



AGENDA

REGULAR MEETING

October 10, 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, October 10, 2023.

B. Roll Call:

C. Pledge of Allegiance:

D. Approval of Agenda for Regular Meeting on October 10, 2023

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

E. Approval of Minutes for Regular Meeting on September 12, 2023

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.

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>	
Driver Instructor	01	<i>Exhibit B</i>
Instructional Assistant - Behavioral Support	29	<i>Exhibit B</i>
Instructional Assistant - Bilingual (Spanish)	12	<i>Exhibit B</i>
Secretary - Registrar/Records	17	<i>Exhibit B</i>
Secretary - Registrar/Records (Bilingual)	10	<i>Exhibit B</i>

<u>List Abolishment</u>	<u># Eligibles</u>	
Campus Safety Aide (Female) (2023-N02-MD)	02	<i>Exhibit C</i>

<u>List Extension</u> (PC Rule §6.1.3.: <i>Duration of Eligibility Lists</i>)	<u># Eligibles</u>	
Instructional Assistant - Adult Transition (2022-ET3-ND)	25	

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.

1. PUBLIC HEARING – Union Appointee to the Personnel Commission

- a. In accordance with California Education Code 45246(f), the Personnel Commission is providing the public, employees, and employee organizations the opportunity to express their views regarding the nomination of Audrey Cherep.

Approval to open the Public Hearing at: _____

Approval to close the Public Hearing at: _____

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

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

1. Personnel Commission Appointment(s):
Recommendation: *Approve*

- a. Approval of the appointment of Audrey Cherep as the Union Appointee (CSEA) to the AUHSD Personnel Commission for the period of December 1, 2023, through December 1, 2026.

Moved:
Seconded:
Vote:

2. Approval of the Accelerated Hiring Rate of salary step 03 for the classification of Bus Driver.

Exhibit D

Moved:
Seconded:
Vote:

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

- a. Approval of the revised classification of Public Information Manager within the Publications Services job family, effective 10/11/23.

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 – September

Exhibit H

IV. Next Regular Personnel Commission Meeting:

Tuesday, November 7, 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

September 12, 2023 @ 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 Baltazar, and Cherep were present.

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

D. Motion to Approve Agenda: September 12, 2023

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: August 8, 2023

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, updated the Commissioners regarding recruitments and the related work being done in Human Resources – Classified.*
- *Mr. Tietze thanked the Human Resources – Classified staff for their work during a particularly busy time for the department.*
- *Mr. Tietze noted an increase of 36% in Instructional Assistant positions at the District over the last six years and discussed the implications of such a large increase.*
- *Mr. Tietze announced the hiring of new Human Resources Technician, Andres Licea. Mr. Tietze commended Mr. Licea on the work he has done so far and also announced the hiring of another new Human Resources Technician who is scheduled to start in two weeks.*
- *Mr. Tietze discussed updates regarding Assembly Bill 1699.*
- *Mr. Tietze noted that Human Resources – Classified would be starting a new salary study that week, and that he anticipates having preliminary results soon.*
- *Mr. Tietze noted a correction to Exhibit B related to the District and Community Use Manager eligibility list report. Mr. Tietze indicated that the date of the structured interview was mistakenly omitted from the report, and should be 8/13/23.*

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

None

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):

<u>List Establishment</u>	<u># Eligibles</u>
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Accounting Technician	03
Bus Driver	03
Campus Safety Aide	23
Community Schools Coordinator	10
District and Community Use Manager	07
Food Services Assistant I	21
Food Services Assistant I	32
Food Services Manager I	10
Instructional Assistant – Specialized Academic Instruction	101
Secretary – School Support	27
Secretary – School Support (Bilingual)	19
Substitute Custodian	24

<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*)

Instructional Assistant – Specialized Academic Instruction	101
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It was moved and seconded to approve the Consent Calendar in its entirety as amended. 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.

1. Announcement of intended nominee to be appointed, or reappointed, as the Union Appointee to the Personnel Commission.

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
2. Advanced Step Placement Status Report
3. Items Submitted for Board Approval – August

IV. Next Regular Personnel Commission Meeting:

Tuesday, October 10, 2023, 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: 4:05 p.m.

Audrey Cherep
Chairperson, Personnel Commission
Anaheim Union High School District

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. **2023-R02-AL**

POSITION: DRIVER INSTRUCTOR
RECRUITMENT TYPE: OPEN
CERTIFICATION TYPE: DUAL CERTIFICATION

DATE ADVERTISED: 09/18/2023 – 09/27/2023

NUMBER OF APPLICATIONS RECEIVED:	3
NUMBER OF QUALIFIED APPLICANTS:	1

<u>TRAINING & EXPERIENCE (T&E) EVALUATION: 10/02/2023, 100% WEIGHT</u>	
NUMBER OF APPLICANTS PARTICIPATING IN T&E EVALUATION	1
NUMBER OF APPLICANTS PASSING T&E EVALUATION	1

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	1
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BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

10/5/23
DATE

CERTIFICATION DATE: 10/10/2023
EXPIRATION DATE: 04/10/2024
EXTENDED EXPIRATION DATE:

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501 NORTH CRESCENT WAY • ANAHEIM, CA • 92801

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HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2023-E23-MD

POSITION: Instructional Assistant - Behavioral Support

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 08/16/23 - 09/06/23

NUMBER OF APPLICATIONS RECEIVED:

51

NUMBER OF QUALIFIED APPLICANTS:

43

MULTIPLE CHOICE EXAM: 09/03/2023, 100% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM

30

NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM

29

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:**29**

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

 9/12/23
 DATE

CERTIFICATION DATE: 10/10/2023

EXPIRATION DATE: 04/10/2023

EXTENDED EXPIRATION DATE:

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HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2023-ES2-ND

POSITION: Instructional Assistant - Bilingual (Spanish)

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 06/16/2023 – 07/09/2023

NUMBER OF APPLICATIONS RECEIVED:	89
NUMBER OF QUALIFIED APPLICANTS:	65

MULTIPLE CHOICE EXAM: 08/07/223, 100% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	65
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NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	46
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BILITERACY EXAM: 08/23/2023, 0% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	16
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NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	12
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TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	12
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 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

9/12/23
 DATE

CERTIFICATION DATE: 10/10/2023
 EXPIRATION DATE: 04/10/2024
 EXTENDED EXPIRATION DATE:

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HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. [2023-S1R-TM]

POSITION: SECRETARY- REGISTRAR/RECORDS (NON- BILINGUAL)

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN & PROMOTIONAL

DATE ADVERTISED: 07/07/2023 – 07/30/2023

NUMBER OF APPLICATIONS RECEIVED:	499
NUMBER OF QUALIFIED APPLICANTS:	76

WRITTEN EXAM / PERFORMANCE EXAM: 8/25/2023, 0% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	76
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NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	33
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STRUCTURED INTERVIEW: 8/25/2023, 100% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	33
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NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	17
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TOTAL NUMBER CERTIFIED ON OPEN ELIGIBILITY LIST:	12
TOTAL NUMBER CERTIFIED ON PROMOTIONAL ELIGIBILITY LIST:	05


 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

 10/5/23
 DATE

 CERTIFICATION DATE: 10/10/2023
 EXPIRATION DATE: 03/12/2024
 EXTENDED EXPIRATION DATE:

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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. [2023-S1R-TM]

POSITION: SECRETARY- REGISTRAR/RECORDS- BILINGUAL

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN & PROMOTIONAL

DATE ADVERTISED: 07/07/2023 – 07/30/2023

NUMBER OF APPLICATIONS RECEIVED:	499
NUMBER OF QUALIFIED APPLICANTS:	76

WRITTEN EXAM / PERFORMANCE EXAM: 8/25/2023, 0% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	76
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NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	33
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STRUCTURED INTERVIEW: 8/25/2023 100% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	33
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NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	17
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BILINGUAL EXAM: 10/01/2023, 0% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	17
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NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	9
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TOTAL NUMBER CERTIFIED ON OPEN ELIGIBILITY LIST:	06
TOTAL NUMBER CERTIFIED ON PROMOTIONAL ELIGIBILITY LIST:	04



 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

 10/5/23
 DATE

 CERTIFICATION DATE: 10/10/2023
 EXPIRATION DATE: 03/12/2024
 EXTENDED EXPIRATION DATE:

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HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022-ET3-ND

POSITION: INSTRUCTIONAL ASSISTANT- ADULT TRANSITION

DATE ADVERTISED: 8/26/22 – 9/18/22

NUMBER OF APPLICATIONS RECEIVED:	79
NUMBER OF QUALIFIED APPLICANTS:	44

MULTIPLE CHOICE EXAM:

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	44
NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	25

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	25
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BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 10/11/2022

EXPIRATION DATE: 10/11/2023

EXTENDED EXPIRATION DATE: 11/11/2023

**PERSONNEL COMMISSION
ANAHEIM UNION HIGH SCHOOL DISTRICT
Meeting: Tuesday, October 10, 2023**

SUBJECT: Accelerated Hiring Rate – Bus Driver

BACKGROUND INFORMATION:

The Executive Director of Classified Personnel is requesting an accelerated hiring rate for the Bus Driver classification, which will increase the initial starting salary step for all those in the classification. This action is typically done when staff determines that the current salary is not attracting enough qualified applicants, or the salary is assessed to be low compared to other similar positions in the market. This is more commonly applied to classifications that are considered extremely difficult to recruit, or overmarket overall when considering maximum salary step and total compensation, but still under market or close to under market in lower salary steps.

When a classification receives an approved accelerated hiring rate, both substitute staff and permanent staff below the accelerated hiring rate will have their salary rate increased to the approved accelerated hiring rate salary step. All permanent staff will then begin a new cycle of salary step advancement based on the effective date of the accelerated hiring rate.

METHODOLOGY:

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

- Analyzed the salary by closely reviewing salary and qualification information of comparable positions in the local market.
- Reviewed five years of previous recruitment data for the Bus Driver position to determine the level of difficulty being experienced by staff when recruiting for the position, both historically and more recently, in terms of number of qualified applicants.

DISCUSSION:

Analysis showed that, particularly in the last two years, Human Resources (HR) staff have consistently experienced difficulty attracting enough qualified applicants for the position of Bus Driver to keep up with demand. HR staff are regularly unable to provide enough Substitute Bus Drivers to fill the number of daily absences, and also struggle to fill Permanent Bus Driver vacancies due to a lack of qualified applicants. The lack of sufficient staffing support is having a negative impact on the District's ability to efficiently transport students. The Executive Director proposes that the difficulty in hiring is due to a combination of the heavy competition for qualified candidates among nearby school districts, the multiple special licenses and certificates required to qualify for the job, and the relative middle-of-the-market pay.

Therefore, given the persistent difficulty to recruit qualified applicants for this position, it is appropriate to accelerate the hiring rate, or minimum pay rate, to Step 3 of the salary range. The higher rate of pay may not eliminate the recruiting difficulties altogether, but it will better equip the District to compete for qualified applicants.

RECOMMENDATION:

It is recommended that the Personnel Commission approve an accelerated hiring rate for the position of Bus Driver to Step 3 on Range 55 of the AFSCME salary schedule, effective 10/11/13.

**PERSONNEL COMMISSION
ANAHEIM UNION HIGH SCHOOL DISTRICT
Meeting: Tuesday, October 10, 2023**

SUBJECT: Revised Classification – Public Information Manager

BACKGROUND INFORMATION:

District administration requested HR-Classified to implement revisions to the Public Information Manager classification specification and to determine whether the current compensation for this position was below average compared to similar positions in the current market.

Under the direction of the Superintendent, the Public Information Manager performs a variety of professional-level public relations work in support of the District communications and community relations program; organizes, administers, coordinates, and manages public and media relations programs; develops, coordinates, and implements community outreach activities as assigned and to supervise assigned technical and office support staff. Key responsibilities include: directing and coordinating public and media relations, social media, community outreach, and other communications.

METHODOLOGY:

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

- Reviewed the Public Information Manager classification specification.
- Discussed necessary changes with the District executive cabinet.
- Compared the revised job description against similar job descriptions in the competitive market.

DISCUSSION:

The job description was reviewed, revised, and updated to the newest format.

- The revisions recommended for the job description are as follows:
 - Raise the minimum qualifications from three year of experience to five years of experience
 - Rename the position to Director of Public Communications
 - Add additional specialized duties
 - Revise formatting to align with current standards

In addition to revising the Public Information Manager job description, an external market analysis was performed in which the “local” competitive market, comprised of 27 public agencies surrounding AUHSD, was reviewed for similar classifications to the position in question, and a total of 6 similar positions were found. In order to generate an adequate sample size for the subsequent market statistical analysis, an additional 5 similar positions were identified in the “extended” market.

Salary analysis encompassed total compensation beyond just base salary, including benefits (health, dental, vision insurance employee contributions) and longevity. The most recent comprehensive salary study determined that AUHSD management employees contribute around \$320 less per month on average for benefits than the local market agencies. Therefore, this figure was calculated into the larger total compensation analysis to determine if the position was still under market.

- Salary Modification
 - The current salary range for the Public Information Manager is approximately 5.9% below market average relative to the middle of its respective market when considering total compensation. Therefore, it is recommended to increase the range from range 37 to range 38 on the Administrator Salary Schedule, based on the total compensation salary market analysis. This will place the position’s salary approximately 1.3% above the 50th percentile of comparable positions in the market.

The following significant job description revisions are needed:

REVISION – MODIFICATIONS		
Current Language	Proposed Language	Purpose for Revision
Public Information Manager	Director of Public Communications	More closely align the position title, experience, and needs of the position with other nearby school districts.
Three years of paid public or private sector experience performing a variety of professional-level duties in journalism, public relations, marketing, or advertising, including experience in a strategic social media leadership role.	Five years of paid public or private sector experience performing a variety of professional-level duties in journalism, public relations, marketing, or advertising, including experience in a strategic social media leadership role.	
One year of experience developing and administering parent training programs, facilitating school relationships with community groups, and connecting families with community service agencies. Two years of related experience is highly desirable.	Two years of experience developing and administering parent training programs, facilitating school relationships with community groups, and connecting families with community service agencies.	
Supervises the performance of assigned technical and office support staff.	Supervises and evaluates the performance of assigned technical and office support staff.	

REVISION – ADDITIONS	
Proposed Language	Purpose for Addition
Plans, organizes, and directs comprehensive communications and community relations strategies for the District which identify core audiences, key messages, communication tools, and evaluation measures.	More closely align the duties, abilities, preferences, and other requirements to the needs of the position and with other nearby school districts.
Supports the District's community engagement goals by increasing engagement through communication strategies such as District publications, official announcements, and special events.	
Provides technical expertise and relevant information to the Superintendent as necessary; participates in the formulation of policies, procedures, and programs related to public communication; advises the Superintendent of trends or potential issues related to communications, and recommends appropriate courses of action.	
Experience managing communications for a school district is strongly preferred.	
Driving a vehicle during adverse weather conditions on city roads and freeways, both during the day and at night; traffic hazards.	

RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Public Information Manager classification as provided, effective 10/1/23.

**CLASSIFICATION SUMMARY**

JOB TITLE	Director of Public Information Manager Communications
JOB FAMILY	Publication Services
JOB SUB-FAMILY	Public Relations
EVALUATED BY	Superintendent
SALARY RANGE	ADMN 37 38
LAST UPDATED	10/10/2023

DIRECTOR OF PUBLIC INFORMATION MANAGER COMMUNICATION

BASIC FUNCTION:

Under the direction of the Superintendent, performs a variety of professional-level public relations work in support of the District communications and community relations program; [plans](#), organizes, administers, coordinates, and manages [comprehensive](#) public and media relations programs [and strategies](#); develops, coordinates, and implements community outreach activities as assigned and to supervise [and evaluate](#) assigned technical and office support staff. Key responsibilities include: directing and coordinating public and media relations, social media, community outreach, [District website](#), and other communications.

Note: The duties below 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.

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

- [Plans, organizes, and directs comprehensive communications and community relations strategies for the District which identify core audiences, key messages, communication tools, and evaluation measures.](#)
- [Supports the District's community engagement goals by increasing engagement through communication strategies such as District publications, official announcements, and special events.](#)
- [Provides technical expertise and relevant information to the Superintendent as necessary; participates in the formulation of policies, procedures, and programs related to public communication; advises the Superintendent of trends or potential issues related to communications, and recommends appropriate courses of action.](#)
- Plans, develops, executes, and manages social media platforms (Facebook, Twitter, LinkedIn, etc.) using best practices and techniques to increase the organization's visibility, presence, and interaction with its stakeholders (parents, alumni, staff, community, etc.); Maintains and monitors social media platforms utilizing social media tools and responds to inquiries using these tools.
- Develops and manages social media projects with support from various internal divisions, departments and staff; Monitors and performs regular analysis of social media campaign performance results, including traffic reports and Key Performance Indicators (KPIs) to make effective recommendations to optimize marketing strategies and goals.
- Establishes and maintains cooperative working relationships and performs liaison activities with various communities, organizations, governments, and special interest groups.
- Develops, establishes, and maintains mechanisms for receiving, responding to, and reporting community communications regarding District programs, initiatives, and other related activities.
- Directs and manages staff activities related to social media and electronic communication programs, including web content and social media posts.
- Writes, edits, and designs District news publications for distribution to employees and the community; Write drafts of statements, special reports and speeches for board members, the superintendent, and the staff.
- Gathers information and composes news releases for newspaper, radio stations, and other media.
- Develops and edits scripts using appropriate terminology, format, and production directions for audiovisual programs.
- Designs and draft a variety of newsletters, bulletins, publications and brochures.

GENERAL ESSENTIAL DUTIES (Also performed in other classifications):

- Supervises [and evaluates the performance of](#) assigned technical and office support staff.
- Develops and conducts specialized training for District employees.
- Attends meetings, reviews publications and reports, and confers with individuals and groups to obtain, integrate, and disseminate information.
- Establishes and maintains cooperative working relations with the press and representatives of other news media.
- Attend regular and special meetings of the Board of Education and other meetings as requested.
- Consults with administrative and school staff to assist in developing an understanding of District aims, objectives and programs.
- Develops content for District website, and assists schools with school website content.
- Monitors department budget.
- Collects, compiles and prepares statistical information for use in a variety of reports and records.
- Represents the District before public groups and private sector organizations, responding to community needs;
- Does related photographic work as necessary.
- Develops a variety of proactive approaches and programs to enlist community interest and support for endorsement of bond issues, ballot measures and other District supported, school related legislation.
- Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to various sites to conduct work.
- Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES*KNOWLEDGE OF (Typically learned through formal training or education):*

- Principles and techniques of effective public communications, internal communications, and media relations.
- Public information channels and methods of distributing news; public relations principles and practices.
- Contemporary principles and practices of multi-faceted community outreach, public engagement programs, and how to use social media to engage various audiences.
- Principles and practices of supervision, training, employee development, motivation, and effective discipline.
- Principles and practices of administration, budget preparation, program management, and personnel management in a public agency.
- Social media marketing principles, best practices, tools and technologies.
- Research methods, fact sources and statistical presentation.
- Basic graphic design.
- Applicable federal, state and local laws, regulations and procedures.
- Principles and procedures of financial and non-financial record keeping.
- English usage, spelling, grammar and punctuation.
- Modern office administration.

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

- Prepare effective press releases, newsletters, brochures, pamphlets, and similar materials.
- Learn, interpret and apply administrative and departmental policies, laws and regulations.
- Establish and maintain effective working relationships with representatives of news media, District employees and community representatives.
- Stay up-to-date with current and emerging communications technologies.
- Plan, coordinate, and organize effective internal and external information programs on an ongoing basis, Develop and implement appropriate outreach techniques for target market audience.
- Integrate an organization's mission and vision into department goals

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

- Gather, analyze, evaluate and interpret information and data.
- Recommend appropriate courses of action based on available information.
- Plan, schedule, direct, train and evaluate technical and office support staff.
- Monitor a budget.
- Communicate effectively, both orally and in writing.
- Utilize current technology in carrying out job duties.
- Meet deadlines required in the work.

- Maintain a positive disposition at all times, including during times of stress.

MINIMUM QUALIFICATIONS

EDUCATION:

- Required: A bachelor's degree in journalism, public relations, communications, English, or a related field.

EXPERIENCE:

- Required: ~~Three~~ Five years of paid public or private sector experience performing a variety of professional-level duties in journalism, public relations, marketing, or advertising, including experience in a strategic social media leadership role.
- Preferred: Experience managing communications for a school district is strongly preferred.

LICENSES AND OTHER REQUIREMENTS:

- License/Insurance Certification: Possession of a valid, appropriate California driver's license at time of appointment, and throughout employment in a position in this classification.
 - Proof of current California auto liability insurance at time of appointment, and throughout employment in a position in this classification.
 - Personal transportation for job-related travel throughout the District.
- Alternative/Flexible Schedule: Subject to evening and/or weekend duty as required by scheduled and unscheduled District and public events.
- Bilingual Skills: Ability to speak, read, and write in a second language (Spanish) is preferred.

WORKING CONDITIONS:

ENVIRONMENT:

- Working indoors in an office environment.
- Sitting at a desk for a major portion of the day with regular computer use.
- ~~occasional~~ Occasional driving to various locations.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking accurately to give presentations, and exchange information in person or on the telephone.
- Seeing to read a variety of materials.
- Clarity of voice to give oral presentations;
- Sitting and standing for extended periods of time
- Lifting or moving objects, normally not exceeding twenty (20) pounds; dexterity of hands and fingers to operate a computer keyboard; bending at the waist, kneeling or crouching.

HAZARDS:

- Driving a vehicle during adverse weather conditions on city roads and freeways, both during the day and at night.
- Traffic hazards.
- Potential for contact with dissatisfied and/or abusive individuals.

CLASSIFICATION		POSTING/SCREENING					
Job Title	Exam Plan #	Assigned Technician	Recruitment Type	Certification Type	Date Posted	Date Closed	Calendar Days Posted
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
Instructional Assistant - Visually Impaired	2022-IA-VI-ND	Natalie	Open	Open	11/15/22	1/31/23	77
Campus Safety Aide (Substitute)	2022(6)-N02(Sub)-MD	Maryam	Open	Substitute	12/23/22	1/15/23	23
Instructional Assistant/Medically Fragile-Orthopedically Impaired	2023-EM3-ND	Natalie	Open	Open	1/11/23	2/1/23	21
Health Services Technician (Substitute)	2023-H01(Sub)-ND	Tatiana	Open	Substitute	1/18/23	2/8/23	21
Clerical/Secretary Series (Substitute)	2023-CLER-SUB-TM	Tatiana	Open	Substitute	1/19/23	2/12/23	24
Warehouse Worker - Nutrition & Central Services (Substitute)	2023-W06-MD	Maryam	Open	Substitute	1/24/23	2/14/23	21
Bus Driver (Substitute)	2023-SUBR01-MD	Maryam	Open	Substitute	2/15/23	5/15/23	89
Technology Services Technician I	2023-I19-MD	Maryam	Open	Open	3/7/23	3/28/23	21
Bus Driver Training Course	2023-BusTrain-MD3	Maryam	Open	Open	3/8/23	4/9/23	32
Instructional Assistant - Deaf/Hard of Hearing	2023-EV3-ND	Natalie	Open	Open	3/28/23	4/18/23	21
Instructional Assistant - Visually Impaired	2023-IA-VI-ND	Natalie	Open	Open	3/28/23	Continuous	N/A
Health Services Technician (Substitute)	2023(2)-H01(Sub)-ND	Natalie	Open	Substitute	6/6/23	Continuous	
Transportation Van Driver	2023-R09-MD	Andres	Open	Open	6/16/23	7/9/23	23
School Library/Media Technician	2023-L03-ND	Natalie	Open	Dual Cert	6/16/23	7/9/23	23
Lead Campus Safety Aide	2023-N20-MD	Andres	Open	Open/Promo	6/16/23	7/9/23	23
Bus Driver (Substitute)	2023(2)-SUBR01-MD	Andres	Open	Substitute	6/21/23	Continuous	
Community Schools Coordinator (Bilingual)	2023-E42-TM	Tatiana	Open	Open	6/23/23	7/16/23	23
Plant Manager I	2023-O27-MD	Andres	Open	Open/Promo	6/29/23	7/24/23	25
Plant Manager II	2023-O28-MD	Andres	Open	Open/Promo	6/29/23	7/24/23	25
Research Analyst	2023-RA-MD	Andres	Open	Open	7/14/23	8/6/23	23
Clerical/Secretary Series (Substitute)	2023(3)-CLER-SUB-TM	Tatiana	Open	Substitute	8/15/23	9/12/23	28
Instructional Assistant/Medically Fragile-Orthopedically Impaired	2023(3)-EM3-MD	Maryam	Open	Open	8/15/23	9/5/2023	21
Office Assistant (Bilingual & Non-Bilingual)	2023-S05-TM	Gaby	Open	Open	8/15/23	9/5/2023	21
Bus Driver (Open)	2023(3)-R01-MD	Maryam	Open	Open	8/18/23	10/1/23	44
Food Services Assistant III	2023-F05-TM	Tatiana	Promotional	Promotional	8/23/23	9/13/23	21
Accounting Technician	2023(2)-B04-TM	Tatiana	Open	Open	8/23/23	9/13/23	21
Translator/Interpreter (Spanish)	2023-S15P-TM	Tatiana	Open	Open	9/8/23	10/1/23	23
Bus Driver Training Course	2023(2)-BusTrain-MD	Maryam	Open	Open	9/12/23	10/31/23	49
Behavior Intervention Specialist	2023-E33-MD	Maryam	Open	Dual Cert	9/18/23	10/9/23	21
Instructional Assistant - Specialized Academic Instruction	2023(2)-E24-MD	Maryam	Open	Open	9/20/23	10/11/23	21

ADVANCED STEP PLACEMENT REPORT														
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
2023-24														
8/1/2023	Technology Services Technician I	10	8	AFSCME -57	7	\$4,816	\$27.39	\$5,968	\$33.90	\$47,477	\$58,761	\$6.51	\$1,128	\$11,284
8/1/2023	Secretary Attendance - Bilingual	10	8	CSEA-53	3	\$4,366	\$24.81	\$4,714	\$27.19	\$43,005	\$47,130	\$2.38	\$413	\$4,125
7/26/2023	Director of Arts Education	12	8	ADMIN-35	2	\$13,605	\$78.49	\$13,910	\$80.25	\$163,262	\$166,923	\$1.76	\$305	\$3,661
8/21/2023	Athletic Trainer	11.5	8	CSEA- 62	4	\$5,521	\$31.38	\$6,216	\$35.33	\$62,552	\$70,426	\$3.95	\$685	\$7,874
8/7/2023	Instructional Assistant - Behavioral Support	9	6	CSEA-51	5	\$4,154	\$23.60	\$4,861	\$27.64	\$27,612	\$32,339	\$4.04	\$525	\$4,727
8/30/2023	Instructional Assistant - Specialized Academic Instruction	9	5.75	CSEA-43	7	\$3,413	\$19.40	\$4,244	\$24.13	\$21,753	\$27,056	\$4.73	\$589	\$5,304
9/18/2023	Director of Maintenance & Operations	12	8	ADMIN-38	3	\$13,155	\$75.89	\$13,766	\$79.42	\$157,854	\$165,196	\$3.53	\$612	\$7,343
10/2/2023	District and Community Use Mgr	12	8	MGMT-13	5	\$6,572	\$37.92	\$7,667	\$44.23	\$78,875	\$92,000	\$6.31	\$1,094	\$13,125
8/23/2023	Technology Services Technician I	10	8	AFSCME -57	4	\$4,816	\$27.39	\$5,406	\$30.74	\$47,477	\$53,283	\$3.35	\$581	\$5,807
9/5/2023	Instructional Assistant - Medically Fragile	9	6	CSEA-51	6	\$4,154	\$23.60	\$5,052	\$28.72	\$27,612	\$33,603	\$5.12	\$666	\$5,990
8/7/2023	Instructional Assistant - Behavioral Support	9	6	CSEA-51	7	\$4,154	\$23.60	\$5,148	\$29.27	\$27,612	\$34,246	\$5.67	\$737	\$6,634
8/7/2023	Instructional Assistant - Behavioral Support	9	6	CSEA-51	4	\$4,154	\$23.60	\$4,671	\$26.54	\$27,612	\$31,052	\$2.94	\$382	\$3,440
8/7/2023	Instructional Assistant - Visually Impaired	9	6	CSEA-51	3	\$4,154	\$23.60	\$4,497	\$25.54	\$27,612	\$29,882	\$1.94	\$252	\$2,270
8/21/2023	Instructional Assistant - Behavioral Support	9	6	CSEA-51	2	\$4,154	\$23.60	\$4,316	\$24.55	\$27,612	\$28,724	\$0.95	\$124	\$1,112
8/21/2023	Instructional Assistant - Behavioral Support	9	6	CSEA-51	4	\$4,154	\$23.60	\$4,671	\$26.54	\$27,612	\$31,052	\$2.94	\$382	\$3,440
9/18/2023	Instructional Assistant - Specialized Academic Instruction	9	5.75	CSEA - 43	4	\$3,413	\$19.40	\$3,846	\$21.84	\$21,753	\$24,488	\$2.44	\$304	\$2,736
6/28/2023	Mechanic	12	8	AFSCME-61	3	\$5,298	\$30.10	\$5,729	\$32.55	\$62,609	\$67,705	\$2.45	\$425	\$5,096
9/5/2023	Instructional Assistant - Behavioral Support	9	6	CSEA - 51	4	\$4,154	\$23.60	\$4,671	\$26.54	\$27,612	\$31,052	\$2.94	\$382	\$3,440
9/13/2023	Instructional Assistant - Behavioral Support	9	6	CSEA - 51	3	\$4,154	\$23.60	\$4,497	\$25.54	\$27,612	\$29,882	\$1.94	\$252	\$2,270
8/10/2023	Warehouse Worker	9	8	AFSCME-51	3	\$4,154	\$23.60	\$4,497	\$25.53	\$36,817	\$39,827	\$1.93	\$335	\$3,011
2023-2024 TOTAL FISCAL IMPACT										\$102,687				

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

	<u>Location:</u>	<u>Effective</u>
Andrade, Judith Instructional Assistant – Behavioral Support	Cypress High School	08/08/2023
Aragon, Darcy Instructional Assistant – Specialized Academic Instruction	Brookhurst Jr. High School	05/25/2023
Arellano, Jonathan Instructional Assistant – Behavioral Support	Dale Jr. High School	05/25/2023
Aska, Annette Secretary – Registrar/Records	Loara High School	09/29/2023
Banderas, Veronica Food Services Assistant I	Food Services Department	06/07/2023
Carpio, Yoseline Campus Safety Aide	Magnolia High School	08/23/2023
Ciocatto, Vanessa Instructional Assistant – Behavioral Support	Hope School	05/25/2023
Deaton, Therese Instructional Assistant – Adult Transition	Gilbert High School	08/14/2023
Fish, Jason Instructional Assistant – Behavioral Support	Cypress High School	08/08/2023
Galindo, Martha Food Services Assistant I	Food Services Department	08/24/2023
Gonzales, Emily Instructional Assistant – Specialized Academic Instruction	Ball Jr. High School	08/11/2023
Guerrero, Elizabeth Instructional Assistant – Specialized Academic Instruction	Anaheim High School	05/25/2023
Hoss, Craig Instructional Assistant – Behavioral Support	Cypress High School	08/18/2023
Imreish, Fawzia Instructional Assistant – Specialized Academic Instruction	Magnolia High School	08/15/2023
Marsh, Mireya Food Services Assistant I	Savanna High School	08/28/2023

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Mazariego-Loza, Kelly Instructional Assistant – Behavioral Support	Savanna High School	08/07/2023
Monge, William Instructional Assistant – Bilingual (Spanish)	Orangeview Jr. High School	05/17/2023
Moreno de Jesus, Dacne Food Services Assistant I	Savanna High School	08/16/2023
Rivera Sanchez, Claudia Instructional Assistant – Behavioral Support	Loara High School	08/28/2023
Tierney, Esperanza Secretary – School Support	Katella High School	08/22/2023
Umpornpuckdi, Kimberly Instructional Assistant – Behavioral Support	Lexington Jr. High School	08/28/2023
Zuluaga, Anna Food Services Assistant I	Cypress High School	05/25/2023

2. **Leaves of Absence:**

Cisneros, Lenore, for health reasons, without pay and without health benefits, from 8/7/23 through the end of the working day on 9/8/23.

Garcia, Sonia, for education, without pay and without health benefits, from 9/5/23 through the end of the working day on 12/22/23.

Gomez-Hoyos, Daniela, for child care, without pay and without health benefits, from 9/5/23 through the end of the working day on 2/9/24.

Gonzalez, Leticia, for education, without pay and without health benefits, from 8/30/23 through the end of the working day on 1/26/24.

Hall, Candice, for education, without pay and without health benefits, from 1/4/24 through the end of the working day on 3/15/24.

Martin, Tanya, for education, without pay and without health benefits from 8/21/23 through the end of the working day on 12/14/23.

Morales, Eric, for education without pay from 8/21/23 through the end of the working day on 12/6/23 (Monday and Wednesdays only).

Parra, David, for education without pay and without health benefits, from 8/9/23 through the end of the working day on 5/3/24.

Roman, Maria, for personal reasons, without pay and without health benefits, from 8/9/23 through the end of the working day on 12/1/23.

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Russell, Tanica, for personal reasons, without pay and without health benefits, from 8/9/23 through the end of the working day on 8/29/23.

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

	<u>Range/Step:</u>	<u>Effective:</u>
Permanent Employees:		
Aguado, Janet Instructional Assistant – Specialized Academic Instruction	43/01	08/21/2023
Aguayo, Sonia Secretary – Attendance (Bilingual)	53/03	08/01/2023
Aguilar, Alexis Food Services Assistant I	41/01	08/09/2023
Almustapha, Jedalin Instructional Assistant – Behavioral Support	51/01	08/21/2023
Arias, Martha Food Services Assistant I	41/01	08/15/2023
Arias Herrera, Abraham Instructional Assistant – Bilingual (Spanish)	47/01	08/21/2023
Ashley, Laura Instructional Assistant – Specialized Academic Instruction	43/07	08/09/2023
Azenon, Esther Instructional Assistant – Behavioral Support	51/01	08/07/2023
Bruch, Jason Instructional Assistant – Behavioral Support	51/06	08/14/2023
Cabral, Leslie Instructional Assistant – Behavioral Support	43/07	08/30/2023
Cabrera, Nathaniel Custodian	48/01	08/21/2023
Cornejo, Veronica Instructional Assistant – Behavioral Support	51/04	08/21/2023
Cortes, Celene Instructional Assistant – Behavioral Support	51/01	08/07/2023
Cortez, Aleeah Instructional Assistant – Behavioral Support	51/01	08/07/2023

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Cuevas, Eloina Instructional Assistant – Medically Fragile/ Orthopedically Impaired	51/01	09/05/2023
Diaz, Andrea Campus Safety Aide	43/03	08/28/2023
Espindola, Louis Instructional Assistant – Behavioral Support	51/01	08/07/2023
Eung, Annie Instructional Assistant – Behavioral Support	51/01	09/05/2023
Flores, Priscilla Instructional Assistant – Behavioral Support	51/02	08/21/2023
Florian, Grimaneza Office Assistant – Bilingual	47/06	08/01/2023
Galvez, Jasmine Food Service Assistant I	41/01	08/09/2023
Garcia, Enrique Warehouse Worker – Food Services	51/01	08/10/2023
Garcilazo, Dioscelina Campus Safety Aide	43/03	08/15/2023
Gaspar, Victor Office Assistant – Bilingual	47/10	08/01/2023
Gonzalez, Sergio Campus Safety Aide	43/03	08/28/2023
Gonzalez, Sonia Instructional Assistant – Behavioral Support	51/01	08/24/2023
Guerrero, Anita Instructional Assistant – Behavioral Support	51/03	09/05/2023
Guzman Martinez, Mayra Instructional Assistant – Specialized Academic Instruction	43/03	08/22/2023
Laguna, Kimberly Instructional Assistant – Specialized Academic Instruction	43/01	08/18/2023
Lara, Marcela Instructional Assistant – Bilingual (Spanish)	47/01	08/23/2023

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Leyva, Oskar Licensed Vocational Nurse	55/01	08/07/2023
Martinez, Carmen Instructional Assistant – Specialized Academic Instruction	43/01	08/24/2023
McDonnell, Monica Instructional Assistant – Specialized Academic Instruction	43/03	09/01/2023
Miranda-Zuniga, Thannya Instructional Assistant – Behavioral Support	51/02	08/07/2023
Morales, Guimel Food Services Assistant I	41/01	08/28/2023
Moseray, Magnus Instructional Assistant – Behavioral Support	51/02	08/30/2023
Mundschau, Steven Technology Services Technician	57/07	08/11/2023
Olano, Jessica Secretary – School Support	51/01	08/21/2023
Perry, Ana Office Assistant – Bilingual	47/06	08/21/2023
Phillips, Mariecon Food Services Assistant I	41/01	08/28/2023
Pineda, Dany Instructional Assistant – Specialized Academic Instruction	43/01	08/07/2023
Ramirez, Angela Food Services Assistant I	41/01	08/09/2023
Ramirez, D Athletic Trainer	62/04	08/21/2023
Reyes, Evelyn Food Services Assistant I	41/01	08/09/2023
Reyes, Raul Jr. Food Services Assistant I	41/01	08/09/2023
Roldan, Maria Food Services Assistant I	41/01	08/09/2023

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Seng, Sotheara Technology Services Technician	57/01	08/01/2023
Shamoon, Angeline Instructional Assistant – Behavioral Support	51/01	08/14/2023
Smith, Malinda Licensed Vocational Nurse	55/07	08/01/2023
Torres Alonso, Meri Food Services Assistant I	41/01	08/28/2023
Tran, Kevin Technology Services Technician	57/01	08/23/2023
Umpornpuckdi, Kimberly Instructional Assistant – Behavioral Support	51/01	08/10/2023
Vazquez, Karina Instructional Assistant – Visually Impaired	51/06	08/07/2023
Villalobos, Bianet Food Services Assistant I	41/01	08/14/2023

Promotions:

Avila, Lourdes Secretary – Attendance (Bilingual)	53/02	08/28/2023
Guerrero, Luis Instructional Assistant – Behavioral Support	51/05	08/24/2023
Medrano, Leslie Instructional Assistant – Behavioral Support	51/03	08/15/2023
Novelo Ramirez, Joanna Instructional Assistant – Behavioral Support	51/05	08/07/2023
Solano, Carmen Instructional Assistant – Specialized Academic Instruction (Bilingual)	47/01	08/28/2023
Stenberg, Samantha Secretary – Attendance (Bilingual)	53/06	08/07/2023

Substitute Employees:

Abdo, Warda Substitute Instructional Assistant – Adult Transition	51/01	08/07/2023
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Abdo, Warda Substitute Instructional Assistant – Behavioral Support	51/01	08/07/2023
Abdo, Warda Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	08/07/2023
Abdo, Warda Substitute Instructional Assistant – Specialized Academic Instruction	43/01	08/07/2023
Archer, Cornel Substitute Campus Safety Aide	43/03	08/07/2023
Berber, Benjamin Substitute Custodian	48/01	08/15/2023
Bernales, Irma Substitute Translator	53/01	08/31/2023
Brewer, Megan AVID Tutor	\$16.00/Hr.	08/28/2023
Campos, Litzy Substitute Instructional Assistant – Adult Transition	51/01	08/07/2023
Campos, Litzy Substitute Instructional Assistant – Behavioral Support	51/01	08/07/2023
Campos, Litzy Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	08/07/2023
Campos, Litzy Substitute Instructional Assistant – Specialized Academic Instruction	43/01	08/07/2023
Canero, Katherine Substitute Instructional Assistant – Adult Transition	51/01	08/22/2023
Canero, Katherine Substitute Instructional Assistant – Behavioral Support	51/01	08/22/2023
Canero, Katherine Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	08/22/2023

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Canero, Katherine Substitute Instructional Assistant – Specialized Academic Instruction	43/01	08/22/2023
Carrillo Placido, Mariana Substitute Instructional Assistant – Adult Transition	51/01	08/23/2023
Carrillo Placido, Mariana Substitute Instructional Assistant – Behavioral Support	51/01	08/23/2023
Carrillo Placido, Mariana Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	08/23/2023
Carrillo Placido, Mariana Substitute Instructional Assistant – Specialized Academic Instruction	43/01	08/23/2023
Castaneda, Karen Substitute Secretary	51/07	08/22/2023
Castro Acuna, Maria Substitute Food Services Assistant I	41/10	08/07/2023
Cervantes, Yolanda Substitute Translator	53/01	08/21/2023
Corral, Manuel Substitute Campus Safety Aide	43/03	08/01/2023
Duran, Christian Substitute Campus Safety Aide	43/03	08/01/2023
Fleig, Tristen Substitute Campus Safety Aide	43/03	08/07/2023
Garcia, Enrique Substitute Warehouse Worker – Food Services	51/01	08/04/2023
Garcilazo, Janeet Substitute Campus Safety Aide	43/03	08/01/2023
Grabill, Beau Substitute Auditorium Operations Technician	53/01	08/23/2023
Granados, Johnny Substitute Auditorium Operations Technician	53/01	08/23/2023
Gutierrez, Esperanza Substitute Office Assistant	43/01	08/25/2023

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Gutierrez, Esperanza Substitute Secretary	51/01	08/25/2023
Gutierrez Ventura, Suzy Substitute Instructional Assistant – Adult Transition	51/01	08/09/2023
Gutierrez Ventura, Suzy Substitute Instructional Assistant – Behavioral Support	51/01	08/09/2023
Gutierrez Ventura, Suzy Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	08/09/2023
Gutierrez Ventura, Suzy Substitute Instructional Assistant – Specialized Academic Instruction	43/01	08/09/2023
Hernandez, James Substitute Instructional Assistant – Adult Transition	51/01	08/14/2023
Hernandez, James Substitute Instructional Assistant – Behavioral Support	51/01	08/14/2023
Hernandez, James Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	08/14/2023
Hernandez, James Substitute Instructional Assistant – Specialized Academic Instruction	43/01	08/14/2023
Ibanez, Alfonso III Substitute Health Services Technician	51/01	08/01/2023
Jimenez Cruz, Isela AVID Tutor	\$16.00/Hr.	08/24/2023
Kim, Andy Substitute Office Assistant	43/01	08/18/2023
Kim, Andy Substitute Secretary	51/01	08/18/2023
Lund, Suzanne Substitute Campus Safety Aide	43/03	08/01/2023

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Maldonado, Roxanne Substitute Instructional Assistant – Adult Transition	51/01	08/09/2023
Maldonado, Roxanne Substitute Instructional Assistant – Behavioral Support	51/01	08/09/2023
Maldonado, Roxanne Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	08/09/2023
Maldonado, Roxanne Substitute Instructional Assistant – Specialized Academic Instruction	43/01	08/09/2023
Marquez, Sophia Substitute Health Services Technician	51/01	08/17/2023
McFadden, Sarah Substitute Instructional Assistant – Adult Transition	51/01	08/09/2023
McFadden, Sarah Substitute Instructional Assistant – Behavioral Support	51/01	08/09/2023
McFadden, Sarah Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	08/09/2023
McFadden, Sarah Substitute Instructional Assistant – Specialized Academic Instruction	43/01	08/09/2023
Molina, Carolina Substitute Bus Driver	55/01	08/01/2023
Muniz, Matthew Substitute Office Assistant	43/01	08/18/2023
Muniz, Matthew Substitute Secretary	51/01	08/18/2023
Nasser, Rasha Substitute Instructional Assistant – Bilingual (Arabic)	47/01	08/28/2023
Neufarth, Marianicole Substitute Office Assistant	43/01	08/24/2023

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Neufarth, Marianicole Substitute Secretary	51/01	08/24/2023
Palacios, Chantale AVID Tutor	\$16.00/Hr.	08/01/2023
Parks-Walsh, Jacob AVID Tutor	\$16.00/Hr.	08/28/2023
Pinones, Jocelyn Substitute Licensed Vocational Nurse	55/01	08/09/2023
Ramirez, Jose Substitute Campus Safety Aide	43/03	08/01/2023
Reyes, Jean Substitute Food Services Assistant I	41/01	08/18/2023
Rodriguez, Elise Substitute Instructional Assistant – Adult Transition	51/01	08/14/2023
Rodriguez, Elise Substitute Instructional Assistant – Behavioral Support	51/01	08/14/2023
Rodriguez, Elise Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	08/14/2023
Rodriguez, Elise Substitute Instructional Assistant – Specialized Academic Instruction	43/01	08/14/2023
Romero, Magaly AVID Tutor	\$16.00/Hr.	08/24/2023
Ruelas-Romero, Gue AVID Tutor	\$16.00/Hr.	08/01/2023
Saravia, Jason Substitute Custodian	48/01	08/15/2023
Serrano-Vega, Nansi Substitute Instructional Assistant – Adult Transition	51/01	08/15/2023
Serrano-Vega, Nansi Substitute Instructional Assistant – Behavioral Support	51/01	08/15/2023

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Serrano-Vega, Nansi Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	08/15/2023
Serrano-Vega, Nansi Substitute Instructional Assistant – Specialized Academic Instruction	43/01	08/15/2023
Smith, Hayleigh Substitute Instructional Assistant – Adult Transition	51/01	09/01/2023
Smith, Hayleigh Substitute Instructional Assistant – Behavioral Support	51/01	09/01/2023
Smith, Hayleigh Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	09/01/2023
Smith, Hayleigh Substitute Instructional Assistant – Specialized Academic Instruction	43/01	09/01/2023
Solis, Jenny Substitute Office Assistant – Bilingual	47/01	08/25/2023
Solis, Jenny Substitute Secretary – Bilingual	53/01	08/25/2023
Solorzano, Matthew Substitute Custodian	48/01	08/15/2023
Truong, Vincent Substitute Instructional Assistant – Adult Transition	51/01	08/16/2023
Truong, Vincent Substitute Instructional Assistant – Behavioral Support	51/01	08/16/2023
Truong, Vincent Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	08/16/2023
Truong, Vincent Substitute Instructional Assistant – Specialized Academic Instruction	43/01	08/16/2023
Valdivia, Samuel Substitute Campus Safety Aide	43/01	08/01/2023

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Whitmore, Daniel
Substitute Campus Safety Aide

43/03

08/01/2023

4. Food Service Student Workers**Effective**

Ambati, Trishul	08/31/2023
Anderson, Malachi	08/16/2023
Arroyo Diaz, Samantha	08/31/2023
Chavez, Aranza	08/24/2023
Choy, Michelle	08/31/2023
Cortez, Jazmin	08/31/2023
Gonsalez Valle, Elena	08/16/2023
Gonzalez, Andres	08/17/2023
Ho, Darwin	08/18/2023
Kim, Emily	08/31/2023
Le, Nguyen	08/18/2023
Lopez Valdez, Luis	08/24/2023
Luong, Adora	08/31/2023
McElwee, Danielle	08/24/2023
Nguyen, Audrey	08/18/2023
Nguyen, Minh	08/24/2023
Park, Irene	08/16/2023
Parks-Walsh, Jay	08/31/2023
Perez-Saldivar, Diego	08/16/2023
Pham, Jasmine	08/24/2023
Pham, Truc	08/31/2023
Phan, Phineas	08/14/2023
Rodriguez, Jennavieve	08/31/2023
Rodriguez Hernandez, Joaquin	08/14/2023
Solis, Luisfernando	08/16/2023
Tran, Thi	08/24/2023
Trujillo, Damian	08/18/2023
Valle Canul, Claudia	08/31/2023
Yang, Angelyn	08/24/2023

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

Aguilar, Damon	09/01/2023
Alonso Garcia, Michelle	09/05/2023
Alvarado, Andrew	09/05/2023
Balbuena, Carlos	09/18/2023
Chavez, Raymond	09/05/2023
Corona, Jerry	09/18/2023
Dalati, Sara	09/18/2023
Damian, Anthony	09/01/2023
De La Vega, Sean	09/05/2023
Elengical, Sharon	09/01/2023
Estrada, Alexis	09/01/2023
Felix, Tristan	09/01/2023

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Franco, Diego	09/05/2023
Galvez, Victor	09/18/2023
Garcia Ruiz, Estefani	09/18/2023
Garcia Ruiz, Carla	09/05/2023
Gomez, Ingrid	09/05/2023
Gomez, Jennifer	09/05/2023
Gonzalez, Leilani	09/18/2023
Gonzalez Licea, Jennifer	09/05/2023
Gutierrez, Adam	09/18/2023
Hattar, Faris	09/05/2023
Karp, Ava	09/05/2023
Lopez, Alvaro	09/01/2023
Lopez, Gavin	09/18/2023
Malate, Asriel	09/18/2023
Mariscal Jimenez, Andy	09/18/2023
Morrison, Jaden	09/01/2023
Nguyen, Nina	09/05/2023
Olvera, Angel	09/05/2023
Ortega, Kalani	09/18/2023
Pech, Paul	09/18/2023
Pelayo, Zacarias	09/01/2023
Perez, Cassandra	09/05/2023
Ramirez, Kenneth	09/05/2023
Rivera, Angelica	09/05/2023
Rodriguez, Francisco	09/05/2023
Ruiz Sandoval, Missael	09/01/2023
Suarez, Angie	09/01/2023
Torres, David	09/01/2023
Valencia Gutierrez, Daniel	09/05/2023
Wiggs, Jonah	09/01/2023