026	1.00
Resignation	Classified	Poching	Gianna	Instructional Assistant-Behavior Intervention	SDA		05/29/2026	0.75
Retirement	Classified	Shroyer	Cathy	Administrative Assistant III	District Office		06/30/2026	1.00

Classified Personnel List
June 17, 2026

[illegible]