



AGENDA

REGULAR MEETING

January 17, 2023 @ 3:30 p.m.

District Office, Board Room

This meeting will be digitally recorded

- ❖ **Instructions on Public Comments:** Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commissions subject matter jurisdiction but not scheduled on this meeting's agenda may speak during the Public Comments section by submitting the "Request to Address" card before the Commission reaches that section of the agenda. All speakers are limited to five (5) minutes.

PERSONNEL COMMISSIONERS: Mr. Paul Andresen, Ms. Susan Baltazar, and Ms. Audrey Cherep

I. General Functions:

A. Call to Order: Regular Meeting of the Personnel Commission, January 17, 2023.

B. Roll Call:

C. Pledge of Allegiance:

D. Approval of Agenda for Regular Meeting on January 17, 2023

*Moved:
Seconded:
Vote:*

E. Approval of Minutes for Regular Meeting on December 14, 2022 *Exhibit A*

*Moved:
Seconded:
Vote:*

F. Election of Personnel Commission Officers for the term of January, 2023, to December, 2023.

1. Election of Chairperson _____

*Moved:
Seconded:
Vote:*

2. Election of Vice-Chairperson _____

*Moved:
Seconded:
Vote:*

G. Report from the Director of Classified Personnel:

This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.

- General Comments

If you will require an accommodation to participate in the Commission meeting, please notify the Personnel Commission Office at least 48 hours prior to the meeting.

G. Personnel Commissioner Comments/Reports: This is the time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

H. Communications: The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below.

1. AFSCME Report
2. CSEA Report
3. Middle Managers Association Report
4. Board of Trustees/Superintendent Report
5. Asst. Superintendent of Human Resources Report

I. Public Comments: Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

II. Consent Calendar: Items are considered routine, require no discussion, and are normally approved all at once by the Personnel Commission. However, members of the Personnel Commission, staff, or the public may request an item be clarified and/or discussed.

*Moved:
Seconded:
Vote:*

A. Approval of Classified Personnel Eligibility List(s):

<u>List Establishment</u>	<u># Eligibles</u>	
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Language Testing Assistant	16	<i>Exhibit B</i>
Network Analyst	06	<i>Exhibit B</i>
Substitute Bus Driver	02	<i>Exhibit B</i>
Substitute Custodian	22	<i>Exhibit B</i>

<u>List Abolishment</u>	<u># Eligibles</u>	
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None

<u>List Extension</u>	<u># Eligibles</u>	
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(PC Rule §6.1.3.: *Duration of Eligibility Lists*)

Office Assistant	81	<i>Exhibit C</i>
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III. Action/Discussion Items/or Other Information:

A. Discussion Item(s): These items are submitted for discussion only. Any action that might be required will generally be scheduled for the next regularly scheduled meeting of the Commission.

None

B. Action Item(s): These items are presented for ACTION at this time.

None

C. Information Item(s): These items are placed on the agenda as information and do not require discussion.

- | | |
|--|------------------|
| 1. Active Recruitment Status Update | <i>Exhibit D</i> |
| 2. Advanced Step Placement Status Report | <i>Exhibit E</i> |
| 3. Items Submitted for Board Approval – December | <i>Exhibit F</i> |
| 4. Eligibility List Expiration – January | |

<u>List Expiration</u>	<u># Eligibles</u>
Credentials Technician	08
Food Services Production Center Lead	02
Human Resources Technician	13
Translator/Interpreter	03

IV. Next Regular Personnel Commission Meeting:

Tuesday, February 14, 2023, at 3:30 p.m. – *Board Room*

V. Closed Session:

- ❖ **Public Comments for Closed Session Items ONLY:** Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the "Request to Address" card prior to the start of closed session.

None

VI. Adjournment:

There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned.

A. Approval of meeting adjournment at:_____

Moved:
Seconded:
Vote:

Submitted by:

Brandon Tietze
Secretary to the Personnel Commission
Executive Director, Classified

**ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION**

District Office Board Room
501 N. Crescent Way, Anaheim, CA 92803

MINUTES

REGULAR MEETING

December 14, 2022 @ 3:30 p.m.
District Office, Board Room

Electronically Recorded

Instructions on Public Comments: Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commissions subject matter jurisdiction, but not scheduled on this meeting's agenda, may speak during the Public Comments section by submitting the "Request to Address" card before the Commission reaches that section of the agenda. All speakers are limited to five (5) minutes.

PERSONNEL COMMISSIONERS: Mr. Paul Andresen, Ms. Susan Baltazar, Ms. Audrey Cherep

I. General Functions:

A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 3:30 p.m.

B. Roll Call: Commissioners Andresen, Baltazar, and Cherep were present.

C. Pledge of Allegiance: Commissioner Andresen led all in attendance in the Pledge of Allegiance.

D. Motion to Approve Agenda: December 14, 2022

It was moved and seconded to approve the agenda as submitted. The motion passed.

Commissioner	M	S		Yes	No	Abstain	Absent
Paul Andresen				✓			
Audrey Cherep		✓		✓			
Susan Baltazar	✓			✓			

E. Motion to Approve Minutes: November 8, 2022

It was moved and seconded to approve the minutes as submitted. The motion passed.

Commissioner	M	S		Yes	No	Abstain	Absent
Paul Andresen				✓			
Audrey Cherep		✓		✓			
Susan Baltazar	✓			✓			

F. Report from the Director of Classified Personnel: This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.

- *Executive Director of Classified Personnel, Brandon Tietze, congratulated Personnel Commissioner, Susan Baltazar on the beginning of her new term as Personnel Commissioner.*
- *Mr. Tietze updated the Commissioners regarding recruitments and the work being done in Human Resources – Classified.*
- *Mr. Tietze commended and thanked Human Resources staff for their recent work covering for absent staff in the department.*
- *Mr. Tietze updated the Commissioners regarding the progress being made in the transition to the new "PAN" online requisition system, as well as the new NeoGov digital onboarding system, and the upcoming project of digitizing employee personnel files.*
- *Mr. Tietze noted that the election of the Personnel Commission Chairperson and Vice Chairperson, which usually takes place in December, will take place at the January meeting.*
- *Mr. Tietze noted a correction to agenda item III.B.2.d. He explained that on page two of the job description for Senior Budget Technician in exhibit G, the seventh bullet point from the top should read:*

"Utilizes spreadsheets and other computerized programs to ~~prepare~~ review checks, purchase orders, and invoices;"

Mr. Tietze asked that the commission taken action on this item as amended to reflect this one word change.

- *Mr. Tietze wished everyone in attendance Happy Holidays and a Happy New Year.*

G. Personnel Commissioner Comments/Reports: This is time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

None

H. Communications: This is an opportunity for the Director of Classified Personnel to present informational items of interest to the members of the Personnel Commission, which are not action items on the agenda.

1. AFSCME Report

- *AFSCME Chapter President, Adrian Prieto, expressed his desire for the salary schedules of Classified employees to be compressed from ten to five steps. Mr. Prieto stated that AUHSD is one of the only school districts in Orange County to have ten salary steps, and that many have only five steps to reach maximum salary.*
- *Mr. Prieto wished everyone Happy Holidays.*

2. Board of Trustees/Superintendent Report

None

3. Middle Managers Association Report

None

4. CSEA Report

None

5. Assistant Superintendent of Human Resources Report

None

- I. Public Comments:** Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

None

- II. Consent Calendar:** Items are considered routine, require no discussion, and are normally approved all at once by the Personnel Commission. However, members of the Personnel Commission, staff, or the public may request an item be clarified and/or discussed.

A. Approval of Classified Personnel Eligibility List(s):**List Establishment****# Eligibles**

ASB Accounting Technician

11

Substitute Secretary Series

17

Substitute Technology Services Technician

06

List Abolishment**# Eligibles**

None

List Extension**# Eligibles**(PC Rule §6.1.3.: *Duration of Eligibility Lists*)

None

It was moved and seconded to approve the Consent Calendar in its entirety. The motion passed.

Commissioner	M	S		Yes	No	Abstain	Absent
Paul Andresen				✓			
Audrey Cherep	✓			✓			
Susan Baltazar		✓		✓			

III. Action/Discussion Items/or Other Information:

A. Discussion Item(s): These items are submitted for discussion only. Any action that might be required will generally be scheduled for the next regularly scheduled meeting of the Commission.

None

B. Action Item(s): These items are presented for ACTION at this time.

1. New classification(s):

Recommendation: *Approve*

- a. Approval of the new classification of Medi-Cal Billing Specialist within the Fiscal Support Services job family.
- b. Approval of the new classification of Senior Buyer within the Fiscal Support Services job family.

It was moved and seconded to approve Action Item 1 as submitted. The motion passed.

Commissioner	M	S		Yes	No	Abstain	Absent
Paul Andresen				✓			
Audrey Cherep	✓			✓			
Susan Baltazar		✓		✓			

2. Revised classification(s):

Recommendation: *Approve*

- a. Approval of the revised classification of Athletic Trainer within the Student Services job family.
- b. Approval of the revised classification of Instructional Assistant – Specialized Academic Instruction within the Student Services job family.
- c. Approval of the revised classification of Instructional Assistant – Specialized Academic Instruction – Bilingual within the Student Services job family.
- d. Approval of the revised classification of Senior Budget Technician within the Fiscal Support Services job family.

It was moved and seconded to approve Action Item 2 as AMENDED. The motion passed.

Commissioner	M	S		Yes	No	Abstain	Absent
Paul Andresen				✓			
Audrey Cherep	✓			✓			
Susan Baltazar		✓		✓			

C. Information Item(s): These items are placed on the agenda as information and do not require discussion.

- 1. Active Recruitment Status Update
- 2. Advanced Step Placement Status Report

3. Items Submitted for Board Approval – November

4. Eligibility List Expiration – December

<u>List Expiration</u>	<u># Eligibles</u>
Credentials Technician	08
Food Services Production Center Lead	02
Human Resources Technician	13
Translator/Interpreter	03

IV. Next Regular Personnel Commission Meeting:

Tuesday, January 17, 2022, at 3:30 p.m. – *District Office Board Room*

V. Closed Session:

- ❖ **Public Comments for Closed Session Items ONLY:** Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the "Request to Address" card prior to the start of closed session.

None

VI. Adjournment:

There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned

It was moved and seconded to adjourn the Personnel Commission meeting. The motion passed.

Commissioner	M	S	Yes	No	Abstain	Absent
Paul Andresen			✓			
Audrey Cherep	✓		✓			
Susan Baltazar		✓	✓			

TIME ADJOURNED: 4:14 p.m.

Paul Andresen
Chairperson, Personnel Commission
Anaheim Union High School District

If you wish to receive a full copy of the Personnel Commission Agenda Packet, please contact the Personnel Commission Office at (714)999-3549.

UNLIMITED YOU**ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801

(714) 999-2576 Fax: (714) 220-4502

HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022-E11-ND

POSITION: LANGUAGE TESTING ASSISTANT

DATE ADVERTISED: 09/14/22 - 10/05/22

NUMBER OF APPLICATIONS RECEIVED:	106
NUMBER OF QUALIFIED APPLICANTS:	89

BILINGUAL WRITTEN EXAM:

NUMBER OF APPLICANTS PARTICIPATING IN BILINGUAL EXAM	89
NUMBER OF APPLICANTS PASSING BILINGUAL EXAM	51

MULTIPLE CHOICE EXAM:

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	55
NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	42

PERFORMANCE EXAM:

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	42
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	22

STRUCTURED INTERVIEW:

NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	22
NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	18

BILINGUAL ORAL EXAM:

NUMBER OF APPLICANTS PARTICIPATING IN BILINGUAL EXAM	18
NUMBER OF APPLICANTS PASSING BILINGUAL EXAM	16

TOTAL NUMBER CERTIFIED ON PROMOTIONAL ELIGIBILITY LIST:	05
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TOTAL NUMBER CERTIFIED ON OPEN ELIGIBILITY LIST:	11
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STRUCTURED INTERVIEW PANEL:JESSICA ALCANTAR, MPPA, OSD ENROLLMENT CENTER MANAGER, OXNARD SD
YOON SUN KIM, DISTRICT BIL/BIC LANGUAGE TECHNICIAN, WALNUT VALLEY USD

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 01/17/2023

EXPIRATION DATE: 01/17/2024

EXTENDED EXPIRATION DATE:

UNLIMITED YOU**ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801

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HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022-I05-MD

POSITION: Network Analyst

DATE ADVERTISED: 10/18/22 - 11/08/22

NUMBER OF APPLICATIONS RECEIVED:	50
NUMBER OF QUALIFIED APPLICANTS:	23

TRAINING & EXPERIENCE (T&E) EVALUATION:

NUMBER OF APPLICANTS PARTICIPATING IN T&E EVALUATION	23
NUMBER OF APPLICANTS PASSING T&E EVALUATION	12

STRUCTURED INTERVIEW:

NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	08
NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	06

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	06
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STRUCTURED INTERVIEW PANEL:

Parham Sadegh, Director of IT, FVSD

Marco Noriega, Network and Technology Systems Supervisor, GGUSD

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 01/14/2023

EXPIRATION DATE: 01/14/2024

EXTENDED EXPIRATION DATE:

UNLIMITED YOU**ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801

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HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022(4)-SUBR01-MD

POSITION: Bus Driver (Substitute)

DATE ADVERTISED: 08/23/22 - 01/31/23

NUMBER OF APPLICATIONS RECEIVED:	06
NUMBER OF QUALIFIED APPLICANTS:	03

OTHER:	
NUMBER OF APPLICANTS WHO SUBMITTED REQUIRED CERTIFICATION	02

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	02
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STRUCTURED INTERVIEW PANEL:

Not Applicable

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 01/14/2023

EXPIRATION DATE: 01/14/2024

EXTENDED EXPIRATION DATE:

UNLIMITED YOU**ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY • ANAHEIM, CA • 92801

(714) 999-2576 Fax: (714) 220-4502

HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022(3)-004(Sub)-MD

POSITION: Custodian (Substitute)

DATE ADVERTISED: 10/31/22 - 11/21/22

NUMBER OF APPLICATIONS RECEIVED:	60
NUMBER OF QUALIFIED APPLICANTS:	53

MULTIPLE CHOICE EXAM:

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	25
NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	22

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	22
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STRUCTURED INTERVIEW PANEL:

Not Applicable

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 1/17/2023

EXPIRATION DATE: 1/17/2024

EXTENDED EXPIRATION DATE:

Learning With Purpose

ANAHEIM
UNION
HIGH
SCHOOL
DISTRICT

College and Career Ready

ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2021-S05

POSITION: OFFICE ASSISTANT

DATE ADVERTISED: 10/05/21 – 10/27/21

<u>NUMBER OF APPLICATIONS RECEIVED:</u>	326
NUMBER OF APPLICANTS ADMITTED TO WRITTEN EXAM	324
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	224

<u>PERFORMANCE EXAM:</u>	
NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	221
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	94

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	94
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ORAL BOARD:

NONE

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 01/24/2022

EXPIRATION DATE: 01/24/2023

EXTENDED EXPIRATION DATE: 07/24/2023

Job Title	Exam Plan #	Assigned Technician	Recruitment Type	Certification Type	Date Posted	[SORT BY]	
						Date Closed	Calendar Days Posted
Food Services Production Center Lead	2021-F17-MS	Michelle	Open	Dual Cert	9/8/21	9/29/21	21
Substitute Instructional Assistant (SYS-SERIES)	2022(3)-SYS-SUB-ND	Natalie	Open	Substitute	6/17/22	7/24/22	37
Licensed Vocational Nurse (Substitute)	2022-SUBH04-ND	Natalie	Open	Substitute	6/17/22	7/31/22	44
Instructional Assistant - Behavioral Support	2022(2)-E23-ND	Natalie	Open	Open	7/12/22	8/2/22	21
Secretary - Registrar/Records - Bilingual	2022-S1RB-TM	Tatiana	Open	Open/Promo	8/16/22	9/6/22	21
Administrative Assistant - Program Support (Bilingual & Non-Bilingual)	2022-S01-TM	Tatiana	Promotional	Promotional	6/10/22	9/18/22	100
Secretary - Attendance (Bilingual)	2022-SBA(B)-TM	Tatiana	Open	Dual Cert	9/8/22	9/29/22	21
Campus Safety Aide (Substitute)	2022(4)-N02(Sub)-MD	Maryam	Open	Substitute	7/22/22	9/30/22	70
Bus Driver Training Course	2022(2)-BusTrain-MD3	Maryam	Open	Open	9/9/22	10/2/22	23
Instructional Assistant - Specialized Academic Instruction	2022-E24-ND	Natalie	Open	Open	8/1/22	10/4/22	64
Secretary - Attendance	2022-SBA-TM	Tatiana	Open	Dual Cert	9/13/22	10/4/22	21
Athletic Trainer	2022(3)-AT-MD	Maryam	Open	Open	9/19/22	10/16/22	27
Payroll Technician	2022-B09-TM	Tatiana	Open	Open	9/28/22	10/19/22	21
Health Services Technician (Substitute)	2022(3)-H01(Sub)-ND	Natalie	Open	Substitute	10/4/22	11/21/22	48
Instructional Assistant - Bilingual (Spanish)	2022(2)-S02-Sub	Natalie	Open	Open	10/4/22	10/25/22	21
Instructional Assistant - Specialized Academic Instruction/Bilingual	2022(3)-E24B-ND	Natalie	Open	Open	10/4/22	11/8/22	35
Senior Administrative Assistant-Series	2022-S22(AII)-TM	Tatiana	Promotional	Promotional	10/7/22	10/30/22	23
Sign Language Interpreter	2021-E13-ND	Natalie	Open	Open	8/24/21	Continuous	N/A
Equipment Repair Mechanic	2022-M20-MD	Maryam	Open	Dual Cert	10/12/22	11/2/22	21
Campus Safety Aide (Substitute)	2022(5)-N02(Sub)-MD	Maryam	Open	Substitute	10/13/22	11/3/22	21
Warehouse Worker - Nutrition & Central Services (Substitute)	2022(3)-W06-MD	Maryam	Open	Substitute	10/13/22	11/3/22	21
Credentials Analyst	2022-P12-EG	Eugene	Open	Open/Promo	10/14/22	11/6/22	23
Family and Community Engagement Specialist (Vietnamese)	2022-FACES(V)-ND	Natalie	Open	Dual Cert	10/24/22	11/6/22	13
Business Technician	2022-64B-TM	Tatiana	Open	Open/Promo	10/28/22	11/7/22	10
School Community Liaison (Korean)	2022-E18K-ND	Natalie	Open	Open	11/2/22	11/23/22	21
Instructional Assistant/Medically Fragile-Orthopedically Impaired	2022(2)-EM3-ND	Natalie	Open	Open	11/9/22	11/30/22	21
Licensed Vocational Nurse	2022(2)-H04-ND	Natalie	Open	Open	11/15/22	12/11/22	26
Instructional Assistant - Visually Impaired	2022-IA-VI-ND	Natalie	Open	Open	11/15/22	12/6/22	21
Food Services Assistant I (Permanent & Substitute)	2022(5)-F02-TM	Tatiana	Open	Open	11/21/22	12/12/22	21
Grounds Maintenance Worker	2022-O10-MD	Maryam	Open	Open/Promo	11/22/22	12/13/22	21
Technology Services Technician II	2022-I23-MD	Maryam	Promotional	Promotional	12/2/22	12/23/22	21
Athletic Trainer	2022(4)-AT-MD	Maryam	Open	Open	12/15/22	1/8/23	24
Senior Budget Technician	2022-64B18-TM	Tatiana	Open	Open	12/16/22	1/8/23	23
Custodian (Substitute)	2022(4)-O04(Sub)-MD	Maryam	Open	Substitute	12/15/22	1/8/23	24
Senior Buyer	2022-SB-TM	Maryam	Open	Open/Promo	12/16/22	1/8/23	23
Medi-Cal Billing Specialist	2022-MB5-ND	Natalie	Open	Open	12/16/22	1/8/23	23
Campus Safety Aide (Substitute)	2022(6)-N02(Sub)-MD	Maryam	Open	Substitute	12/23/22	1/15/23	23

ADVANCED STEP PLACEMENT REPORT															
PC Meeting Date	Effective Date	Classification	MO	HR	Salary Range	Adv Step	Step 1 Monthly Rate	Step 1 Hourly Rate	Adv Step Monthly Rate	Adv Step Hourly Rate	Annual Cost at Step 1	Annual Cost at Adv Step	Amount Change by Hour	Amount Change by Month	Amount Change by Year
2022-2023															
6/14/22	7/18/2022	Athletic Trainer	11	8	CSEA-51	6	\$4,308	\$24.48	\$5,229	\$29.71	\$46,676	\$56,648	\$5.23	\$907	\$9,972
7/19/22	8/8/2022	IA-Deaf/Hard of Hearing	9	6	CSEA-57	4	\$3,846	\$21.85	\$4,325	\$24.57	\$25,565	\$28,747	\$2.72	\$354	\$3,182
7/19/22	8/1/2022	TST	10	8	AFSCM- 57	7	\$4,308	\$24.50	\$5,339	\$30.33	\$42,467	\$52,573	\$5.83	\$1,011	\$10,105
7/19/22	8/1/2022	TST	10	8	AFSCM- 57	4	\$4,308	\$24.50	\$4,837	\$27.50	\$42,467	\$47,667	\$3.00	\$520	\$5,200
7/19/22	8/1/2022	TST	10	8	AFSCM- 57	4	\$4,308	\$24.50	\$4,837	\$27.50	\$42,467	\$47,667	\$3.00	\$520	\$5,200
8/23/22	8/8/2022	Bus Driver	9	5	AFSCM- 55	4	\$4,098	\$23.31	\$4,606	\$26.20	\$22,728	\$25,545	\$2.89	\$313	\$2,818
8/23/22	8/8/2022	Bus Driver	9	5	AFSCME- 55	4	\$4,098	\$23.31	\$4,606	\$26.20	\$22,728	\$25,545	\$2.89	\$313	\$2,818
8/23/22	9/1/2022	Operations Manager	12	8	MGMT - 20	7	\$7,229	\$41.70	\$9,138	\$52.72	\$86,737	\$109,658	\$11.02	\$1,910	\$22,920
9/14/22	8/29/2022	Custodian	12	8	AFSCME - 48	3	\$3,531	\$20.06	\$3,804	\$21.62	\$41,725	\$44,970	\$1.56	\$270	\$3,245
9/14/22	8/24/2022	Custodian	12	8	AFSCME - 48	3	\$3,531	\$20.06	\$3,804	\$21.62	\$41,725	\$44,970	\$1.56	\$270	\$3,245
9/14/22	9/1/2022	IA-Medically Fragile	9	6	CSEA- 51	3	\$3,846	\$21.85	\$4,164	\$23.65	\$25,565	\$27,671	\$1.80	\$234	\$2,106
9/14/22	8/17/2022	Community Schools Coordinator	12	8	MGMT - 8	3	\$5,418	\$31.26	\$5,836	\$33.67	\$65,017	\$70,033	\$2.41	\$418	\$5,016
9/14/22	8/29/2022	Community Schools Coordinator	12	8	MGMT - 8	4	\$5,418	\$31.26	\$6,064	\$34.98	\$65,017	\$72,769	\$3.73	\$646	\$7,752
9/14/22	8/24/2022	Community Schools Coordinator	12	8	MGMT - 8	4	\$5,418	\$31.26	\$6,064	\$34.98	\$65,017	\$72,769	\$3.73	\$646	\$7,752
9/14/22	8/22/2022	Community Schools Coordinator	12	8	MGMT - 8	3	\$5,418	\$31.26	\$5,836	\$33.67	\$65,017	\$70,033	\$2.41	\$418	\$5,016
9/14/22	8/1/2022	Community Schools Coordinator	12	8	MGMT - 8	6	\$5,418	\$31.26	\$6,531	\$37.68	\$65,017	\$78,373	\$6.42	\$1,113	\$13,356
9/14/22	8/1/2022	Community Schools Coordinator	12	8	MGMT - 8	2	\$5,418	\$31.26	\$5,625	\$32.45	\$65,017	\$67,501	\$1.19	\$207	\$2,484
9/14/22	8/1/2022	Community Schools Coordinator	12	8	MGMT - 8	2	\$5,418	\$31.26	\$5,625	\$32.45	\$65,017	\$67,501	\$1.19	\$207	\$2,484
9/14/22	8/1/2022	Community Schools Coordinator	12	8	MGMT - 8	2	\$5,418	\$31.26	\$5,625	\$32.45	\$65,017	\$67,501	\$1.19	\$207	\$2,484
9/14/22	8/18/22	Sign Language Interpreter	9	6	CSEA- 60	7	\$4,790	\$27.22	\$5,944	\$33.77	\$31,848	\$39,512	\$6.55	\$852	\$7,664
9/14/22	8/31/2022	IA-Behavioral Support	9	6	CSEA- 51	2	\$3,846	\$21.9	\$3,996	\$23	\$25,565	\$26,595	\$0.88	\$114	\$1,030
9/14/22	8/8/2022	IA-Behavioral Support	9	6	CSEA - 51	2	\$3,846	\$21.9	\$3,996	\$23	\$25,565	\$26,595	\$0.88	\$114	\$1,030
9/14/22	8/8/2022	IA-Behavioral Support	9	6	CSEA-51	2	\$3,846	\$21.9	\$3,996	\$23	\$25,565	\$26,595	\$0.88	\$114	\$1,030
9/14/22	8/8/2022	IA-Behavioral Support	9	6	CSEA-51	2	\$3,846	\$21.9	\$3,996	\$23	\$25,565	\$26,595	\$0.88	\$114	\$1,030
9/14/22	8/8/2022	IA-Behavioral Support	9	6	CSEA-51	3	\$3,846	\$21.9	\$4,164	\$24	\$25,565	\$27,671	\$1.80	\$234	\$2,106
9/14/22	8/8/2022	IA-Behavioral Support	9	6	CSEA - 51	3	\$3,846	\$21.9	\$4,164	\$24	\$25,565	\$27,671	\$1.80	\$234	\$2,106
10/11/22	9/26/2022	Warehouse Worker (Nutrition)	9	8	AFSCME-51	1	\$3,716	\$21.11	\$3,861	\$21.95	\$32,932	\$34,243	\$0.84	\$146	\$1,310
10/11/22	9/12/2022	School Community Liaison	10	8	CSEA-47	4	\$3,484	\$19.78	\$3,927	\$22.65	\$34,286	\$39,261	\$2.87	\$497	\$4,975
10/11/22	9/26/2022	IA-Behavioral Support	9	6	CSEA-51	5	\$3,846	\$21.85	\$4,501	\$25.59	\$25,565	\$29,941	\$3.74	\$486	\$4,376
11/8/22	10/20/2022	IA-Adult Transition	9	6	CSEA-51	2	\$3,846	\$21.85	\$3,996	\$22.73	\$25,565	\$26,595	\$0.88	\$114	\$1,030
11/8/22	7/15/2022	Secretary School Support Bilingual	11	8	CSEA-53	4	\$4,043	\$22.97	\$4,540	\$25.80	\$43,797	\$49,193	\$2.83	\$491	\$5,396
11/8/22	7/15/2022	College & Career Readiness Specialist	11	8	CSEA-51	7	\$3,846	\$21.85	\$4,767	\$27.10	\$41,661	\$51,671	\$5.25	\$910	\$10,010
11/8/22	8/15/2022	FSA I	9	3	CSEA-41	2	\$3,011	\$17.09	\$3,132	\$17.77	\$9,998	\$10,396	\$0.68	\$44	\$398
11/8/22	9/26/2022	Food Service Assistant III	9	6.5	AFSCME-50	4	\$3,810	\$21.64	\$4,269	\$24.25	\$27,429	\$30,737	\$2.61	\$368	\$3,308
11/8/22	10/24/2022	Food Service Site Manager I	10	8	AMMA-3	4	\$4,820	\$27.81	\$5,401	\$31.16	\$48,205	\$54,011	\$3.35	\$581	\$5,807
11/8/22	10/17/2022	Office Assistant Bilingual	10	8	CSEA-47	3	\$3,484	\$19.78	\$3,766	\$21.38	\$34,286	\$37,059	\$1.60	\$277	\$2,773
12/14/22	11/7/2022	IA-Behavioral Support	9	6	CSEA-51	3	\$3,846	\$21.85	\$4,164	\$23.65	\$25,565	\$27,671	\$1.80	\$234	\$2,106
12/14/22	11/7/2022	College & Career Readiness Specialist	11	8	CSEA-51	4	\$3,846	\$21.85	\$4,325	\$24.57	\$41,661	\$46,848	\$2.72	\$471	\$5,186
12/14/22	11/14/2022	CSA	9	7	CSEA- 41	7	\$3,011	\$17.09	\$3,737	\$21.25	\$23,328	\$29,007	\$4.16	\$631	\$5,678
12/14/22	11/28/2022	Office Assistant Bilingual	10	8	CSEA- 47	4	\$3,484	\$19.78	\$3,927	\$22.30	\$34,286	\$38,654	\$2.52	\$437	\$4,368
12/14/22	11/14/2022	College & Career Readiness Specialist	11	8	CSEA- 51	3	\$3,846	\$21.85	\$4,164	\$23.65	\$41,661	\$45,093	\$1.80	\$312	\$3,432
12/14/22	11/28/2022	College & Career Readiness Specialist	11	8	CSEA-51	4	\$3,846	\$21.85	\$4,325	\$24.57	\$41,661	\$46,848	\$2.72	\$471	\$5,186
12/14/22	11/29/2022	FACES	12	8	CSEA-59	3	\$4,675	\$26.57	\$5,054	\$28.72	\$55,266	\$59,739	\$2.15	\$373	\$4,472
12/14/22	11/28/2022	Bus Driver	9	5	AFSCME - 55	3	\$4,241	\$24.13	\$4,584	\$26.05	\$23,527	\$25,399	\$1.92	\$208	\$1,872
12/14/22	12/12/2022	Secretary School Support	11	8	CSEA - 51	3	\$3,846	\$21.85	\$4,164	\$23.65	\$41,661	\$45,093	\$1.80	\$312	\$3,432
1/17/23	12/19/2022	IA-Specialized Academic Instruction	9	5.75	CSEA- 43	2	\$3,160	\$17.96	\$3,292	\$18.71	\$20,138	\$20,979	\$0.75	\$93	\$841
1/17/22	12/19/2022	College & Career Readiness Specialist	11	8	CSEA - 51	2	\$3,846	\$21.85	\$3,996	\$22.73	\$41,661	\$43,339	\$0.88	\$153	\$1,678
2022-2023 TOTAL FISCAL IMPACT \$96,348															

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1. Retirements/Resignations/Terminations, effective as noted:

	<u>Location:</u>	<u>Effective</u>
Dam, Trang Business Technician	Business Services Department	12/01/2022
Em, Nirom Campus Safety Aide	Anaheim High School	11/18/2022
Gomez, Lisa Bus Driver	Transportation Department	06/30/2023
Gonzales, Derrick Campus Safety Aide	Brookhurst Jr. High School	11/17/2022
Huaman, Rosa Food Services Assistant I	Kennedy High School	11/02/2022
Jabbar, Alkamalee Board Member	Board of Trustees	12/08/2022
Laris, Josefina Secretary – Registrar/Records (Bilingual)	Dale Jr. High School	03/02/2022
Lyon, Natalie Instructional Assistant – Behavioral Support	Sycamore Jr. High School	12/01/2022
Reaves, Terance Instructional Assistant – Behavioral Support	Kennedy High School	12/09/2022
Sazo, Cynthia Instructional Assistant – Behavioral Support	Hope School	11/18/2022
Steele, Jocelyn Instructional Assistant – Behavioral Support	Anaheim High School	11/23/2022
Yu, Michael Technology Services Technician	Education Information Technology Department	11/15/2022

2. Employment, effective as noted:

	<u>Range/Step:</u>	<u>Effective:</u>
Permanent Employees:		
Ahrens, Danny Instructional Assistant – Behavioral Support	51/07	11/28/2022
Anguiano, Cynthia Campus Safety Aide	41/03	12/05/2022

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Benitez, Jocelyn Office Assistant – Bilingual	47/04	11/28/2022
Bolivar, Alejandra Family and Community Engagement Specialist	59/03	12/01/2022
Cardenas, Christina Campus Safety Aide	41/07	11/14/2022
Gonzalez-Feig, Kathleen Instructional Assistant – Behavioral Support	51/01	12/07/2022
Henry, Jason Instructional Assistant – Behavioral Support	51/01	12/05/2022
Hijazi, Mashaal Instructional Assistant – Behavioral Support	51/01	11/09/2022
Hurtado, Jennifer College and Career Readiness Specialist	51/04	11/28/2022
Mendoza Avilez, Noemi School Community Liaison	47/04	11/29/2022
Ortiz, Jason Family and Community Engagement Specialist	59/01	11/28/2022
Park, Julia Family and Community Engagement Specialist	59/03	11/29/2022
Perry, Ana College and Career Readiness Specialist	51/03	11/14/2022
Rahmany, Masud Bus Driver	55/03	12/05/2022
Renteria, Jorge Instructional Assistant – Behavioral Support	51/01	11/14/2022
Salas, Tiffanie Secretary – School Support	51/01	12/12/2022
Sandoval, Marguerite Instructional Assistant – Behavioral Support	51/01	11/15/2022
Soto, Denisse Instructional Assistant – Behavioral Support	51/04	12/05/2022
Tagle, Veronica Instructional Assistant – Specialized Academic Instruction	43/01	11/28/2022

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Promotions:

Araya, Isaac Food Services Assistant II	49/05	11/14/2022
Kneeskern, Ana Instructional Assistant – Behavioral Support	51/03	12/06/2022
Peralez, Daniel Equipment Operator	53/01	11/28/2022
Perez, Kenny Community Schools Manager	12/04	11/17/2022
Uresti, Daniel Family and Community Engagement Specialist	59/01	11/14/2022

Substitute Employees:

Castro, Albert Substitute Auditorium Operations Technician	53/01	11/15/2022
Cisneros, Elena Substitute Auditorium Operations Technician	53/01	11/15/2022
Drake, Howard Substitute Auditorium Operations Technician	53/01	11/15/2022
Em, Nirom Substitute Campus Safety Aide	41/03	11/19/2022
Em, Nirom Substitute Custodian	48/01	11/19/2022
Fierro, Jaime Jr. Substitute Auditorium Operations Technician	53/01	11/15/2022
Guerrero, Isaiah Substitute Auditorium Operations Technician	53/01	11/15/2022
Gutierrez, Brandon Substitute Auditorium Operations Technician	53/01	11/15/2022
Meeboon, Iss Substitute Bus Driver	55/01	12/05/2022
Quintanilla, Eddie Substitute Auditorium Operations Technician	53/01	11/15/2022
Reyes, Gerardo Substitute Auditorium Operations Technician	53/01	11/15/2022

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Tran, Caroline
AVID Tutor

\$16.00/Hr.

11/17/2022

3. **Workability, current minimum wage or stipend of \$256 effective as noted:**
(Workability Grant Funds)

Effective

Adair, David	11/14/2022
Alonzo, Alexandra	11/28/2022
Apodaca, Anthony	12/05/2022
Burke, Riley	11/10/2022
Cortez, David	11/10/2022
Cortez, Elizabeth	11/10/2022
La Curan, Anjeanette	12/01/2022
Lopez, Osvaldo	11/10/2022
Mc Elrath, Terrell	11/28/2022
Olivares, Richard	11/10/2022
Pham, Jimmy	11/27/2022
Pineda, Alberto	11/10/2022

4. **Food Service Student Workers**

Effective

Albayati, Aya	11/18/2022
Ly, Calista	11/10/2022
Rodriguez, Christopher	12/05/2022