



AGENDA

REGULAR MEETING

October 11, 2022 @ 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 11, 2022.

B. Roll Call:

C. Pledge of Allegiance:

D. Approval of Agenda for Regular Meeting on October 11, 2022

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

E. Approval of Minutes for Regular Meeting on September 14, 2022

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>	
Athletic Facilities Worker II	02	<i>Exhibit B</i>
Athletic Trainer	01	<i>Exhibit B</i>
Braille Transcriber	02	<i>Exhibit B</i>
Bus Driver	07	<i>Exhibit B</i>
Bus Driver	06	<i>Exhibit B</i>
College & Career Readiness Specialist	15	<i>Exhibit B</i>
Community Schools Coordinator	30	<i>Exhibit B</i>
Grounds Maintenance Worker	14	<i>Exhibit B</i>
Instructional Assistant - Adult Transition	25	<i>Exhibit B</i>
Instructional Assistant - Specialized Academic Instruction	07	<i>Exhibit B</i>
Instructional Assistant - Specialized Academic Instruction (Bilingual)	25	<i>Exhibit B</i>
Office Assistant – Bilingual	26	<i>Exhibit B</i>

School Community Liaison	12	<i>Exhibit B</i>
Senior Warehouse Worker	19	<i>Exhibit B</i>
Substitute Bus Driver	01	<i>Exhibit B</i>
Substitute Campus Safety Aide	02	<i>Exhibit B</i>
Substitute Warehouse Worker	01	<i>Exhibit B</i>
Transportation Dispatcher	08	<i>Exhibit B</i>
Warehouse Worker	09	<i>Exhibit B</i>

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

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

None

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 – Joint 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 Susan Baltazar.

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 Susan Baltazar as the Joint Appointee to the AUHSD Personnel Commission for the period of December 1, 2022, through December 1, 2025.

Moved:
Seconded:
Vote:

2. New classification(s):
Recommendation: *Approve*

a. Approval of the new classification of Credentials Analyst within the Personnel Services job family. *Exhibit C*

*Moved:
Seconded:
Vote:*

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

b. Approval of the revised classification of Equipment Repair Mechanic within the Facility Services job family. *Exhibit D*

*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 E*

2. Advanced Step Placement Status Report *Exhibit F*

3. Items Submitted for Board Approval – September *Exhibit G*

4. Eligibility List Expiration – October

<u>List Expiration</u>	<u># Eligibles</u>
Braille Transcriber	03
Budget Manager	10
Educational Technology Supervisor	04
Instructional Assistant - Specialized Academic Instruction	07
Instructional Assistant - Visually Impaired	01

IV. Next Regular Personnel Commission Meeting:

Tuesday, November 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.

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

Electronically Recorded

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

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

I. General Functions:

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

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

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

D. Motion to Approve Agenda: September 14, 2022

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

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

E. Motion to Approve Minutes: August 23, 2022

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

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

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

- *Executive Director of Classified Personnel, Brandon Tietze, updated the Commissioners regarding recruitments and the work being done in Human Resources – Classified.*
- *Mr. Tietze discussed possible solutions to the shortage of applicants that the department is receiving for certain positions, including a more extensive salary analysis and potential recommendations, an expanded application of the recently created Accelerated Hiring Rate rule, paid training incentives for applicants, and expanded advertising of job opportunities.*
- *Mr. Tietze mentioned a renewed commitment to improving the department's file retention standards and practices.*
- *Mr. Tietze stated his intention to present an updated Annual Report covering the achievements of the department over the last several years.*
- *Mr. Tietze announced that the State mandate regarding the tracking of employees' Covid-19 vaccination and/or testing status will be ending on Saturday, September 17th.*
- *Mr. Tietze discussed the newly installed intercom system in the Human Resources – Classified office. Mr. Tietze thanked the Maintenance and Information Technology departments for their work related to the installation of the new system.*
- *Mr. Tietze thanked the Maintenance department for repairing the patio cover outside the Human Resources – Classified office.*

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.

- *Personnel Commission Chairperson, Paul Andresen, discussed his involvement in the upcoming CSPCA Personnel Commission conference, and encouraged Commissioner Baltazar to attend.*

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):**List Establishment****# Eligibles**

Accounting Technician	07
Child Welfare and Attendance Liaison	04
Food Services Assistant I	09
Food Services Assistant III	08
Food Services Manager I	17
Sign Language Interpreter	01
Workability Placement Specialist	10

List Abolishment**# Eligibles**

None

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

None

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

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

III. Action/Discussion Items/or Other Information:

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

1. Announcement of intended Joint Appointee to the Personnel Commission.

a. It was announced that Personnel Commissioner, Susan Baltazar, is the intended Joint Appointee to the Personnel Commission.

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

1. Reclassification(s):

Recommendation: *Approve*

a. Approve the reclassification of Juan Barrera Jr. from Assistant Mechanic, at salary range AFSCME 59, to Mechanic, at salary range AFSCME 61, effective September 15, 2022.

It was moved and seconded to approve all Action Items as submitted. The motion passed.

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

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

1. Active Recruitment Status Update
2. Advanced Step Placement Status Report
3. Items Submitted for Board Approval – August
4. Eligibility List Expiration – September

<u>List Expiration</u>	<u># Eligibles</u>
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Executive Director of Facilities, Maintenance, and Operations	05
Food Services Operations Supervisor	09
Grounds Maintenance Worker	04
Instructional Assistant – Adult Transition	27
Instructional Assistant – Specialized Academic Instruction	12
Plant Manager I	10

Plant Manager II 11

Public Information Asst. 14

IV. Next Regular Personnel Commission Meeting:

Tuesday, October 11, 2022, at 3:30 p.m. – *District Office Board Room*

V. Closed Session:

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

None

VI. Adjournment:

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

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

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

TIME ADJOURNED: 4:09 p.m.

Paul Andresen
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. 2022-OF2F-MD

POSITION: Athletic Facilities Worker II (Female)

DATE ADVERTISED: 04/28/2022 - 05/22/2022

NUMBER OF APPLICATIONS RECEIVED:	39
NUMBER OF QUALIFIED APPLICANTS:	10

STRUCTURED INTERVIEW:

NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	03
NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	02

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

Francisco Paniagua, Plant Manager, AUHSD

Ivan Wilson, Plant Manager, AUHSD

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 8/23/2022

EXPIRATION DATE: 08/23/2023

EXTENDED EXPIRATION DATE:

UNLIMITED YOU**ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801

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

HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022(2)-AT-MD

POSITION: Athletic Trainer

DATE ADVERTISED: 04/13/22 - 07/03/22

NUMBER OF APPLICATIONS RECEIVED:

13

NUMBER OF QUALIFIED APPLICANTS

01

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:**01****STRUCTURED INTERVIEW PANEL:**

Not Applicable

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 07/19/2022

EXPIRATION DATE: 07/19/2023

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. 2022-E07-ND

POSITION: BRAILLE TRANSCRIBER

DATE ADVERTISED: 8/01/22 - 8/22/22

NUMBER OF APPLICATIONS RECEIVED:	04
NUMBER OF QUALIFIED APPLICANTS:	02

LICENSE VERIFICATION:

NUMBER OF APPLICANTS PARTICIPATING VERIFICATION	02
NUMBER OF APPLICANTS PASSING VERIFICATION	02

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	02
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BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 10/11/2022

EXPIRATION DATE: 10/11/2023

EXTENDED EXPIRATION DATE:

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ANAHEIM UNION HIGH SCHOOL DISTRICT
501 NORTH CRESCENT WAY • ANAHEIM, CA • 92801
(714) 999-2576 Fax: (714) 220-4502
HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022(2)-R01-MD

POSITION: Bus Driver (Open)

DATE ADVERTISED: 07/19/22 – 09/18/22

NUMBER OF APPLICATIONS RECEIVED:	12
NUMBER OF QUALIFIED APPLICANTS:	08

PERFORMANCE EXAM:

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	07
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	07

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	07
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STRUCTURED INTERVIEW PANEL:

Kevin Bennett – Huntington Beach USD, Driver Trainer
Ventura Carrera – Rowland USD, Director of Transportation

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 10/11/2022

EXPIRATION DATE: 10/11/2023

EXTENDED EXPIRATION DATE:

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HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022-R01-MD

POSITION: Bus Driver (Open)

DATE ADVERTISED: 04/29/22 – 05/29/22

<u>NUMBER OF APPLICATIONS RECEIVED:</u>	19
NUMBER OF QUALIFIED APPLICANTS	08

<u>PERFORMANCE EXAM:</u>	
NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	07
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	06

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

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 07/12/2022

EXPIRATION DATE: 07/12/2023

EXTENDED EXPIRATION DATE:

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HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022-E43-TM

POSITION: COLLEGE & CAREER READINESS SPECIALIST

DATE ADVERTISED: 06/01/22 - 06/22/22

NUMBER OF APPLICATIONS RECEIVED:	163
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WRITTEN EXAM:

NUMBER OF APPLICANTS ADMITTED TO WRITTEN EXAM	52
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NUMBER OF APPLICANTS PASSING WRITTEN EXAM	24
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PERFORMANCE EXAM:

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	24
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NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	18
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STRUCTURED INTERVIEW:

NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	18
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NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	15
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TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	15
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STRUCTURED INTERVIEW PANEL:

ARACELI CHAVEZ, FAMILY AND COMMUNITY ENGAGEMENT MANAGER, AUHSD

KENNY PEREZ, INTERIM COMMUNITY SCHOOL MANAGER, AUHSD

CARRIE VAUGHN, SCHOOL COUNSELOR, AUHSD

HELEN CHUNG, SCHOOL COUNSELOR, AUHSD



 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 10/11/2022

EXPIRATION DATE: 10/11/2023

EXTENDED EXPIRATION DATE:

UNLIMITED YOU**ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801

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HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022-E42-ND

POSITION: COMMUNITY SCHOOLS COORDINATOR

DATE ADVERTISED: 5/19/22 – 6/12/22

NUMBER OF APPLICATIONS RECEIVED:	283
NUMBER OF QUALIFIED APPLICANTS:	112

BILINGUAL MULTIPLE CHOICE EXAM:

NUMBER OF APPLICANTS PARTICIPATING IN BILINGUAL EXAM	67
NUMBER OF APPLICANTS PASSING BILINGUAL EXAM	31

PERFORMANCE EXAM:

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	26
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	24

STRUCTURED INTERVIEW:

NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	35
NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	30

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	30
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STRUCTURED INTERVIEW PANEL:

EVELYN LUCADO, MSW, FAMILY ENGAGEMENT COORDINATOR, CSUF GEAR UP
 ANAT HERZOG, PhD, COLLEGE OF ED STUDIES, DEPT MEMBER, CHAPMAN UNIVERSITY
 STEVEN STERLING MITCHELL, ASST. DIRECTOR, COMMUNITY ENGAGEMENT & SYSTEM OF SUPPORT
 KENNY PEREZ, COMMUNITY SCHOOLS MANAGER (INTERIM), AUHSD
 ARACELI CHAVEZ, FAMILY AND COMMUNITY ENGAGEMENT MANAGER, AUHSD
 ARACELI HUERTA, COMMUNITY SCHOOLS COORDINATOR, AUHSD



 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 10/11/22

EXPIRATION DATE: 10/11/23

EXTENDED EXPIRATION DATE:

UNLIMITED YOU**ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801

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

HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2020-O10-MD

POSITION: Grounds Maintenance Worker (Promotional Only)

DATE ADVERTISED: 02/06/2020 – 06/27/2021

NUMBER OF APPLICATIONS RECEIVED: 63**WRITTEN EXAM:**

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 16

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 14

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	14
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STRUCTURED INTERVIEW PANEL:

Not Applicable

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 09/16/2021

EXPIRATION DATE: 09/16/2022

EXTENDED EXPIRATION DATE:

UNLIMITED YOU**ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801

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

HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022-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:

UNLIMITED YOU**ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801

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HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2021(4)-E24-ND

POSITION: INSTRUCTIONAL ASSISTANT-SPECIALIZED ACADEMIC INSTRUCTION

DATE ADVERTISED: 12/7/21 - 1/9/22

NUMBER OF APPLICATIONS RECEIVED:	25
NUMBER OF QUALIFIED APPLICANTS:	13

MULTIPLE CHOICE EXAM:

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	13
NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	07

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	07
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BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 2/8/2022

EXPIRATION DATE: 2/8/2023

EXTENDED EXPIRATION DATE:

UNLIMITED YOU**ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801

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

HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022(2)-E24B-ND

POSITION: IA- SPECIALIZED ACADEMIC INSTRUCTION/BILINGUAL

DATE ADVERTISED: 8/01/22 - 8/22/22

NUMBER OF APPLICATIONS RECEIVED:	33
NUMBER OF QUALIFIED APPLICANTS:	16

MULTIPLE CHOICE EXAM:

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	16
NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	08

BILINGUAL MULTIPLE CHOICE EXAM:

NUMBER OF APPLICANTS PARTICIPATING IN BILINGUAL EXAM	08
NUMBER OF APPLICANTS PASSING BILINGUAL EXAM	02

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	02
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BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 10/11/22

EXPIRATION DATE: 10/11/23

EXTENDED EXPIRATION DATE:

UNLIMITED YOU

ANAHEIM UNION HIGH SCHOOL DISTRICT
 501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801
 (714) 999-2576 Fax: (714) 220-4502
 HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
 PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022-S05B-TM

POSITION: OFFICE ASSISTANT BILINGUAL

DATE ADVERTISED: 07/19/2022- 08/09/2022

NUMBER OF APPLICATIONS RECEIVED: 357

WRITTEN EXAM:

NUMBER OF APPLICANTS ADMITTED TO WRITTEN EXAM 341

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 187

PERFORMANCE EXAM:

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM 187

NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM 44

BILITERACY EXAM:

NUMBER OF APPLICANTS PARTICIPATING IN BILITERACY EXAM 44

NUMBER OF APPLICANTS PASSING BILITERACY EXAM 26

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	26
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BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 10/11/2022

EXPIRATION DATE: 10/11/2023

EXTENDED EXPIRATION DATE:

UNLIMITED YOU**ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY • ANAHEIM, CA • 92801

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

HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022-E18S-ND

POSITION: SCHOOL COMMUNITY LIAISON (SPANISH)

DATE ADVERTISED: 3/28/22 – 4/24/22

NUMBER OF APPLICATIONS RECEIVED:	83
NUMBER OF QUALIFIED APPLICANTS:	38

MULTIPLE CHOICE EXAM:

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	38
NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	28

BILINGUAL MULTIPLE CHOICE EXAM:

NUMBER OF APPLICANTS PARTICIPATING IN BILINGUAL EXAM	28
NUMBER OF APPLICANTS PASSING BILINGUAL EXAM	17

BILINGUAL ORAL EXAM:

NUMBER OF APPLICANTS PARTICIPATING IN BILINGUAL EXAM	17
NUMBER OF APPLICANTS PASSING BILINGUAL EXAM	12

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	12
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BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 8/23/22

EXPIRATION DATE: 8/23/23

EXTENDED EXPIRATION DATE:

UNLIMITED YOU**ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY • ANAHEIM, CA • 92801

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

HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2021-W02-MD

POSITION: Senior Warehouse Worker

DATE ADVERTISED: 04/15/2021 – 08/19/2021

NUMBER OF APPLICATIONS RECEIVED:	203
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WRITTEN EXAM:

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	86
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NUMBER OF APPLICANTS PASSING WRITTEN EXAM	56
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PERFORMANCE EXAM:

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	48
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NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	24
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PERFORMANCE EXAM:

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	19
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NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	19
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TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	19
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STRUCTURED INTERVIEW PANEL:

Edgar Manalo, Business Services, Director, Fullerton Joint Union High School District
Susi McLane, Retired Director Purchasing and Central Services, HBUHSD

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 11/09/2021

EXPIRATION DATE: 11/09/2022

EXTENDED EXPIRATION DATE:

UNLIMITED YOU**ANAHEIM UNION HIGH SCHOOL DISTRICT**

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

HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022(3)-SUBR01-MD

POSITION: Bus Driver (Substitute)

DATE ADVERTISED: 06/20/22 – 07/17/22

NUMBER OF APPLICATIONS RECEIVED:	04
NUMBER OF qualified APPLICANTS	02

OTHER:	
NUMBER OF APPLICANTS WHOSE CERTIFICATION IS PENDING	01

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	01
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STRUCTURED INTERVIEW PANEL:

Not Applicable

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 08/23/2022

EXPIRATION DATE: 08/23/2023

EXTENDED EXPIRATION DATE:

UNLIMITED YOU**ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801

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

HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022(3)-N02(Sub)-MD

POSITION: Campus Safety Aide (Substitute)

DATE ADVERTISED: 06/20/2022 – 07/17/2022

NUMBER OF APPLICATIONS RECEIVED: 17

WRITTEN EXAM:

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 07

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 03

OTHER:

NUMBER OF APPLICANTS WHOSE CERTIFICATION IS PENDING 01

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

Not Applicable

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 09/14/2022

EXPIRATION DATE: 09/14/2023

EXTENDED EXPIRATION DATE:

UNLIMITED YOU**ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY • ANAHEIM, CA • 92801

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

HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022-W06-MD

POSITION: Warehouse Worker - Nutrition & Central Services (Substitute)

DATE ADVERTISED: 03/28/22 – 04/18/22

NUMBER OF APPLICATIONS RECEIVED:

41

NUMBER OF QUALIFIED APPLICANTS

04

PERFORMANCE EXAM:

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM

03

NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM

01

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:**01****STRUCTURED INTERVIEW PANEL:**

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 06/14/2022

EXPIRATION DATE: 06/14/2023

EXTENDED EXPIRATION DATE:

UNLIMITED YOU**ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801

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

HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2021-R05-MD

POSITION: Transportation Dispatcher (Promotional Only)

DATE ADVERTISED: 09/10/21 - 10/03/21

NUMBER OF APPLICATIONS RECEIVED:

NUMBER OF QUALIFIED APPLICANTS

14

08

WRITTEN EXAM:

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM

08

NUMBER OF APPLICANTS PASSING WRITTEN EXAM

08

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:**08****STRUCTURED INTERVIEW PANEL:**

Not Applicable

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 11/09/2021

EXPIRATION DATE: 11/09/2022

EXTENDED EXPIRATION DATE:

UNLIMITED YOU**ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801

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

HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022-W06(2)-MD

POSITION: Warehouse Worker - Nutrition & Central Services

DATE ADVERTISED: 07/19/22 - 08/09/22

NUMBER OF APPLICATIONS RECEIVED: 133**PERFORMANCE EXAM:**

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM 13

NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM 09

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	09
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STRUCTURED INTERVIEW PANEL:

Ivan Sanchez, AUHSD, District Trainer

Michael Kridner, AUHSD, Delegate Trainer

Richard Maldonado, AUHSD, Delegate Trainer

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 10/11/2022

EXPIRATION DATE: 10/11/2023

EXTENDED EXPIRATION DATE:

**PERSONNEL COMMISSION
ANAHEIM UNION HIGH SCHOOL DISTRICT
Regular Meeting: Tuesday, October 11, 2022**

SUBJECT: New Classification Specification – Credentials Analyst

BACKGROUND INFORMATION:

At the request of the Director of Human Resources - Certificated, a new classification of a Credentials Analyst was created in order to better support the needs of the Human Resources – Certificated department.

Under the direction of the Director of Human Resources - Certificated, the **Credentials Analyst** plans, coordinates, trains, and supervises District credentialing staff involved in the registration and processing of California teaching and service credentials and other personnel functions for certificated staff; Advises site administrators regarding certification matters to assure compliance; Manages the flow of communications, routine activities, and technical processes for the office, and is responsible for a variety of specialized, administrative, and policy-driven functions and procedures.

METHODOLOGY:

In creating the classification, staff conducted the following activities:

- Compared job descriptions from local agencies that align with the desired role for the position.
- Met with the Assistant Superintendent of Human Resources and the Director of Human Resources - Certificated for information regarding the necessary duties needed to fulfill the purpose of the position.
- Created a classification (see attached) using comparable job descriptions from local agencies and feedback from management.
- Used market data from comparable job descriptions, feedback from management, and analysis of internal alignment to recommend salary placement.

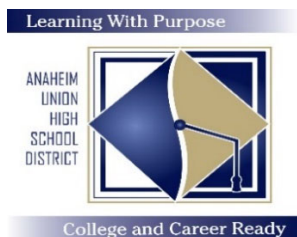
DISCUSSION:

Based on an internal and external market analysis, the following was determined:

- The recommend minimum education requirement is an Associate's degree or higher in business administration, personnel, public administration, management or related field. A Bachelor's degree is preferred.
- The recommended minimum experience requirement is five (5) years of paid experience performing personnel (HR) functions, two (2) years of experience performing credentialing services for certificated employees, including at least one (1) year in a lead or supervising capacity.
- The recommended salary placement is Range 14 on the Classified Management salary schedule.

RECOMMENDATION:

It is recommended that the Personnel Commission approve the classification of Credentials Analyst and its salary placement on Range 14 on the Classified Management salary schedule.



CLASSIFICATION SUMMARY	
JOB TITLE	Credentials Analyst
JOB FAMILY	Personnel Services
JOB SUB-FAMILY	HR/Personnel Support
EVALUATED BY	Director of Human Resources
SALARY RANGE	MGMT-14
LAST UPDATED	10/11/22

CREDENTIALS ANALYST

BASIC FUNCTION

Under the direction of the Director of Human Resources - Certificated, plans, coordinates, trains, and supervises District credentialing staff involved in the registration and processing of California teaching and service credentials and other personnel functions for certificated staff; Advises site administrators regarding certification matters to assure compliance; Manages the flow of communications, routine activities, and technical processes for the office, and is responsible for a variety of specialized, administrative, and policy-driven functions and procedures.

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)

- Supervises HR-Certificated staff to monitor employee performance and resolve personnel related problems (e.g. coaching, performance management, etc.); Reviews work product of assigned staff for compliance with applicable law and District policy.
- Coordinates the updating and maintenance of Anaheim Union High School District's automated District, State and county credential reporting system by communicating with credential staff and vendors to implement system enhancements and troubleshoot issues.
- Interprets new and existing applicable laws, rules, regulations, Board policies, and contract agreements concerning impact on certification requirements; Assists in the researching and implementation of legal mandates; Advises appropriate stakeholders of necessary changes in order to maintain compliance with the new or existing certification requirements of the District, State, and county.
- Evaluates and recommends improvements to systems used by HR-Certificated staff (substitute protocols, assignments, evaluations, etc.) in order to better support District goals and objectives.
- Conducts periodic system audits to assure compliance with District, State, and county policies and procedures (such as appropriate teaching certificate for subjects being taught); Conducts annual audit of salary range placement by maintaining longevity and increment files and takes corrective action to correct any discrepancies.

GENERAL ESSENTIAL DUTIES (Also performed in other classifications)

- Meets regularly with assigned staff to provide support, and adjust workflow in order to meet established timelines and maintain legal compliance.
- Trains and orients new and existing department staff to support staff development and maintain consistency;
- Receives, reviews and analyzes credentials, authorizations, certificates, university transcripts, and waivers to determine service assignments and/or credential eligibility; Evaluates credentials to determine District-required qualifications for contract employment; notify employees of credential status and provide information regarding procedures of renewal.
- Processes new certificated staff and other employees requiring credentials, authorizations and/or certificates; Prepares new personnel folders and updates credential information; Processes credential, authorization, certificate and waiver applications along with necessary supporting documents using automated record systems; Compiles and maintains staffing information on certificated employees; Distributes, receives, and reviews related forms.
- Monitors, inputs (data entry), and maintains records of credentials, authorizations and waivers held by all certificated employees within the District via automated record systems.
- Serves as a resource to provide information and clarification to interested parties (District certificated staff, credential applicants, etc.) concerning the various relevant laws, requirements, and regulations pertaining to certification (California Education Code, Title V, California Commission on Teaching Credentialing, etc.)

- Assists applicants and employees with information regarding credential requirements and authorizations, including activity supervisor clearance certificate; Identifies and resolves District employee credential problems.
- Attends workshops for the purpose of maintaining most current information regarding legislation related to California credential requirements.
- Prepares a variety of reports and related documents (identification cards, employee pictures, fingerprinting, etc.), including special projects and surveys relating to credential personnel-related matters; Organizes data from various sources (databases, web based materials, etc.) and prepares written reports for the purpose of conveying information and providing written documentation.
- Updates credential forms based on most current information to remain in legal compliance.
- Determines salary increments for employees according to established procedures (anniversary dates) and enters the information into the appropriate systems (credentials database, HR 2.0, etc.); Determines and reports extra-duty stipends and other employee compensation based on special assignments.
- Communicates with stakeholders to interpret, explain, and apply District policies, contracts, State Education Code, laws and regulations set by the Commission on Teacher Credentialing, and guidelines established by the County Office of Education and the State Department of Education; Researches, investigates and communicates with stakeholders on issues (missing credentials, assignment ineligibility, etc.) regarding certificated staff concerns and union issues.
- Coordinates District certificated substitute protocols, assignments, and evaluations
- Participates in the District employee selection interview process for the purpose of making recommendations.
- Coordinates and manages position control and acts as a liaison between internal departments, such as Payroll and Human Resources, and the external agencies such as Riverside County Office of Education.
- Supports the District's teacher induction program by providing technical assistance (phone call, e-mail, etc.) to relevant parties (District staff, vendors, etc.).
- Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

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

- State of California and district credentialing requirements and processing for secondary teachers;
- Certificated contract agreements and salary schedules;
- Provisions of the California Education Code, Title V, the California Commission on Teaching Credentialing, related state laws, fundamental employment laws, codes, and regulations (EEO, FLSA, FMLA, Cal/OSHA, etc.) and applicable provisions of collective bargaining agreements pertaining to the administration of retirement systems and credential processing of certificated employees;
- Operations, policies and objectives relating to human resources activities;
- Effective training and leadership techniques;
- Modern office practices, procedures and equipment;
- Record-keeping techniques;
- Computer applications for automated human resource information systems and electronic data processing;
- Operation of a computer and other office equipment;
- Oral and written communication skills;
- Telephone techniques and etiquette;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Interpersonal skills using tact, patience and courtesy;
- District organization, operations, policies and objectives;
- Math computations;
- Basic research methods.
- Principles and practices of employee selection, supervision, training, and performance evaluation.

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

- Interpret and apply District certificated and classified personnel policies, rules and practices.
- Efficiently process a high volume of documents, information and materials.
- Effectively communicate in oral and written form.
- Maintain certificated and classified personnel records and files.
- Interpret and apply California State credential and waiver regulations.
- Maintain and update the student information system and/or personnel systems for credential information for the purpose of credential reporting
- Receive and compile materials related to new employees, leaves of absence, and determinations for Board of Education meetings.
- Provide information, assistance and training to employees, supervisors and administrators.

- Communicate and interpret California state credential and waiver regulations to others.
- Train, evaluate, and oversee assigned staff.

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

- Interact with others with courtesy and respect; understand and follow oral and written instructions, work rules, regulations and procedures.
- Establish and maintain cooperative working relationships with others.
- Accept supervision and constructive criticism and appear for work on time.
- Understand and work within scope of authority
- Work independently with discretion and minimal direction

MINIMUM QUALIFICATIONS

Any combination of experience, education and training that would likely provide the required knowledge and abilities is qualifying. A typical combination would be the following:

EDUCATION:

Associate's degree or higher in business administration, personnel, public administration, management or related field. A Bachelor's degree is preferred.

EXPERIENCE:

Five (5) years of paid experience performing personnel (HR) functions, two (2) years of experience performing credentialing services for certificated employees, including at least one (1) year in a lead or supervising capacity.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver license and availability of private transportation or ability to obtain transportation between job sites is required.

WORKING CONDITIONS

ENVIRONMENT:

Employees in this classification, work inside, have direct contact with other District staff, students and administration, work independently; in situations requiring a high degree of tact and diplomacy; with a high volume of work and stringent deadlines, with continuously changing priorities and intermittent diversions.

PHYSICAL DEMANDS:

Employees in this classification stand, sit for extended periods of time; use fingers repetitively, use both hands simultaneously, speak clearly, hear normal voice conversation, see small details, use a computer and a telephone, and other safety and security specific equipment, and drive a vehicle.

**PERSONNEL COMMISSION
ANAHEIM UNION HIGH SCHOOL DISTRICT
Meeting: Tuesday, October 11, 2022**

SUBJECT: Classification Revision – Equipment Repair Mechanic

BACKGROUND INFORMATION:

Administrators in the Maintenance & Operations department requested that HR staff implement revisions to the Equipment Repair Mechanic classification specification.

Under the direction of the Operations Supervisor, the **Equipment Repair Mechanic** performs a variety of skilled duties involved in the mechanical maintenance and overhauling of grounds and operations equipment and electric powered and small gasoline equipment; maintains inventory of grounds and operations equipment.

METHODOLOGY:

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

- Reviewed the Equipment Repair Mechanic classification specification.
- Gathered feedback from the Operations Manager.
- Discussed changes with the Interim Director of Maintenance & Operations.
- Compared current classification specifications against similar classification specifications in nearby school districts.
- Reviewed proposed changes with AFSCME leadership.

DISCUSSION:

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

- The revision needed for the job description are as follows:
 - Lower the minimum experience requirement from three years to two years
 - Add a minor clarification and additional duty statement to the duties of the position

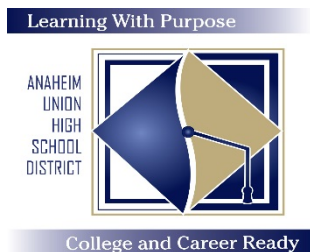
The following significant job description revisions are needed:

REVISION - MODIFICATIONS		
Current Language	Proposed Language	Purpose for Revision
EDUCATION: Graduation from high school. EXPERIENCE: Three years of responsible experience in small equipment repair work.	EDUCATION: Graduation from high school or equivalent. EXPERIENCE: Two years of responsible experience in small equipment repair work.	Revise the minimum qualifications to better align the position with the local competitive market.

REVISION - ADDITIONS	
Proposed Addition	Purpose for Revision
Diagnoses and repairs mechanical defects in power washers	More closely align the duties and knowledge to the needs of the position and with other nearby school districts.
Uses a computer for basic research (e.g., look up parts, find diagnostic manuals, etc.)	
Knowledge of: Basic computer skills	
Skill to: Operate a computer and peripheral equipment	

RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Equipment Repair Mechanic classification specification, effective 10/12/22.



CLASSIFICATION SUMMARY	
JOB TITLE	Equipment Repair Mechanic
JOB FAMILY	Facility Services
JOB SUB-FAMILY	Mechanic Repair
EVALUATED BY	Operations Manager
SALARY RANGE	AFSCME – 59
LAST UPDATED	10/11/22

EQUIPMENT REPAIR MECHANIC

BASIC FUNCTION:

Under the direction of the Operations ~~Supervisor~~Manager, perform a variety of skilled duties involved in the mechanical maintenance and overhauling of grounds and operations equipment and electric powered and small gasoline equipment; maintain inventory of grounds and operations equipment.

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):

Performs a variety of skilled duties involved in the mechanical maintenance and overhauling of grounds, operations, small gasoline, and electric powered equipment.

Diagnoses and repairs mechanical defects in a variety of grounds and operations equipment including compressors, power edgers, power trimmers, power washers, vacuums, carpet extractors, floor scrubbers, blowers, paint sprayers, chain saws, lifts, golf carts, tractors, generators, utility vehicles, and other gasoline and electric powered equipment.

Disassembles, replaces, and repairs parts for small engines including clutches, drive systems, gears, carburetors, hydraulic lines, and electrical systems; replaces and repairs frame assemblies.

Manages check-out procedures of maintenance equipment; maintains inventory of select maintenance equipment.

GENERAL ESSENTIAL DUTIES (Also performed in other classifications):

Determines reparability of equipment; recommends disposal or replacement of obsolete equipment.

Sharpens a variety of cutters such as blades, edgers, and trimmers; maintains safety protection guards on cutters and moving parts.

Lubricates equipment as scheduled.

Maintains tools in safe working condition.

Maintains accurate records or repair orders, preventive maintenance, and repair records.

Researches equipment and replacement parts for reparation.

Orders supplies and parts as required; orders and maintains inventory of spray materials and safety supplies.

Operates a variety of maintenance and construction tools and equipment.

Performs minor welding and fabricating to repair broken parts or to modify equipment for special uses.

Drives a vehicle to assigned sites to pick up equipment and supplies.

Works from verbal and written instructions, blueprints, schematics, sketches, and work orders.

Advises and demonstrates proper techniques for operations, servicing, and use of grounds equipment to grounds workers.

Uses a computer for basic research (e.g., look up parts, find diagnostic manuals, etc.)

Responsible for assigned vehicle and shop.

Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Principles and practices used in the construction of maintenance, grounds and custodial power equipment.

Principles and practices in small engine construction and repair.

Principles and theory of basic electronics.

Principles and practices for repairing four cycle and two cycle reciprocating engine.

Materials and tools used in grounds maintenance.

Safe work practices.

Basic computer skills.

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

Diagnose mechanical and electrical defects.

Operate hand and portable power tools.

Read and understand complex directions, diagrams, and schematics.

Maintain accurate records.

Operate machine shop equipment, such as a drill press, cutting torch, grinders, arc welder, and hand tools.

Operate a vehicle, observing legal and defensive driving practices.

Operate a computer and peripheral equipment.

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

~~Diagnose mechanical and electrical defects.~~

~~Operate hand and portable power tools.~~

Understand and follow oral and written instructions.

~~Read and understand complex directions, diagrams, and schematics.~~

~~Maintain accurate records.~~

~~Operate machine shop equipment, such as a drill press, cutting torch, grinders, arc welder, and hand tools.~~

~~Operate a vehicle, observing legal and defensive driving practices.~~

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

MINIMUM QUALIFICATIONS

Any combination of experience, education and training that would likely provide the required knowledge and abilities is qualifying. A typical combination would be the following:

EDUCATION:

Graduation from high school or equivalent.

EXPERIENCE:

~~Three~~ Two years of responsible experience in small equipment repair work.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid, appropriate California driver's license at time of appointment, and throughout employment in a position in this classification.

WORKING CONDITIONS:

ENVIRONMENT:

Shop environment.

Driving a vehicle to conduct work.

Subject to noise and fumes from equipment operation.

Exposure to chemical fumes and vapors such as gasoline and diesel fuel.

Working around and with machinery having moving parts.

PHYSICAL DEMANDS:

Pulling, pushing, lifting and carrying heavy objects weighing 50 pounds or more.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Dexterity of hands and fingers to operate power tools and equipment.

Seeing to perform equipment repairs.

Hearing and speaking to exchange information.

CLASSIFICATION		RECRUITMENT					
Job Title	Exam Plan #	Assigned Technician	Recruitment Type	Certification Type	Date Posted	Date Closed	Calendar Days Posted
Driver Instructor	2021-R02-MD	Maryam	Open	Open	7/29/21	8/19/21	21
Sign Language Interpreter	2021-E13-ND	Natalie	Open	Open	8/24/21	Continuous	
Food Services Production Center Lead	2021-F17-MS	Michelle	Open	Dual Cert	9/8/21	9/29/21	21
IA-Specialized Academic Instruction	2021(3)-E24-ND	Natalie	Open	Open	10/29/21	11/21/21	23
Instructional Assistant - Bilingual (Spanish) - Substitute	2021(2)-ES2-ND	Natalie	Open	Open	12/7/21	1/9/22	33
Contact Tracer - Temporary (Daytime)	2022-H06-ND	Natalie	Open	Open	1/7/22	1/30/22	23
Substitute Instructional Assistant (SYS-SERIES)	2022-SYS-SUB-ND	Natalie	Open	Open	1/7/22	1/30/22	23
Babysitter	2022-BBY-TM	Tatiana	Open	Open	1/28/22	2/20/22	23
Instructional Assistant - Specialized Academic Instruction/Bilingual	2022-E24B-ND	Natalie	Open	Open	1/27/22	2/20/22	24
Campus Safety Aide (Substitute)	2022(2)-N02(Sub)-MD	Maryam	Open	Substitute	2/24/22	3/17/22	21
Summer Instructional Assistant (Math, English, Science)	2022-SUMMER IA-ND	Natalie	Open	Promotional	4/5/22	4/26/22	21
Language Program Technician	2022-LPT-ND	Natalie	Open	Dual Cert	5/16/22	6/6/22	21
Administrative Assistant - Program Support (Bilingual & Non-Bilingual)	2022-S01-TM	Tatiana	Promotional	Promotional	6/10/22	9/18/22	100
Community Schools Manager (Bilingual)	2022-CSM-ND	Natalie	Open	Open/Promo	6/17/22	7/10/22	23
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
Health Services Technician (Substitute)	2022(2)-N01(Sub)-ND	Natalie	Open	Substitute	6/17/22	7/31/22	44
Family and Community Engagement Specialist (Spanish/Vietnamese)	2022-FACES-ND	Natalie	Open	Dual Cert	6/28/22	7/20/22	22
Instructional Assistant - Behavioral Support	2022(2)-E23-ND	Natalie	Open	Open	7/12/22	8/2/22	21
Bus Driver (Substitute)	2022(4)-SUBR01-MD	Maryam	Open	Substitute	7/22/22	8/14/22	23
Campus Safety Aide (Substitute)	2022(4)-N02(Sub)-MD	Maryam	Open	Substitute	7/22/22	9/30/22	70
Licensed Vocational Nurse	2022-H04-ND	Natalie	Open	Open	8/1/22	8/22/22	21
Instructional Assistant - Specialized Academic Instruction	2022-E24-ND	Natalie	Open	Open	8/1/22	10/4/22	64
Campus Safety Aide (Female)	2022-N02F-MD	Maryam	Open	Open	8/3/22	8/24/22	21
Campus Safety Aide (Male)	2022-N02M-MD	Maryam	Open	Open	8/3/22	8/24/22	21
Family and Community Engagement Specialist (Korean)	2022-FACES(K)-ND	Natalie	Open	Dual Cert	8/5/22	8/28/22	23
Secretary - Registrar/Records - Bilingual	2022-S1RB-TM	Tatiana	Open	Open/Promo	8/16/22	9/6/22	21
Instructional Assistant/Medically Fragile-Orthopedically Impaired	2022-EM3-ND	Natalie	Open	Open	8/22/22	9/12/22	21
Food Services Assistant I (Permanent & Substitute)	2022(4)-F02-TM	Tatiana	Open	Open	8/17/22	9/18/22	32
Instructional Assistant - Adult Transistion	2022-ET3-ND	Natalie	Open	Open	8/26/22	9/18/22	23
Secretary - Attendance (Bilingual)	2022-SBA(B)-TM	Tatiana	Open	Dual Cert	9/8/22	9/29/22	21
Bus Driver Training Course	2022(2)-BusTrain-MD3	Maryam	Open	Open	9/9/22	10/2/22	23
ASB Accounting Technician	2022-B05-TM	Tatiana	Open	Dual Cert	9/12/22	10/3/22	21
Clerical/Secretary Series (Substitute)	2022(2)-CLER-SUB-TM	Tatiana	Open	Substitute	9/12/22	10/3/22	21
Secretary - Attendance	2022-SBA-TM	Tatiana	Open	Dual Cert	9/13/22	10/4/22	21
Equipment Operator	2022-O09-MD	Maryam	Promotional	Promotional	9/14/22	10/5/22	21
Language Testing Assistant	2022-E11-ND	Natalie	Open	Open/Promo	9/14/22	10/5/22	21
Athletic Trainer	2022(3)-AT-MD	Maryam	Open	Open	9/19/22	10/16/22	27
Instructional Assistant - Behavioral Support	2022(3)-E23-ND	Natalie	Open	Open	9/23/22	Continuous	

ADVANCED STEP PLACEMENT REPORT															
PC Meeting Date	Effective Date	Classification	MO	HR	Salary Range	Adv Step	Step 1 Monthly Rate	Step 1 Hourly Rate	Adv Step Monthly Rate	Adv Step Hourly Rate	Annual Cost at Step 1	Annual Cost at Adv Step	Amount Change by Hour	Amount Change by Month	Amount Change by Year
2022-2023															
6/14/22	7/18/2022	Athletic Trainer	11	8	CSEA-57	6	\$4,308	\$24.48	\$5,229	\$29.71	\$46,676	\$56,648	\$5.23	\$907	\$9,972
7/19/22	8/8/2022	IA-Deaf/Hard of Hearing	9	6	CSEA-51	4	\$3,846	\$21.85	\$4,325	\$24.57	\$25,565	\$28,747	\$2.72	\$354	\$3,182
7/19/22	8/1/2022	TST	10	8	AFSCM- 57	7	\$4,308	\$24.50	\$5,339	\$30.33	\$42,467	\$52,573	\$5.83	\$1,011	\$10,105
7/19/22	8/1/2022	TST	10	8	AFSCM- 57	4	\$4,308	\$24.50	\$4,837	\$27.50	\$42,467	\$47,667	\$3.00	\$520	\$5,200
7/19/22	8/1/2022	TST	10	8	AFSCM- 57	4	\$4,308	\$24.50	\$4,837	\$27.50	\$42,467	\$47,667	\$3.00	\$520	\$5,200
8/23/22	8/8/2022	Bus Driver	9	5	AFSCM- 55	4	\$4,098	\$23.31	\$4,606	\$26.20	\$22,728	\$25,545	\$2.89	\$313	\$2,818
8/23/22	8/8/2022	Bus Driver	9	5	AFSCME- 55	4	\$4,098	\$23.31	\$4,606	\$26.20	\$22,728	\$25,545	\$2.89	\$313	\$2,818
8/23/22	9/1/2022	Operations Manager	12	8	MGMT - 20	7	\$7,229	\$41.70	\$9,138	\$52.72	\$86,737	\$109,658	\$11.02	\$1,910	\$22,920
9/14/22	8/29/2022	Custodian	12	8	AFSCME - 48	3	\$3,531	\$20.06	\$3,804	\$21.62	\$41,725	\$44,970	\$1.56	\$270	\$3,245
9/14/22	8/24/2022	Custodian	12	8	AFSCME - 48	3	\$3,531	\$20.06	\$3,804	\$21.62	\$41,725	\$44,970	\$1.56	\$270	\$3,245
9/14/22	9/1/2022	IA-Medically Fragile	9	6	CSEA- 51	3	\$3,846	\$21.85	\$4,164	\$23.65	\$25,565	\$27,671	\$1.80	\$234	\$2,106
9/14/22	8/17/2022	Community Schools Coordinator	12	8	MGMT - 8	3	\$5,418	\$31.26	\$5,836	\$33.67	\$65,017	\$70,033	\$2.41	\$418	\$5,016
9/14/22	8/29/2022	Community Schools Coordinator	12	8	MGMT - 8	4	\$5,418	\$31.26	\$6,064	\$34.98	\$65,017	\$72,769	\$3.73	\$646	\$7,752
9/14/22	8/24/2022	Community Schools Coordinator	12	8	MGMT - 8	4	\$5,418	\$31.26	\$6,064	\$34.98	\$65,017	\$72,769	\$3.73	\$646	\$7,752
9/14/22	8/22/2022	Community Schools Coordinator	12	8	MGMT - 8	3	\$5,418	\$31.26	\$5,836	\$33.67	\$65,017	\$70,033	\$2.41	\$418	\$5,016
9/14/22	8/1/2022	Community Schools Coordinator	12	8	MGMT - 8	6	\$5,418	\$31.26	\$6,531	\$37.68	\$65,017	\$78,373	\$6.42	\$1,113	\$13,356
9/14/22	8/1/2022	Community Schools Coordinator	12	8	MGMT - 8	2	\$5,418	\$31.26	\$5,625	\$32.45	\$65,017	\$67,501	\$1.19	\$207	\$2,484
9/14/22	8/1/2022	Community Schools Coordinator	12	8	MGMT - 8	2	\$5,418	\$31.26	\$5,625	\$32.45	\$65,017	\$67,501	\$1.19	\$207	\$2,484
9/14/22	8/1/2022	Community Schools Coordinator	12	8	MGMT - 8	2	\$5,418	\$31.26	\$5,625	\$32.45	\$65,017	\$67,501	\$1.19	\$207	\$2,484
9/14/22	8/18/22	Sign Language Interpreter	9	6	CSEA- 60	7	\$4,790	\$27.22	\$5,944	\$33.77	\$31,848	\$39,512	\$6.55	\$852	\$7,664
9/14/22	8/31/2022	IA-Behavioral Support	9	6	CSEA- 51	2	\$3,846	\$21.9	\$3,996	\$23	\$25,565	\$26,595	\$0.88	\$114	\$1,030
9/14/22	8/8/2022	IA-Behavioral Support	9	6	CSEA - 51	2	\$3,846	\$21.9	\$3,996	\$23	\$25,565	\$26,595	\$0.88	\$114	\$1,030
9/14/22	8/8/2022	IA-Behavioral Support	9	6	CSEA-51	2	\$3,846	\$21.9	\$3,996	\$23	\$25,565	\$26,595	\$0.88	\$114	\$1,030
9/14/22	8/8/2022	IA-Behavioral Support	9	6	CSEA-51	2	\$3,846	\$21.9	\$3,996	\$23	\$25,565	\$26,595	\$0.88	\$114	\$1,030
9/14/22	8/8/2022	IA-Behavioral Support	9	6	CSEA-51	3	\$3,846	\$21.9	\$4,164	\$24	\$25,565	\$27,671	\$1.80	\$234	\$2,106
9/14/22	8/8/2022	IA-Behavioral Support	9	6	CSEA - 51	3	\$3,846	\$21.9	\$4,164	\$24	\$25,565	\$27,671	\$1.80	\$234	\$2,106
10/11/22	9/26/2022	Warehouse Worker (Nutrition)	9	8	AFSCME-51	1	\$3,716	\$21.11	\$3,861	\$21.95	\$32,932	\$34,243	\$0.84	\$146	\$1,310
10/11/22	9/12/2022	School Community Liaison	10	8	CSEA-47	4	\$3,484	\$19.78	\$3,927	\$22.65	\$34,286	\$39,261	\$2.87	\$497	\$4,975
10/11/22	9/26/2022	IA-Behavioral Support	9	6	CSEA-51	5	\$3,846	\$21.85	\$4,501	\$25.59	\$25,565	\$29,941	\$3.74	\$486	\$4,376
2022-2023 TOTAL FISCAL IMPACT														\$96,348	

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

	<u>Location:</u>	<u>Effective</u>
Aceves, Raquel Instructional Assistant – Behavioral Support	Magnolia High School	08/19/2022
Alvarez, Kristina Instructional Assistant – Specialized Academic Instruction	South Jr. High School	08/18/2022
Apolinar, Marisol Instructional Assistant – Specialized Academic Instruction	Katella High School	05/26/2022
Balague, Jessica Instructional Assistant – Specialized Academic Instruction	Magnolia High School	05/26/2022
Besch, Caitlyn Instructional Assistant – Behavioral Support	Loara High School	07/01/2022
Cayer, Leonard II Equipment Operator	Operations Department	08/05/2022
Chacon, Karina Instructional Assistant – Behavioral Support	Brookhurst Jr. High School	08/16/2022
Crook, Edward Equipment Repair Mechanic	Operations Department	12/29/2022
Frias, Rosa Food Services Assistant I	Brookhurst Jr. High School	08/10/2022
Garcia, Elizabeth Food Services Assistant I	Orangeview Jr. High School	05/26/2022
Garibay Contreras, Jose Instructional Assistant – Adult Transition	Savanna High School	08/19/2022
Gomez, Selena Food Services Assistant I	Savanna High School	05/26/2022
Guerrero, Manuel Food Services Assistant I	Brookhurst Jr. High School	07/01/2022
Hernandez, Ann Instructional Assistant – Specialized Academic Instruction	Lexington Jr. High School	08/12/2022
Jimenez-Noriega, Mar College and Career Readiness Specialist	Western High School	09/07/2022

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Lopez, Jose Instructional Assistant – Specialized Academic Instruction	Cypress High School	05/26/2022
Mancilla, Albinio Instructional Assistant – Behavioral Support	Hope School	08/19/2022
Marquez, Maria Secretary – Attendance	Anaheim High School	12/23/2022
Merrill, Joseph Instructional Assistant – Adult Transition	Savanna High School	08/12/2022
Miranda, Yesenia Instructional Assistant – Behavioral Support	Hope School	05/26/2022
Mizell, Sarah Instructional Assistant – Behavioral Support	Magnolia High School	04/05/2022
Nguyen, Anh Instructional Assistant – Specialized Academic Instruction	Cypress High School	05/26/2022
Nguyen, John Instructional Assistant – Behavioral Support	Hope School	05/26/2022
Perez, Rosa Bus Driver	Transportation Department	03/04/2022
Perez Lopez, Natalie Instructional Assistant – Behavioral Support	Gilbert High School	09/09/2022
Ramirez, Christian Instructional Assistant – Behavioral Support	Hope School	08/12/2022
Smith, Debi Instructional Assistant – Behavioral Support	Katella High School	03/01/2022
Tosacno, Jenahi Instructional Assistant – Specialized Academic Instruction	Dale Jr. High School	05/26/2022
Villa, Angelica Bus Driver	Transportation Department	08/19/2022
Wallace, Rasheda Instructional Assistant – Medically Fragile/Orthopedically Impaired	Magnolia High School	08/10/2022
Williams, Keaira Instructional Assistant – Behavioral Support	Ball Jr. High School	05/26/2022

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

	<u>Range/Step:</u>	<u>Effective:</u>
Permanent Employees:		
Acevedo Gurrola, Rodolfo Community Schools Coordinator	08/01	08/12/2022
Alvarez, Randy Instructional Assistant – Behavioral Support	51/03	08/08/2022
Blanco, Nathaly Instructional Assistant – Bilingual	47/01	08/22/2022
Burdick, Terry Custodian	48/01	08/17/2022
Camacho, Alesha Campus Safety Aide	41/03	08/08/2022
Cao, Xia Instructional Assistant – Behavioral Support	51/01	08/08/2022
Covarrubias, Rene Community Schools Coordinator	08/03	08/17/2022
Daggett, Kelly Sr. Payroll Technician	59/04	08/29/2022
Dalan, Danielle Instructional Assistant – Behavioral Support	51/01	08/08/2022
Dizon, Gracela Instructional Assistant – Behavioral Support	51/01	08/26/2022
Em, Nirom Campus Safety Aide	41/03	08/08/2022
Flores, Alondra Instructional Assistant – Behavioral Support	51/01	08/08/2022
Galarza, Alejandro Custodian	48/03	08/24/2022
Hernandez, Hilda Instructional Assistant – Behavioral Support	51/01	08/08/2022
Izurieta, Ileana Instructional Assistant – Bilingual	47/01	08/31/2022

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Leomiti, Alike Sign Language Interpreter	60/07	08/18/2022
Maldonado-Rangel, Yuriko Community Schools Coordinator	08/06	08/24/2022
Matthews, Vikram Instructional Assistant – Behavioral Support	51/03	08/29/2022
Miranda, Krystel Community Schools Coordinator	08/07	08/29/2022
Olmedo-Ramirez, Alan Community Schools Coordinator	08/02	08/29/2022
Perales, Iliana Instructional Assistant – Behavioral Support	51/01	08/08/2022
Quintero-Ramirez, Lamberto Instructional Assistant – Behavioral Support	51/01	08/08/2022
Reynoso, Stephanie Instructional Assistant – Specialized Academic Instruction	43/01	08/15/2022
Riles, Quinton Operations Manager	20/07	09/01/2022
Rios, Gerardo Custodian	48/03	08/29/2022
Rivera-Vazquez, Jrefugio Instructional Assistant – Specialized Academic Instruction	43/05	08/08/2022
Vazquez, Emely School Community Liaison	47/05	08/22/2022
Villa, Franco Custodian	48/01	08/24/2022
Villasenor-Montes, Karla Instructional Assistant – Bilingual	47/03	08/17/2022
Zato, Jacob Instructional Assistant – Behavioral Support	51/02	08/08/2022
Promotions:		
Albarian, Daniel District and Community Use Manager	13/01	09/01/2022

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Hernandez, Nayeli Community Schools Coordinator	08/01	08/09/2022
Lewis, Robert Transportation Supervisor	17/01	08/17/2022
Miranda, Noah Athletic Facilities Worker II	52/09	08/10/2022
Vazquez, Stephanie Secretary – Attendance (Bilingual)	53/01	08/04/2022
Substitute Employees:		
Aguilar Acosta, Jenny Substitute Health Services Technician	51/01	08/29/2022
Ascencion, Ma Substitute Custodian	48/01	08/18/2022
Camilo, Nicholas Substitute Custodian	48/01	08/15/2022
Cao, Xia Substitute Instructional Assistant – Adult Transition	51/01	08/04/2022
Cao, Xia Substitute Instructional Assistant – Behavioral Support	51/01	08/04/2022
Cao, Xia Substitute Instructional Assistant – Medically Fragile	51/01	08/04/2022
Corona, Edith Substitute Instructional Assistant – Specialized Academic Instruction	43/01	08/16/2022
Dalan, Danielle Substitute Instructional Assistant - Adult Transition	51/01	08/04/2022
Dalan, Danielle Substitute Instructional Assistant – Behavioral Support	51/01	08/04/2022
Dalan, Danielle Substitute Instructional Assistant – Medically Fragile	51/01	08/04/2022

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Duarte Zamora, Ruben Substitute Custodian	48/01	08/18/2022
Felix-Mendivil, Cintya Intern	\$16.00/Hr.	08/10/2022
Flores, Alondra Substitute Instructional Assistant - Adult Transition	51/01	08/04/2022
Flores, Alondra Substitute Instructional Assistant - Behavioral Support	51/01	08/04/2022
Flores, Alondra Substitute Instructional Assistant - Medically Fragile	51/01	08/04/2022
Fomenko, Yulia Substitute Instructional Assistant - Adult Transition	51/01	08/10/2022
Fomenko, Yulia Substitute Instructional Assistant - Behavioral Support	51/01	08/10/2022
Fomenko, Yulia Substitute Instructional Assistant - Medically Fragile	51/01	08/10/2022
Godinez, Ismael Substitute Custodian	48/01	08/18/2022
Guerrero, Isaiah Substitute Custodian	48/01	08/22/2022
Hernandez, Guadalupe Substitute Custodian	48/01	08/16/2022
Hernandez, Hilda Substitute Instructional Assistant - Adult Transition	51/01	08/04/2022
Hernandez, Hilda Substitute Instructional Assistant - Behavioral Support	51/01	08/04/2022
Hernandez, Hilda Substitute Instructional Assistant - Medically Fragile	51/01	08/04/2022

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Huerta, Joseph Substitute Instructional Assistant - Adult Transition	51/01	08/22/2022
Huerta, Joseph Substitute Instructional Assistant - Behavioral Support	51/01	08/22/2022
Huerta, Joseph Substitute Instructional Assistant - Medically Fragile	51/01	08/22/2022
Kim, Soo Substitute Instructional Assistant - Adult Transition	51/01	08/23/2022
Kim, Soo Substitute Instructional Assistant - Behavioral Support	51/01	08/23/2022
Kim, Soo Substitute Instructional Assistant - Medically Fragile	51/01	08/23/2022
Martinez Torres, Bryant Substitute Custodian	48/01	08/08/2022
Matta Velzquez, Sebastian Intern	\$16.00/Hr.	08/10/2022
Medel, Arturo Jr. Substitute Instructional Assistant - Adult Transition	51/01	08/18/2022
Medel, Arturo Jr. Substitute Instructional Assistant - Behavioral Support	51/01	08/18/2022
Medel, Arturo Jr. Substitute Instructional Assistant - Medically Fragile	51/01	08/18/2022
Muniz, Charmaine Substitute Campus Safety Aide	41/03	08/10/2022
Ramirez, John Substitute Campus Safety Aide	41/03	08/22/2022
Romero Illo, Rianne Substitute Food Services Assistant I	41/01	08/31/2022

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Sanchez, Jesus Substitute Custodian	48/01	08/15/2022
Sandiero, Gary Substitute Custodian	48/01	08/18/2022
Seng Sotheara Substitute Technology Services Technician	57/01	08/26/2022
Thompson, Myles Substitute Instructional Assistant - Adult Transition	51/01	08/30/2022
Thompson, Myles Substitute Instructional Assistant – Behavioral Support	51/01	08/30/2022
Thompson, Myles Substitute Instructional Assistant – Medically Fragile	51/01	08/30/2022
Torres, Korina Substitute Instructional Assistant - Adult Transition	51/01	08/04/2022
Torres, Korina Substitute Instructional Assistant – Behavioral Support	51/01	08/04/2022
Torres, Korina Substitute Instructional Assistant – Medically Fragile	51/01	08/04/2022

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

Effective

Faircloth, Madison	09/10/2022
Guereca, Gabriel	09/06/2022
Han, Eugene	09/06/2022
Hernandez, Elizabeth	09/10/2022
Norberto Aguilar, Alexis	09/06/2022
Pooley, Faith	09/06/2022
Shackford, Jackson	09/06/2022
Sonsma, Nicklaus	09/06/2022
Wajdi, Abdullah	10/01/2022
Zurita Delgado, Christofer	09/06/2022

4. **Food Service Student Workers**

Effective

Aguilar, Allan Jr.	08/19/2022
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Alfaro, Salvador	08/18/2022
Alfaro James, Annette	08/18/2022
Apaez, Andrew	08/18/2022
Chavira, John	08/18/2022
Dominguez, Kimberly	08/23/2022
Fauese, Kalani	08/18/2022
Franco, Jocelyn	08/18/2022
Garrido, Andy	08/26/2022
Huynh, Ngoc	08/30/2022
Ibrahimkhil, Khaled	08/30/2022
Imai, Ryan	08/25/2022
Jimenez, Jennifer	08/26/2022
Le, Linda	08/25/2022
Lebaron, Trent	08/18/2022
Lee, Andrew	08/19/2022
Lezama, Angel	08/30/2022
Lopez Pinon, Guadalupe	08/18/2022
Magana Carranza, Hugo	08/30/2022
Malpica, Jonathan	08/19/2022
Ngo, Tina	08/19/2022
Nguyen, Khai	08/25/2022
Nguyen, Minh	08/23/2022
Padilla Zaragoza, Luis	08/18/2022
Perez, Ashley	08/26/2022
Perez, Isack	08/19/2022
Perez Gonzalez, Noemi	08/30/2022
Ramirez, Vanessa	08/23/2022
Reyes, Marie	08/26/2022
Reyes, Monica	08/25/2022
Ruiz, Alicia	08/18/2022
Tang, Gia	09/16/2022
Tran, Emily	08/18/2022
Tran, Tien	08/25/2022
Tran, Vyvy	08/25/2022
Trujillo-Jimenez, Erwin	08/30/2022