



AGENDA

REGULAR MEETING

January 24, 2022 @ 3:30 p.m.

The meeting will be held remotely via Google Meets

To join the meeting, dial: (585) 495-2211, PIN: 423 443 924#

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 24, 2022.

B. Roll Call:

C. Pledge of Allegiance:

D. Approval of Agenda for Regular Meeting on January 24, 2022

*Moved:
Seconded:
Vote:
Moved:
Seconded:
Vote:*

E. Approval of Minutes for Regular Meeting on December 16, 2021 *Exhibit A*

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.

- General Comments

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.

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.

I. 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

J. 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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Bus Driver	06	<i>Exhibit B</i>
Food Services Assistant 1	14	<i>Exhibit B</i>
Office Assistant	94	<i>Exhibit B</i>
Office Assistant – Bilingual	10	<i>Exhibit B</i>

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

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

Secretary – Registrar/Records	14	<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.

1. Revised Classification(s):
Recommendation: *Approve*

a. Approval of the revised classification of Controller within the Fiscal Support Services job family. *Exhibit D*

*Moved:
Seconded:
Vote:*

b. Approval of the revised classification of Director of Transportation within the Student Services job family. *Exhibit E*

*Moved:
Seconded:
Vote:*

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

1. Active Recruitment Status Update *Exhibit F*

2. Advanced Step Placement Status Report *Exhibit G*

3. Items Submitted for Board Approval – December *Exhibit H*

4. Eligibility List Expiration – January

<u>List Expiration</u>	<u># Eligibles</u>
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Instructional Assistant – Adult Transition	26
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Network and Program Manager	09
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IV. Next Regular Personnel Commission Meeting:
Tuesday, February 8, 2022, 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:

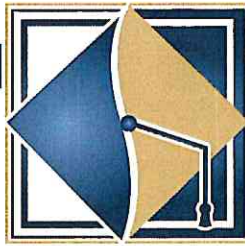
There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned.

*Moved:
Seconded:
Vote:*

A. Approval of meeting adjournment at:_____

Submitted by:

Brandon Tietze
Secretary to the Personnel Commission
Executive Director, Classified



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2021(2)-R01-MD (open)

POSITION: Bus Driver (Open)

DATE ADVERTISED: 10/28/21 – 11/21/21

<u>NUMBER OF APPLICATIONS RECEIVED:</u>	13
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PERFORMANCE EXAM:

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	7
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NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	6
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TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	6
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ORAL BOARD:

Richard Villanueva, Transportation Supervisor, LOSALUSD

Rosana Guerrero, Trainer, CESD



BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 01/24/2022

EXPIRATION DATE: 01/24/2023

EXTENDED EXPIRATION DATE:



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2021(3)-F02-MD

POSITION: Food Services Assistant I (Permanent & Substitute)

DATE ADVERTISED: 11/16/21 – 12/09/21

NUMBER OF APPLICATIONS RECEIVED:	43
NUMBER OF APPLICANTS ADMITTED TO WRITTEN EXAM	43
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	14

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	14
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ORAL BOARD:

Not Applicable

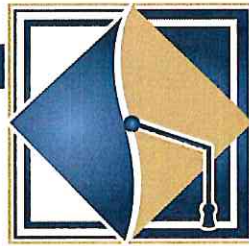
BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 01/24/2022

EXPIRATION DATE: 01/24/2023

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

NUMBER OF APPLICATIONS RECEIVED:	326
NUMBER OF APPLICANTS ADMITTED TO WRITTEN EXAM	324
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	224

PERFORMANCE EXAM:	
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

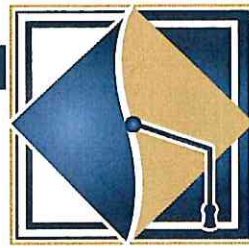


BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 01/24/2022

EXPIRATION DATE: 01/24/2023

EXTENDED EXPIRATION DATE:



ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION
ELIGIBILITY LIST NO. 2021-S05

POSITION: OFFICE ASSISTANT (BILINGUAL)

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

<u>BILINGUAL EXAM:</u>	
NUMBER OF APPLICANTS PARTICIPATING IN BILINGUAL EXAM	45
NUMBER OF APPLICANTS PASSING BILINGUAL EXAM	09

<u>OTHER:</u>	
NUMBER OF APPLICANTS MERGED FROM PREVIOUS LIST	01

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	10
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ORAL BOARD:

MONICA NAVARRO, TRANSLATOR/INTERPRETER, ANAHEIM UNION HIGH SD
MARIA RAMIREZ, TRANSLATOR/INTERPRETER, ANAHEIM UNION HIGH SD


BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 01/24/2022

EXPIRATION DATE: 01/24/2023

EXTENDED EXPIRATION DATE:



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2020-S1R-MD

POSITION: Secretary - Registrar/Records

DATE ADVERTISED: 10/02/20 – 10/25/20

NUMBER OF APPLICATIONS RECEIVED:	274
NUMBER OF APPLICANTS ADMITTED TO WRITTEN EXAM	39
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	29
STRUCTURED INTERVIEW/PERFORMANCE EXAM:	
NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	29
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	19

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	19
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ORAL BOARD:

N/A

Brandon Tietze

 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 01/12/2021

EXPIRATION DATE: 01/12/2022

EXTENDED EXPIRATION DATE: 07/12/2022

**PERSONNEL COMMISSION
ANAHEIM UNION HIGH SCHOOL DISTRICT
Meeting: Monday, January 24, 2022**

SUBJECT: Classification Revision – Controller

BACKGROUND INFORMATION:

Business Department Administrators requested HR staff to implement revisions to the Controller classification specification.

Under the direction of the Assistant Superintendent, Business Services, the Controller plans, organizes, directs, supervises, and evaluates District accounting, payroll, and bookkeeping activities; establishes and revises payroll and accounting processes and procedures; conducts accounting analyses, prepares financial statements and conducts audits of all District funds and accounts; and provides complex staff assistance to the Assistant Superintendent, Business Services.

METHODOLOGY:

In carrying out this review, staff conducted the following activities:

- Reviewed the Controller classification specification.
- Discussed necessary changes with the Executive Director of Fiscal Services and gathered feedback from the Assistant Superintendent, Business Services.
- Compared current classification specifications against similar classification specifications in nearby school districts.

DISCUSSION:

- The revisions needed for the job description are as follows:
 - Lower the minimum qualifications for total experience from seven (7) years to six (6) years of experience.
 - Raise the minimum qualifications for administrative and supervisory experience from two (2) years to three (3) years of experience.
 - Remove the desirable experience of school district involvement with a budget of at least \$75 million.
 - Change the Controller's direct report from the Assistant Superintendent, Business Services to the Executive Director of Fiscal Services.
 - Add the typical way to qualify statement to the minimum qualifications section.

The following significant job description revisions are needed:

REVISION - MODIFICATIONS		
Current Language	Proposed Language	Purpose for Revision
Under the direction of the Assistant Superintendent, Business Services	Under the direction of the Executive Director of Fiscal Services	More closely align the position's required education, experience, duties, and supervision received with other nearby school districts.
Seven years of increasingly responsible professional accounting experience including two years of administrative and supervisory experience	Six years of increasingly responsible professional accounting experience including three years of administrative and supervisory experience	
Experience in governmental and, more particular, school district involvement with budget of at least \$75 million desirable	Experience in governmental and, more particular, school district budget involvement is strongly desirable	
Assists and consults with the Assistant Superintendent and Director of Business Operations in the preparation of budget and unusual problems including deviations from policy or precedent.	Assists and consults with the Assistant Superintendent, Business Services and the Executive Director of Fiscal Services in the preparation of budget and unusual problems including deviations from policy or precedent.	

REVISION - ADDITIONS	
Addition of Statement	Purpose for Revision
Any combination of experience and training that would likely provide the required knowledge and skill in qualifying. A typical way to obtain the required knowledge and skill would be:	Allow for greater flexibility when screening applications and bring in-line with other management positions within the District.

RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Controller classification as provided.

**CLASSIFICATION SUMMARY**

JOB TITLE	Controller
JOB FAMILY	Fiscal Support Services
JOB SUB-FAMILY	Accounting/Payroll Support
EVALUATED BY	Executive Director of Fiscal Services
SALARY RANGE	ADMIN - 37
LAST UPDATED	1/24/22

CONTROLLER

BASIC FUNCTION:

Under the direction of the ~~Assistant Superintendent, Business Services~~ Executive Director of Fiscal Services, plan, organize, direct, supervise and evaluate District accounting, payroll and bookkeeping activities; establish and revise payroll and accounting processes and procedures; conduct accounting analyses, prepare financial statements and conduct audits of all District funds and accounts; and to provide complex staff assistance to the Assistant Superintendent, Business Services.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential duties of the job.

SPECIALIZED ESSENTIAL DUTIES (Typically only performed in this classification):

- Plan, organize and direct the work of the accounting and payroll departments, including departmental budget control records, payroll record-keeping and preparation and proper disbursement of funds for materials, supplies and equipment; perform the more responsible tasks in connection with the above functions.
- Directs and oversees the District's cash management programs; monitors cash handling procedures and controls at school sites and departments; provides banking and armored car services for school sites and departments; monitors and documents cash flows and prepare cash flow projections; determines external financing needs for operational cash; participates in the preparation of legal documents and financial data required for external financing of cash.

GENERAL ESSENTIAL DUTIES (Also performed in other classifications):

- Designs and conducts audits of all District funds or accounts; acts as liaison with external auditors; provides training to schools and departments on audit findings, internal controls, and student body accounting; provides centralized reconciliation and reporting of student body fund accounting for school sites.
- Assists and consults with the Assistant Superintendent, Business Services and Executive Director of Business Operations Fiscal Services in the preparation of budget and unusual problems including deviations from policy or precedent.
- Designs, implements, and evaluates new programs; develops new procedures as needed; sees that the established procedures are carried out efficiently in order to assure protection of all district assets; provides leadership in improving efficiency as a means of containing costs.
- Directs, oversees, and participates in the development of the office work plan; assigns work activities, projects, and programs; monitors work flow; implements policies and procedures; reviews and evaluates work products, methods, and procedures.
- Manages the Accounting and Payroll Departments' budget; plans the acquisition of equipment, materials, and personnel needed to implement District goals and objectives.
- Participates in recommending the appointment of personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; recommends employee terminations.
- Serves as a liaison with Information Systems in development, implementation, and conversion of software and hardware to allow for normal operating processes and to assure integrity of financial records; monitor and enhance internal control systems.
- Serves as a lead to department heads and site personnel in ~~customer~~ customer-oriented fashion to enforce and provide financial guidelines; may include parent group and students as it relates to ASB and Booster organizations.
- Implements and oversees the District's mandated cost reimbursement programs; coordinates efforts with other departments and schools to prepare data for mandated cost reimbursement in order to maximize revenues.
- Coordinates the fiscal management of categorical programs and capital projects.
- Carries out duties as a fiscal agent for the administrative unit for the Greater Anaheim Special Education Local Plan Area (GASELPA).

- Prepares financial data and participates in the preparation of legal documents required for external financing programs; maintains records and execute transactions necessary for legal compliance during implementation.
- Maintains records of expenditures, income, assets, and liabilities; maintains a record of balances of all appropriations.
- Conducts special financial or statistical research or analytical studies to assist administration or the Board in formulation of new policies and planning of new or revised programs.
- Designs and provides training programs for District leadership, school, and department staff in areas of finance, including categorical program fiscal management, site cash handling, District funding sources, and internal controls.
- Participates in school functions and provide school administrative support for special activities; provides classroom presentations to students on finances as requested.
- Supports school and district goals and objectives by serving as a resource to and/or member of various district committees.
- Serves as resource to the District's chief negotiator for collective bargaining for the purpose of projecting and analyzing the financial implications of proposals and agreements, which could entail active participation in negotiations.
- Prepares financial statements and reports to the Board of Trustees and all regulatory and grantor agencies, in compliance with legal and grantor agency requirements and good business practices.
- Prepares agenda items and exhibits for Board meetings; responds to board member inquiries on financial activities; attends Board meetings upon request.
- Recommends goals and objectives; monitors and reviews existing and proposed legislation related to school finance and other business factors; assists in the development of policies and procedures; periodically revises and updates current policies and procedures.
- Conducts internal investigations of financial activities as assigned; provides analysis and report of study findings.
- Evaluates services to determine effectiveness in meeting objectives.
- Serves and participates on external committees.
- Attends meetings conferences for purpose of maintaining professional knowledge and to represent the District.
- Performs other financial/project activities as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Budget, accounting and fiscal procedures and methods.
- Auditing and fixed asset control procedures.
- Basic financial analysis and research procedures.
- Legal provisions and requirements involved in the accounting of school district funds.
- Principles and practices of administration, supervision and training

ABILITY TO:

- Organize, direct and implement a comprehensive accounting program of a school district.
- Prepare clear and concise financial reports and statements.
- Perform basic financial analysis and research procedures.
- Select, supervise, train and evaluate assigned staff.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

Any combination of experience and training that would likely provide the required knowledge and skill in qualifying. A typical way to obtain the required knowledge and skill would be:

EDUCATION:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in accounting, business or closely related field. Master's degree and/or CPA preferred.

EXPERIENCE:

~~Seven-Six~~ years of increasingly responsible professional accounting experience including ~~two-three~~ years of administrative and supervisory experience. Experience in governmental and, more particular, school district budget involvement ~~with budget of at least \$75 million desirable is strongly desirable~~. Experience in computer systems development and implementation. Systems conversion experience highly desirable.

LICENSES:

An appropriate, valid California driver's license and auto liability insurance. Personal automobile for job-related travel throughout the district. Attendance at evening meetings is occasionally required. Must be presented/available upon offer of employment and maintained throughout employment in this position.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

**PERSONNEL COMMISSION
ANAHEIM UNION HIGH SCHOOL DISTRICT
Regular Meeting: Monday, January 24, 2022**

SUBJECT: Classification Revision – Director of Transportation

BACKGROUND INFORMATION:

Business Department Administration requested HR to implement revisions to the Director of Transportation classification specification.

Under the direction of the Assistant Superintendent of Business Services, the **Director of Transportation** plans, organizes, directs and supervises the operations and programs of the Transportation Department; Supervises and evaluates the performance of assigned personnel; Plans, coordinates and monitors District transportation services, fleet vehicle maintenance and bus routes; Prepares and administers the Transportation budget.

METHODOLOGY:

In carrying out this review, staff conducted the following activities:

- Reviewed the Director of Transportation classification specification.
- Gathered input from the Director of Transportation and the Assistant Superintendent, Business Services.
- Compared Director of Transportation classification specifications from similar nearby school districts.

DISCUSSION:

- The revisions needed for each job description are as follows:
 - Add Transportation Supervisor to the supervision matrix.
 - Add the typical way to qualify statement to the minimum qualifications section.
 - Lower the minimum qualifications for education from a Bachelor's Degree to a high school diploma, while moving the Bachelor's Degree to a preferred qualification
 - Revise the minimum qualifications for experience from five (5) years in a supervisory capacity to three (3) years in a supervisory capacity with five (5) years of increasingly responsible transportation experience.

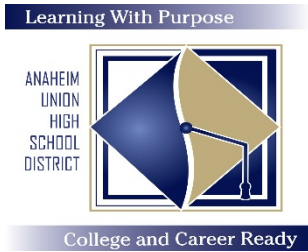
The following job description revisions are needed:

REVISION - ADDITIONS	
Addition of Statement	Purpose for Revision
Any combination of experience and training that would likely provide the required knowledge and skill in qualifying. A typical way to obtain the required knowledge and skill would be:	Allow for greater flexibility when screening applications and bring in-line with other management positions within the District.

REVISION - MODIFICATIONS		
Current Language	Proposed Language	Purpose for Revision
Graduation from an accredited college with a Bachelor's degree in business or public administration, transportation management, mechanical engineering or related field.	Graduation from high school or equivalent. Graduation from an accredited college with a Bachelor's Degree in business or public administration, transportation management, mechanical engineering or related field is preferred.	More closely align the position's required education, experience, duties, and supervision with other nearby school districts.
Five years in a supervisory or administrative capacity over a large transportation program involving complex route scheduling operations, vehicular maintenance activities, and driver training.	Five years of increasingly responsible transportation experience involving complex route scheduling operations, vehicular maintenance activities, and driver training, including three years in a supervisory or administrative capacity over a large transportation program.	

RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Director of Transportation classification specification as provided.



CLASSIFICATION SUMMARY	
JOB TITLE	Director of Transportation
JOB FAMILY	Student Services
JOB SUBFAMILY	Transportation
EVALUATOR	Assistant Superintendent of Business Services
SALARY RANGE	ADMN-36
LAST UPDATED	1/24/22

DIRECTOR OF TRANSPORTATION

BASIC FUNCTION

Under the direction of the Assistant Superintendent of Business Services, plan, organize, direct and supervise the operations and programs of the Transportation Department; supervise and evaluate the performance of assigned personnel; plan, coordinate and monitor District transportation services, fleet vehicle maintenance and bus routes; prepare and administer the Transportation budget.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential duties of the job.

GENERAL ESSENTIAL DUTIES

SUPERVISION AND TRAINING:

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. Direct training activities for new and renewing drivers; monitor in-service programs, classroom sessions and behind-the-wheel evaluations; monitor bus evacuation and safe riding programs; supervise the compliance and maintenance of mandated and non-mandated record-keeping; provides leadership to develop and retain highly competent, service oriented staff through, selection, training and day to day management practices that support the District's and department's mission, objectives and service expectations.

MANAGEMENT/ADMINISTRATIVE:

Direct the planning, routing and scheduling of regular and Special Education bus runs, field trips and special activities requiring bus or truck service; operate a computer and assigned computerized routing system; utilize regular and relief drivers as required; develop, prepare and administer the Transportation Department budget; analyze and review budgetary and financial data; authorize and control expenditures in accordance with established limitations; prepare bids and reports for purchase or equipment and buses; maintain equipment inventory and related reports; approve invoices and requisitions; direct and administer the preventative maintenance program for District vehicles; analyze reports, records, legislation and recommendations to determine whether equipment, including communications equipment, should be repaired or replaced, additional equipment, installed or newly developed equipment acquired, considering such factors as predicted volume, acquisition and installation cost and estimated improvement in efficiency and effectiveness; assure school bus fleet maintenance records are in compliance with federal and State regulations; arrange charter trips; assure contracted buses and drivers are SPAB and/or school certified and Certificates of Insurance are current and on file in the Transportation office; monitor contracted trips to assure minimum requirements are met; direct and conduct the investigation of bus accidents and the preparation of accident reports; monitor accident prevention programs; assure accidents are documented and files are current and in compliance as required by law; direct the maintenance of payroll records for the Transportation Department and the equalization of bus driver hours in accordance with contract provisions; respond to questions and complaints from staff, the general public and others regarding the transportation of students; communicate and coordinate with school and District administrative personnel and staff to assure smooth and timely delivery of scheduled services, exchange information and resolve issues; develop recommendations for new and modified programs, policies, regulations and procedures for approval; attend a variety of Department-related meetings and conferences; drive a vehicle to conduct work at various sites; maintain current knowledge or and assist in the

implementation of safety and transportation codes, regulations, laws and related matters; perform related duties as assigned.

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

CHAIN OF COMMAND

Lead(s):	<i>Assists with planning, assigning, and monitoring the work of employees</i>
Received from:	Assistant Superintendent of Business Services
Given to:	<u>Transportation Supervisor</u> , Garage Supervisor, Transportation Dispatcher, Driver Instructor, Bus Driver, Sr. Administrative Assistant
Supervisor:	<i>Plans, assigns, and evaluates the work of employees</i>
Received from	Assistant Superintendent of Business Services
Given to:	<u>Transportation Supervisor</u> , Garage Supervisor, Transportation Dispatcher, Driver Instructor, Bus Driver, Sr. Administrative Assistant

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE OF (Typically learned through formal training or education):

- Principles and practices of student transportation and vehicle fleet maintenance.
- Education Code, Motor Vehicle Code and ordinances relating to pupil transportation, maintenance of trucks, buses and automobiles.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Analyze situations accurately and adopt an effective course of action.
- District organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Record-keeping and report preparation techniques.
- Safe driving practices.
- Organization, procedures and operating details of the department.
- Principles of public relations.

SKILL TO (Typically attained through formal training or practice):

- Plan, organize, direct and supervise the operations and programs of the Transportation Department.
- Plan, coordinate and monitor District transportation services, fleet vehicle maintenance and bus routes.
- Interpret, apply and explain applicable laws, codes, rules and regulations related to assigned activities.
- Analyze, develop, revise and improve upon programs, methods and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Accept and carry out responsibility for direction, control, and planning.
- Supervise and evaluate the performance of assigned staff.
- Train and evaluate the performance of assigned staff.
- Observe legal and defensive driving practices.
- Operate a computer and assigned software.
- Read maps and prepare efficient and effective bus routes.
- Conduct or direct thorough accident investigations.
- Prepare clear, concise and accurate reports.
- Prepare comprehensive narrative and statistical reports.
- Establish and monitor effective record-keeping procedures.

ABILITY TO (Typically a personal quality attained without formal training, education, or practice):

- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Plan and organize work.
- Maintain effective audio-visual discrimination and perception needed for making observations.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and skill in qualifying. A typical way to obtain the required knowledge and skill would be:

EDUCATION:

Graduation from an accredited college with a Bachelor's degree in business or public administration, transportation management, mechanical engineering or related field is preferred.

EXPERIENCE:

Five years of increasingly responsible transportation experience involving complex route scheduling operations, vehicular maintenance activities, and driver training, including three years in a supervisory or administrative capacity over a large transportation program. ~~involving complex route scheduling operations, vehicular maintenance activities, and driver training.~~

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid, Class (C) California driver's license at time of appointment, and throughout employment in a position in this classification. Use of an automobile may be required for this position.

Proof of current California auto liability insurance at time of appointment, and throughout employment in a position in this classification.

Possession of, or ability to obtain, a valid California School Bus Driver Certificate is preferred.

Possession of, or ability to obtain, a valid Medical Card is preferred.

Possession of, or ability to obtain, a valid California School Bus Driver Training Instructor's Certificate is preferred.

Possession of, or ability to obtain, a valid Class A or B commercial driver's license is preferred.

WORKING CONDITIONS

ENVIRONMENT:

Employees in this classification work inside and outside, over 40 hours/week, in direct contact with the public, students, and other District staff, with high work volume and tight deadlines, continually changing priorities and constant interruptions, in temperature changes, with moving vehicles, in negative interpersonal situations, exposure to minor contagious diseases (colds, flu, etc.) inadequate lighting, poor ventilation, loud noises and odors.

PHYSICAL DEMANDS:

Employees in this classification use twisting or pressure repetitively involving wrists or hands, use both hands simultaneously, have rapid mental/muscular coordination, speak clearly, hear normal voice conversation, drive a vehicle, use a computer and a telephone, have depth perception, see small details, sit, lift and carry up to 25 lbs., walk, maintain balance, stand, push, pull, bend repeatedly, reach overhead, climb stairs, and stoop and bend.

CLASSIFICATION		RECRUITMENT					
Job Title	Exam Plan #	Assigned Technician	Recruitment Type	Date Posted	Date Closed	Days Posted	Certification Type
Substitute Instructional Assistant (SYS-SERIES)	2021-SYS-SUB-ND	Natalie	Open	3/4/21	3/25/21	21	Open
Bus Driver Training Course	2021-BusTrain-MD	Maryam	Open	3/5/21	3/28/21	23	Open
IA-SAI (Bilingual)	2021-E24B-ND (Spring)	Natalie	Open	4/9/21	4/30/21		Open
Instructional Assistant - Specialized Academic Instruction (Bilingual)	2021-E24B-ND (Spring)	Natalie	Open	4/9/21	4/30/21	21	Open
School Library Media Tech	2021-L03-ND	Natalie	Open	4/23/21	5/16/21	23	Dual Cert
Human Resources Tech (Substitute)	2021-P03(Sub)-MS	Michelle	Open	4/29/21	5/13/21	14	Open
Substitute Clerical Series (Bilingual & Non-Bilingual)	2021-CLER-SUB-MS	Michelle	Open	5/13/21	6/3/21	21	Open
Contact Tracer - Temporary (Promotional Only)	2021-0001-MD	Maryam	Promotional	5/13/21	6/3/21	21	Promotional
Health Screener - Temporary (Promotional Only)	2021-0000-ND	Natalie	Promotional	5/13/21	6/3/21	21	Promotional
Athletic Trainer (Substitute)	2021-AT(Sub)-MD	Maryam	Open	6/3/21	7/16/21	43	Substitute
Technology Services Technician (Substitute)	2021-I19(Sub)-MD	Maryam	Open	6/3/21	6/24/21	21	Substitute
Campus Safety Aide (Substitute)	2021-N02(Sub)-MD	Maryam	Open	6/7/21	9/19/21	104	Substitute
Substitute Instructional Assistant (SYS-SERIES)	2021-SYS-SUB(1)-ND	Natalie	Open	6/29/21	7/21/21	22	Open
Licensed Vocational Nurse (Substitute)	2021-SUBH04-ND	Natalie	Open	6/29/21	7/21/21	22	Substitute
Custodian (Substitute)	2021-004(Sub)-MD	Maryam	Open	7/7/21	7/28/21	21	Substitute
IA-Behavior Support	2021-E23-ND	Natalie	Open	7/15/21	8/5/21	21	Open
IA-Medically Fragile	2021-EM3-ND	Natalie	Open	7/22/21	8/12/21	21	Open
IA-Visually Impaired	2021-IA-VI-ND	Natalie	Open	7/22/21	8/12/21	21	Open
IA-SAI	2021-E24-ND	Natalie	Open	7/22/21	8/12/21	21	Open
IA-Mathematics	2021-E0M-ND	Natalie	Open	7/23/21	8/15/21	23	Open
Campus Safety Aide (Female)	2021(1)-N02F-MD	Maryam	Open	7/26/21	8/16/21	21	Open
Driver Instructor	2021-R02-MD	Maryam	Open	7/29/21	8/19/21	21	Open
IA-Bilingual (Substitute)	2021-ES2-ND	Natalie	Open	8/10/21	8/31/21	21	Open
Warehouse Worker - Nutrition & Central Services (Substitute)	2021-W06-MD	Maryam	Open	8/10/21	8/31/21	21	Open
Substitute Instructional Assistant (SYS-SERIES)	2021(2)-SYS-SUB-ND	Natalie	Open	8/18/21	9/8/21	21	Substitute
Clerical/Secretary Series - Bilingual (Substitute)	2021(2)-CLER-SUB-MS	Michelle	Open	8/18/21	9/8/21	21	Substitute
Sign Language Interpreter	2021-E13-ND	Natalie	Open	8/24/21	9/29/21	36	Open
Grounds Maintenance Worker	2020-010-MD	Maryam/Michelle	Promotional	2/6/2020	6/27/2021	507	Promotional
IA-Adult Transition	2021-ET3-ND	Natalie	Open	8/27/21	9/19/21	23	Open
IA-Specialized Academic Instruction	2021(2)-E24-ND	Natalie	Open	8/31/21	9/21/21	21	Open
Food Services Production Center Lead	2021-F17-MS	Michelle	Open	9/8/21	9/29/21	21	Dual Cert
Transportation Dispatcher	2021-R05-MD	Maryam	Promotional	9/10/21	10/3/21	23	Promotional
Secretary School Support/Program Support	2021(2)-SBP-MS	Michelle	Open	9/10/21	10/3/21	23	Open/Promo
Health Services Technician (Substitute)	2021-H01(Sub)-ND	Natalie	Open	9/13/21	11/3/21	51	Open
Licensed Vocational Nurse (Substitute)	2021(2)-SUBH04-ND	Natalie	Open	9/13/21	10/4/21	21	Open
Substitute Instructional Assistant (SYS-SERIES)	2021(3)-SYS-SUB-ND	Natalie	Open	9/13/21	10/4/21	21	Open
Bus Driver Training Course	2021-BusTrain-MD3	Maryam	Open	9/15/21	10/25/21	40	Open
Contact Tracer - Temporary (Daytime)	2021(3)-H06-MS	Michelle	Open	9/16/21	9/29/21	13	Open
Campus Safety Aide (Substitute)	2021(2)-N02(Sub)-MD	Mariam	Open	9/21/21	10/12/21	21	Open
Instructional Assistant/Medically Fragile-Orthopedically Impaired	2021(2)-EM3-ND	Natalie	Open	9/23/21	10/14/21	21	Open
Operations Supervisor	2021-005-MD	Maryam	Open	9/24/21	10/17/21	23	Open
Instructional Assistant - Behavioral Support	2021(2)-E23-ND	Natalie	Open	9/28/21	10/19/21	21	Open
Technology Services Technician	2021-I19-MD	Maryam	Open	10/6/21	10/27/21	21	Open
Custodian	2021-004-MD	Maryam	Open	10/13/21	11/3/21	21	Open
IA-Specialized Academic Instruction	2021(3)-E24-ND	Natalie	Open	10/29/21	11/21/21	23	Open
School Community Liaison (Spanish)	2021-E185-ND	Natalie	Open	11/16/21	12/7/21	21	Open
Sign Language Interpreter	2021-E13-ND	Natalie	Open	11/30/21	Continuous		Open
Instructional Assistant - Specialized Academic Instruction	2021(4)-E24-ND	Natalie	Open	12/7/21	1/9/22	33	Open
Instructional Assistant - Bilingual (Spanish) - Substitute	2021(2)-ES2-ND	Natalie	Open	12/7/21	1/9/22	33	Open
Athletic Facilities Worker II (Substitute)	2021-OF2(Sub)-MD	Natalie	Open	12/8/21	1/9/22	32	Open

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 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
2021-2022															
7/13/21	6/21/2021	Publications Technician	12	8	CSEA-51	4	\$3,599	\$20.44	\$4,047	\$22.99	\$42,516	\$47,820	\$2.55	\$442	\$5,304
7/13/21	7/1/2021	Locksmith	12	8	AFSCME-59	6	\$4,374	\$24.86	\$5,321	\$30.23	\$61,710	\$62,879	\$5.37	\$931	\$11,170
7/13/21	7/1/2021	HVAC	12	8	AFSCME-64	7	\$4,946	\$28.53	\$6,136	\$35.40	\$69,343	\$73,633	\$6.87	\$1,191	\$14,290
7/13/21	7/1/2021	Custodian	12	8	AFSCME - 48	3	\$3,531	\$20.06	\$3,804	\$21.62	\$41,725	\$44,970	\$1.56	\$270	\$3,245
7/13/21	7/6/2021	Sec- Registrar/Records Bil	11.5	8	CSEA- 53	4	\$3,906	\$22.19	\$4,386	\$24.93	\$44,233	\$49,695	\$2.74	\$475	\$5,462
7/13/21	7/1/2021	Custodian	12	8	AFSCME - 48	2	\$3,531	\$20.06	\$3,671	\$20.86	\$41,725	\$43,389	\$0.80	\$139	\$1,664
7/13/21	8/10/2021	TST	12	8	AFSCME - 58	4	\$4,308	\$24.50	\$4,837	\$27.50	\$50,961	\$57,201	\$3.00	\$520	\$6,240
7/13/21	6/28/2021	Secretary - Program Support	12	8	CSEA - 51	4	\$3,716	\$21.96	\$4,179	\$23.74	\$45,678	\$49,380	\$1.78	\$309	\$3,702
7/13/21	7/1/2021	TST II	12	8	AFSCME - 60	9	\$5,630	\$32.49	\$5,976	\$34.48	\$67,580	\$71,720	\$1.99	\$345	\$4,139
7/13/21	7/19/2021	Carpenter	12	8	AFSCME - 59	7	\$4,517	\$25.67	\$5,604	\$31.22	\$53,394	\$64,939	\$5.55	\$962	\$11,544
7/13/21	6/21/2021	Payroll Supervisor	12	8	MGMT - 16	7	\$6,355	\$36.66	\$7,856	\$45.32	\$76,261	\$94,273	\$8.66	\$1,501	\$18,012
7/13/21	7/12/2021	Executive Director, Fiscal Service	12	8	ADMN - 40	5	\$13,101	\$75.06	\$13,903	\$80.21	\$156,127	\$166,839	\$5.15	\$893	\$10,712
8/10/21	7/16/2021	ASB Accounting Tech	11	8	CSEA - 55	3	\$4,098	\$23.31	\$4,429	\$25.17	\$44,445	\$47,992	\$1.86	\$322	\$3,546
8/10/21	8/2/2021	Office Assitant	10	8	CSEA - 43	4	\$3,053	\$17.35	\$3,441	\$19.54	\$30,074	\$33,870	\$2.19	\$380	\$3,796
8/10/21	8/9/2021	Bus Driver	9	5	AFSCME- 55	3	\$4,098	\$23.31	\$4,429	\$25.17	\$22,728	\$24,541	\$1.86	\$202	\$1,814
8/10/21	8/9/2021	Bus Driver	9	5	AFSCME- 55	3	\$4,098	\$23.31	\$4,429	\$25.17	\$22,728	\$24,541	\$1.86	\$202	\$1,814
8/10/21	8/9/2021	Office Assistant	10	8	CSEA- 43	5	\$3,053	\$17.35	\$3,578	\$20.33	\$30,074	\$35,239	\$2.98	\$517	\$5,165
8/10/21	08/05/21	CSA	9	7	CSA- 41	5	\$2,909	\$16.51	\$3,403	\$19.34	\$22,536	\$26,400	\$2.83	\$429	\$3,863
9/16/21	8/23/2021	Office Asst. Bilingual	10	8	CSEA - 47	7	\$3,366	\$19.11	\$4,181	\$23.75	\$33,125	\$41,167	\$4.64	\$804	\$8,043
9/16/21	8/23/2021	IA-Behavoral Support	9	6	CSEA- 51	3	\$3,716	\$21.11	\$4,023	\$23.74	\$24,699	\$27,776	\$2.63	\$342	\$3,077
9/16/21	9/13/2021	Athletic Facilities Worker II	12	8	AFSCME - 52	7	\$3,743	\$21.26	\$4,654	\$26.47	\$44,221	\$55,058	\$5.21	\$903	\$10,837
9/16/21	8/30/2021	College & Career Readiness Spec.	11	8	CSEA - 51	3	\$3,716	\$21.11	\$4,023	\$23.74	\$40,250	\$45,265	\$2.63	\$456	\$5,015
9/16/21	8/24/2021	College & Career Readiness Spec.	11	8	CSEA - 51	3	\$3,716	\$21.11	\$4,023	\$23.74	\$40,250	\$45,265	\$2.63	\$456	\$5,015
9/16/21	9/1/2021	IA-Behavoral Support	9	6	CSEA- 51	3	\$3,716	\$21.11	\$4,023	\$22.85	\$24,699	\$26,735	\$1.74	\$226	\$2,036
9/16/21	9/3/2021	IA-SAI	9	5.75	CSEA-43	4	\$3,053	\$17.35	\$3,441	\$19.54	\$19,454	\$21,910	\$2.19	\$273	\$2,456
9/16/21	9/20/2021	IA-Behavoral Support	9	6	CSEA-51	2	\$3,716	\$21.11	\$3,861	\$21.96	\$24,699	\$25,694	\$0.85	\$111	\$995
9/16/21	9/9/2021	IA-Behavoral Support	9	6	CSEA-51	3	\$3,716	\$21.11	\$4,023	\$22.85	\$24,699	\$26,735	\$1.74	\$226	\$2,036
10/12/21	9/20/2021	CSA	9	7	CSA - 41	4	\$2,909	\$16.51	\$3,274	\$18.59	\$22,536	\$25,376	\$2.08	\$315	\$2,839
10/12/21	10/1/2021	College & Career Readiness Spec.	11	8	CSEA - 51	4	\$3,716	\$21.11	\$4,179	\$23.74	\$40,250	\$45,265	\$2.63	\$456	\$5,015
10/12/21	10/4/2021	Instructional Materials Specialist	12	8	CSEA - 51	4	\$3,716	\$21.11	\$4,179	\$23.74	\$43,909	\$49,380	\$2.63	\$456	\$5,470
11/9/21	10/25/2021	IA-SAI	9	5.75	CSEA- 43	3	\$3,053	\$17.35	\$3,312	\$18.81	\$19,454	\$21,091	\$1.46	\$182	\$1,637
11/9/21	9/7/2021	LVN	10	8	CSEA-51	4	\$4,098	\$23.31	\$4,606	\$26.18	\$40,405	\$45,379	\$2.87	\$497	\$4,975
11/9/21	11/09/21	Sr. Warehouse Worker	12	8	AFSCME - 55	7	\$4,098	\$23.31	\$5,079	\$28.87	\$48,486	\$60,051	\$5.56	\$964	\$11,565
12/16/21	10/15/2021	Office Assistant Bilingual	10	8	CSEA - 47	2	\$3,366	\$19.11	\$3,504	\$19.91	\$33,125	\$34,511	\$0.80	\$139	\$1,387
12/16/21	11/3/21	Office Assistant	10	8	CSEA - 43	7	\$3,053	\$17.35	\$3,797	\$21.58	\$30,074	\$37,406	\$4.23	\$733	\$7,332
12/16/21	11/16/2021	IA-Behavoral Support	9	6	CSEA-51	5	\$3,716	\$21.11	\$4,349	\$24.72	\$24,699	\$28,923	\$3.61	\$469	\$4,224
2021-2022 TOTAL FISCAL IMPACT											\$186,492				

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

	<u>Location:</u>	<u>Effective</u>
Chinchilla, Jorge Food Services Assistant I	Walker Jr. High School	10/19/2021
Conrad, Kimberley Instructional Assistant – Behavioral Support	Anaheim High School	11/12/2021
Dominguez, Maria Food Services Assistant I	Sycamore Jr. High School	12/03/2021
McDanel, Jonathan Campus Safety Aide	Brookhurst Jr. High School	11/19/2021

2. **Employment, effective as noted:**

	<u>Range/Step:</u>	<u>Effective:</u>
Permanent Employees:		
Barragan, Maria Food Services Operations Supervisor	14/01	11/29/2021
Cuevas, Stephanie Secretary – Attendance (Bilingual)	53/01	12/06/2021
Evers, Steven Food Services Assistant I	41/01	11/18/2021
Garcia, Michelle Family and Community Engagement Specialist	56/01	11/09/2021
Garibay, David Instructional Assistant – Behavioral Support	51/01	11/30/2021
Gonzalez, Chynna Instructional Assistant – Specialized Academic Instruction	43/01	11/29/2021
Guevara, Keri Instructional Assistant – Specialized Academic Instruction	43/01	11/08/2021
Hernandez, Deana Instructional Assistant – Behavioral Support	51/01	11/15/2021
Keating, Ryan Instructional Assistant – Adult Transition	51/01	11/15/2021

Luna, Michael Sr. Warehouse Worker – Central Warehouse	55/07	11/22/2021
Maciel Desirie Food Services Assistant I	41/01	11/29/2021
Murillo, Jennifer Instructional Assistant – Behavioral Support	51/05	11/16/2021
Perdon Vanessa Instructional Assistant – Behavioral Support	51/01	11/15/2021
Samano-Najera, Arely Instructional Assistant – Behavioral Support	51/01	11/18/2021
Sanchez, Abril Instructional Assistant – Specialized Academic Instruction	43/01	11/29/2021
Tabares-Torres, Ma Isabel Family and Community Engagement Specialist	56/01	11/09/2021
Thao, Pada Instructional Assistant – Behavioral Support	51/01	11/17/2021
Winston, Jerome Instructional Assistant – Behavioral Support	51/01	12/01/2021
Promotions:		
Garcia, Remedios Secretary – School Support (Bilingual)	53/01	11/29/2021
Heredia, Frank Family and Community Engagement Specialist	56/01	11/12/2021
Hicks-Webb, Crystal Instructional Assistant – Behavioral Support	51/01	11/29/2021
Reyes-Palacios, Julio Plant Manager I	02/04	12/01/2021
Substitute Employees:		
Anderson, Christian Substitute Instructional Assistant – Adult Transition	51/01	11/19/2021
Anderson, Christian Substitute Instructional Assistant – Behavioral Support	51/01	11/19/2021

Anderson, Christian Substitute Instructional Assistant – Medically Fragile	51/01	11/19/2021
Everett, Lorenzo VAPA Percussion Technician III	\$30/Hr.	11/08/2021
Harris, Stephanie Contact Tracer	51/01	11/09/2021
Izurieta, Ileana Substitute Instructional Assistant Bilingual	47/01	11/08/2021
Kerr, Raeko Substitute Licensed Vocational Nurse	55/01	11/17/2021
Kilgo Ondrejik, Tristin Substitute Bus Driver	55/01	11/17/2021
Orozco, Gabriela Substitute Office Assistant	43/01	11/19/2021
Orozco, Gabriela Substitute Secretary	51/01	11/19/2021
Pham, Huan Substitute Instructional Assistant – Adult Transition	51/01	12/07/2021
Pham, Huan Substitute Instructional Assistant – Behavioral Support	51/01	12/07/2021
Pham, Huan Substitute Instructional Assistant – Medically Fragile	51/01	12/07/2021
Rifcky Jabbar, Habeeba Ainool Aal Intern	\$14.53/Hr.	11/10/2021
Zei, Charla Substitute Instructional Assistant – Specialized Academic Instruction	43/01	11/09/2021

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

Effective

Angeles, Valerie	11/09/2021
Caballero, Joseph	11/09/2021
Cortez, Ariel	11/09/2021
Garcia, Enrico	11/08/2021

Garcia, Jacob	11/12/2021
Garcia, Victoria	11/09/2021
Guzman, Alejandro	11/09/2021
Islas, Princesa	11/13/2021
Lopez De La Cruz, Evelyn	11/09/2021
Mariscal Hinojosa, Amy	11/06/2021
Martinez, Fabian	11/29/2021
Sedeno, Roy	11/09/2021
Solis, Graciela	11/13/2021
Vazquez, Juan	11/08/2021
Verzani, Amanda	01/03/2022
Zaragoza, Cristal	11/09/2021

4. **Food Service Student Workers**

Effective

Brightbill, Aiden	11/19/2021
Uriostegui, Daniella	11/19/2021