



AGENDA

REGULAR MEETING

October 13, 2026 @ 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. Lisa Cruz

I. General Functions:

A. Call to Order: Regular Meeting of the Personnel Commission, October 13, 2026.

B. Roll Call:

C. Pledge of Allegiance:

D. Approval of Agenda for Regular Meeting on October 13, 2026

*Moved:
Seconded:
Vote:*

E. Approval of Minutes for Regular Meeting on September 8, 2026

Exhibit A

*Moved:
Seconded:
Vote:*

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.

1. General Comments

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

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

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

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

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

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

*Moved:
Seconded:
Vote:*

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

<u>List Establishment</u>	<u># Eligibles</u>
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Transportation Dispatcher	10
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Exhibit B

Wellness Coach Specialist	14
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Exhibit B

<u>List Abolishment</u>	<u># Eligibles</u>
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None	
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<u>List Extension</u>	<u># Eligibles</u>
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(PC Rule §6.1.3.: *Duration of Eligibility Lists*)

None	
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III. Action/Discussion Items/or Other Information:

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

1. Personnel Commission Rules Revisions– First Reading

Exhibit C

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

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

a. Approval of the revised classification of Project Manager
– Facilities, Planning, & Sustainability 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

IV. Next Regular Personnel Commission Meeting:

Tuesday, November 10, 2026 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 8, 2026 @ 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. Lisa Cruz

I. General Functions:

- A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 3:35 p.m.**
- B. Roll Call: Commissioners Andresen, Baltazar, and Cruz were present.**
- C. Pledge of Allegiance: Commissioner Baltazar led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda: September 8, 2026**

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

Commissioner	M	S		Yes	No	Abstain	Absent
Paul Andresen		✓		✓			
Susan Baltazar				✓			
Lisa Cruz	✓			✓			

- E. Motion to Approve Minutes: August 11, 2026**

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

Commissioner	M	S		Yes	No	Abstain	Absent
Paul Andresen	✓			✓			
Susan Baltazar				✓			
Lisa Cruz		✓		✓			

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.

- *Mr. Tietze updated the Commissioners regarding recruitments and the related work being done in Human Resources – Classified.*
- *Mr. Tietze discussed changes being considered to the Instructional Assistant hiring process over the summer.*
- *Mr. Tietze noted two upcoming high-profile recruitments that Human Resources will be conducting: Director of Fiscal Services and Director of Food Services.*
- *Mr. Tietze announced the recent initiative to ensure that CPR/First Aid training requirements are being met among Classified staff has gone very well.*
- *Mr. Tietze noted the upcoming creation and distribution of new seniority lists for Classified staff as well as bilingual staff lists and support guidelines.*
- *Mr. Tietze mentioned an upcoming reminder to sites he would be sending regarding Classified staff performance evaluations.*
- *Mr. Tietze discussed the upcoming salary and classification studies to be conducted by Human Resources.*
- *Mr. Tietze discussed the recently created cell phone stipend, and the assignment of District-owned cell phones to Classified staff.*
- *Mr. Tietze mentioned an upcoming training on Artificial Intelligence being offered to Classified staff.*
- *Mr. Tietze announced that CSEA would be reappointing Personnel Commissioner, Lisa Cruz, to another three-year term effective December 2026 - 2029.*

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 related 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. Assistant Superintendent of Human Resources Report

None

3. Board of Trustees/Superintendent Report

None

4. CSEA Report

- CSEA Chapter President, Heather Huttner, discussed several of the topics addressed by Mr. Tietze and their relevance to CSEA, including the new Instructional Assistant hiring process, District provided cell phones, and AI training.

5. Middle Managers Association 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

Athletic Trainer	03
Custodian	27
Language Testing Assistant	09
Sr. Family and Community Engagement Specialist	05
Substitute Bus Driver	09

List Abolishment

Eligibles

Campus Safety Aide (Female)	04
Campus Safety Aide (Male)	06

List Extension

Eligibles

(PC Rule §6.1.3.: *Duration of Eligibility Lists*)

Licensed Vocational Nurse	16
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It was moved and seconded to approve the Consent Calendar in its entirety as submitted. The motion passed.

Commissioner	M	S		Yes	No	Abstain	Absent
Paul Andresen		✓		✓			
Susan Baltazar				✓			
Lisa Cruz	✓			✓			

III. Action/Discussion Items/or Other Information:

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

None

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

1. New Classification(s)

Recommendation: *Approve*

- a. Approval of the new classification of Bus Driver Trainee within the Student Services job family.

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

Commissioner	M	S		Yes	No	Abstain	Absent
Paul Andresen	✓			✓			
Susan Baltazar				✓			
Lisa Cruz		✓		✓			

2. Revised Classification(s)

Recommendation: *Approve*

- a. Approval of the revised classification of Controller within the Fiscal Support Services job family.
- b. Approval of the revised classification of Director of Food Services within the Student Services job family.

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

Commissioner	M	S		Yes	No	Abstain	Absent
Paul Andresen		✓		✓			
Susan Baltazar				✓			
Lisa Cruz	✓			✓			

3. Reclassification

Recommendation: *Approve*

- a. Approval of the reclassification of Employee (ID# 16201) from Senior Equipment Operator at salary range AFSM-55, to Equipment Operator at salary range AFSM-53, effective, September 9, 2026.

It was moved and seconded to approve Action Item 3 as submitted. The motion passed.

Commissioner	M	S		Yes	No	Abstain	Absent
Paul Andresen	✓			✓			
Susan Baltazar				✓			
Lisa Cruz		✓		✓			

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 13, 2026, 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		✓		✓			
Susan Baltazar				✓			
Lisa Cruz	✓			✓			

TIME ADJOURNED: 4:12 p.m.

Susan Baltazar
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. 2026-R05-MD

POSITION: Transportation Dispatcher (Promotional Only)

RECRUITMENT TYPE: PROMOTIONAL

CERTIFICATION TYPE: PROMOTIONAL

DATE ADVERTISED: 08/27/2026 – 09/10/2026

NUMBER OF APPLICATIONS RECEIVED

19

Number of qualified applicants:

11

MULTIPLE CHOICE EXAM 09/24/2026, 100% WEIGHT

Number of applicants invited:

11

Number of applicants who participated:

11

Number of applicants who passed:

10

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:**10**



BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

10/5/26
DATE

CERTIFICATION DATE: 10/13/2026
EXPIRATION DATE: 04/13/2026
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. 2026-WCS-TM

POSITION: Wellness Coach Specialist

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 07/17/2026 - 08/09/2026

NUMBER OF APPLICATIONS RECEIVED

44

Number of qualified applicants:

14

TRAINING & EXPERIENCE (T&E) EVALUATION 09/23/2026, 100% WEIGHT

Number of applicants who participated:

14

Number of applicants who passed:

14

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:**14**



 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

10/5/26

 DATE

CERTIFICATION DATE: 10/13/2026
 EXPIRATION DATE: 04/13/2027
 EXTENDED EXPIRATION DATE:

**PERSONNEL COMMISSION
ANAHEIM UNION HIGH SCHOOL DISTRICT
Regular Meeting: Tuesday, October 13, 2026**

SUBJECT: PC Rules Revisions (3.3 - Reclassification) - First Reading

BACKGROUND INFORMATION:

The Executive Director of Classified Personnel is recommending revisions to the Personnel Commission Rules for the primary purpose of clarifying language related to reclassification requests.

METHODOLOGY:

In revising the Rules, staff conducted the following activities:

- Considered feedback received from HR staff, union leaders, and requesters about previously conducted reclassification reports.
- Reviewed similar rules in other merit system school districts.
- Reviewed changes to the law and legal guidance pertaining to the PC Rules.

DISCUSSION:

The proposed revisions focus on clarifying language about how reclassification requests are expected to be submitted, received, and completed in an organized and timely manner.

Summary of Proposed Revisions based on Section

- 3.3.1 Reclassification of Assignment
 - Language added to define the type of information and deadlines required by both HR and the requestor in the reclassification request process in order to adequately conduct the analysis.
 - Language added to define how the reclassification requester may provide additional information to the Director and Commission if they disagree with the Director's preliminary or final report.
 - Revisions made to distinguish the terms assignment and classification from "position."
- 3.3.2 Effective Date of Reclassification
 - Revisions made to distinguish the terms assignment and classification from "position."
- 3.3.3 Effects on Incumbents
 - Revisions made to distinguish the terms assignment and classification from "position."

RECOMMENDATION:

It is recommended that the Personnel Commission discuss the proposed revisions to the PC Rules and provide feedback for the Director to consider before bringing the updated revisions back to a future PC meeting for a second reading and final approval.

Personnel Commission Meeting – 10/13/26
PC Rules Revisions – First Reading & Approval

3.3.1 Reclassification of ~~Positions~~Assignment

- A. The only basis for reclassification of an assignment ~~position~~ shall be the gradual accretion ~~or growth~~ of duties being performed by an employee for two (2) or more years. Recommendation as to gradual accretion will be made by the ~~P~~personnel ~~director~~ Director of ~~H~~human ~~R~~esources, Classified. The ~~commission~~ Commission shall be the final approving authority. Positions-Assignments which are created by the ~~board~~ Board or ~~commission~~ Commission and classified by the ~~commission~~ Commission under Rule 3.2.9 shall be ineligible for reclassification for a period of two (2) calendar years from the date of the ~~C~~ommission's reclassification action.

- B. Requests for a reclassification study initiated by an employee ~~of an existing position~~ shall be presented on the official reclassification request form, provided by the ~~commission~~ Commission on the HR-Classified website, ~~to the administration then sent to~~ the Personnel Director of Human Resources, Classified. In order for a request to be accepted, the request for completed reclassification request form shall include the following:
 1. The list of duties, knowledge, skills, or abilities that have been regularly utilized by the employee for two (2) or more years that are not currently listed in the employee's job description.
 2. The job title of the AUHSD classification into which the employee is requesting reclassification, or:
 - i. If no AUHSD classification lists the out-of-class duty being performed by the employee, he/she shall make a good-faith attempt to describe the type of classification that would be appropriate to perform the duty in question. The requester may also reference any job description from a Southern California school district that does include the duty in question.
 3. A signature from the employee's supervisor confirming that the employee was directed by an AUHSD manager to perform the out-of-class duty during regular work hours without receiving out-of-class pay. A statement of the reasons and shall be presented to the director requesting the study.
 4. A proposed remedy that will resolve the requester's concern. Potential remedies may include one of the following:
 - i. Inclusion of the out-of-class duty into to the employee's job description and review of potential justification for salary adjustment.
 - ii. Removal of out-of-class duty from employees' work expectations and review of potential justification for retroactive out-of-class compensation.
 - iii. Reclassification of employee into a different AUHSD classification.

- C. Requests for a reclassification ~~of a position~~ may also be initiated by ~~the administration~~ District administrator, with the approval of the superintendent, ~~or by employees, or a classified employee organizations, or the Personnel Commssion by majority vote.~~ Requests initiated by ~~the an administrator~~ administration shall be accompanied by a

statement of the current authorized duties of the ~~position(s)~~classification and any prospective changes the administrator is recommending.

1. This rule applies to ~~positions~~assignments which are occupied at the time of reclassification. If a vacant ~~position~~assignment is reclassified, it shall be filled through a selection process.
- D. When the Personnel Director has completed a reclassification study, the preliminary report of findings and recommendation shall be ~~reported~~delivered in writing to the ~~commission, the administration,~~ affected managers, affected employee(s), and employee organization ~~and affected employees~~within sixty (60) calendar days from the day the completed request form was received by HR. Incomplete request forms will be returned to the requester within ten (10) days from the date of submission.
 - E. ~~In the event that if the administration the manager, or an~~ affected employee(s), or employee organization does not agree with the preliminary findings report's recommendation, ~~they may present~~ additional information may be presented to the ~~commission~~Personnel Director of Human Resources, Classified within fifteen (15) calendar days from when the preliminary report was received. The Personnel Director will then review the additional information and deliver a final report to the affected managers, affected employee(s) and employee organization within fifteen (15) calendar days from when the additional information was received.
 - F. If the manager, affected employee(s), or employee organization does not agree with the final report's recommendation, they may appeal to the Commission by presenting a statement summarizing the reasons for the disagreement with supporting rationale to the Personnel Director of Human Resources, Classified within fifteen (15) calendar days from when the final report was received.
 - G. The Personnel Director will submit the initial reclassification request, additional information received, statement of disagreement, and final report to the Commission as part of the next available regular Personnel Commission meeting agenda. The Commission will consider the reclassification request as an open session agenda item and then vote to approve, modify, or deny the Director's recommendation regarding the remedy. The requester will receive an opportunity to speak about their request at the meeting. The ~~commission's~~Commission's decision shall be final and binding.

3.3.2 Effective Date of Reclassification

Reclassification of an employee's assignment~~position~~ shall become effective on the date prescribed by the commission and shall not have retroactive effect. Changes in classification and salary resulting from reclassification shall be effective as follows:

- A. The day following Commission approval, provided the incumbent is reclassified with the ~~position~~assignment; or the day following the date on which the incumbent becomes fully qualified by successfully completing all parts of the selection process; or
- B. On the date specified by the Commission.

REFERENCE: Education Codes 45256, 45260, 45268, 45285, 45285.5.

3.3.3 Effects on Incumbents

- A. In order for an employee to be reclassified upward ~~with-in~~ their ~~position~~assignment, the reclassification must have been occasioned by a gradual accretion of duties and not be a sudden change resulting from reorganization or change of duties by the governing board. Whenever an ~~assignment~~ ~~position~~ is reclassified, the rights of the incumbent will be determined by these rules. The reclassification of ~~positions-assignments~~ in a classification to a higher salary range shall have the following effect on incumbents:
 1. When any or all of the ~~positions-assignments~~ in a classification are reclassified upward, an incumbent who has a record of two (2) or more years in the position may be reclassified with the ~~position-assignment~~ and without examination.
 2. When any or all of the ~~positions-assignments~~ in a classification are reclassified upward and the incumbents have been in the position less than two (2) years, the incumbent will be granted status in the higher classification upon passing a promotional only examination for the classification. The promotional examination shall be held in accordance with these Rules and be held as soon as practicable.
 3. An employee who has been reclassified upward shall be ineligible to again be reclassified upward until two (2) years have elapsed.
- B. The reclassification of ~~positions-assignments~~ in a classification to a lower salary range shall have the following effect on incumbents:
 1. The incumbent shall be transferred to any vacant ~~position-assignment~~ at his/her current salary level if the employee is otherwise qualified for the ~~position~~classification. If no vacancy exists, the employee may elect to remain in the ~~position-assignment~~ and be demoted. The employee may be laid off for lack of work if the above are rejected.
 2. When a regular classified employee is demoted to a ~~position-classification~~ at a lower salary range due to reclassification, the employee's salary shall be Y-rated. Y-rating freezes the dollar amount of salary. The y-rate is terminated when the incumbent's Y-rated salary falls within the salary range of the classification to which the incumbent was reclassified. The incumbent will then be placed on the step of the salary schedule which is next above the Y-rated amount.
- C. When an ~~assignment~~ ~~position~~ is reclassified to a ~~position-classification in a class~~ with the same salary range, the incumbents' salary shall remain the same.
- D. The provisions of these Rules shall not be construed to permit the Board to demote or dismiss an employee due to the reclassification of an ~~assignment~~ ~~position~~ or ~~all assignments within a classification of positions~~ unless otherwise authorized by law or these Rules.

**PERSONNEL COMMISSION
ANAHEIM UNION HIGH SCHOOL DISTRICT
Regular Meeting: Tuesday, October 13, 2026**

SUBJECT: Classification Revision – Project Manager – Facilities, Planning & Sustainability

BACKGROUND INFORMATION:

The Executive Director of Facilities, Maintenance, and Operations requested some necessary modifications to the Project Manager – Facilities & Planning classification specification for the purpose of better supporting the District's ongoing needs in the Facilities Department related to construction projects.

Under the direction of the Director of Planning/Design/Construction, the **Project Manager – Facilities, Planning & Sustainability** performs responsible administrative, analytical, and investigative duties related to facilities planning; manages, plans and coordinates assigned activities in the areas of student housing, boundaries, development, State School Building Program, facility planning, facility design, and facilities construction. Coordinates facility programs with other local agencies and assist with the development of programs to finance and fund the facilities program.

METHODOLOGY:

In creating the classification, staff conducted the following activities:

- Reviewed the Project Manager – Facilities, Planning & Sustainability classification specification.
- Compared current classification specifications against similar classification specifications in nearby school districts.
- Met with and gathered feedback from the Executive Director of Facilities, Maintenance, and Operations for information regarding the necessary duties, knowledge, skills, and abilities needed to fulfill the ongoing needs of the position.

DISCUSSION:

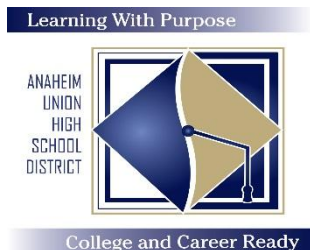
The job description was reviewed, revised, and updated to the newest format.

- The revisions needed for the job description are as follows:

REVISIONS	
Proposed Revisions	Purpose for Revision
<u>Additional Duty Statements</u> <ul style="list-style-type: none"> • Serves as project manager and District representative for the construction, and renovation of District facilities and facilities projects. • Develop scope of work and prepare corresponding bid packages. • Maintains project records, incorporates applicable information into site files, records cost data, and provides such reports as required relating to facilities, construction and/or the School Facilities Program. <u>Preferred Experience</u> <ul style="list-style-type: none"> • Substantial experience in educational facility planning and/or construction/project management. 	<p>More closely align the duties and knowledge to the needs of the position and with other comparable positions in nearby school districts.</p>

RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Project Manager – Facilities, Planning & Sustainability classification as provided, effective 10/13/2026.



CLASSIFICATION SUMMARY	
JOB TITLE	Project Manager – Facilities, Planning & Sustainability
JOB FAMILY	Facility Services
JOB SUB-FAMILY	Facility Use/Planning
EVALUATED BY	Executive Director of Facilities, Maintenance, & Operations
SALARY RANGE	MGMT 22
LAST UPDATED	10/13/2026

PROJECT MANAGER – FACILITIES, PLANNING & SUSTAINABILITY

BASIC FUNCTION:

Under the direction of the Executive Director of Facilities, Maintenance, & Operations, perform responsible administrative, analytical, and investigative duties related to facilities planning; manage, plan and coordinate assigned activities in the areas of student housing, boundaries, development, State School Building Program, facility planning, facility design, and facilities construction. Coordinate facility programs with other local agencies and assist with the development of programs to finance and fund the facilities program.

SPECIALIZED ESSENTIAL DUTIES *(unique to this classifications):*

Planning

- Develops and maintains the School Facilities Program (SFP) master file and generates individual project applications; prepare project applications and monitor with State representatives.
- Coordinates applications for various state and Federal programs; Maintains inventory of portable classrooms; makes recommendations concerning lease renewal as appropriate.
- Assists in the development and updating of the Facilities Master Plan, Educational Specifications, and Materials Standards.
- Serves as a liaison between the Facilities department and other entities, such as the California Department of Education, and other entities; Confer with District staff, consultants, and other representatives regarding planning requirements, schedules, and issues that arise.
- Integrates services of architects, legal counsel, and technical and financial consultant representatives as they affect facilities planning activities and ensure that services are being adequately provided.
- Develops surveys, educational specifications and other informational studies; meets with State administrators to review facility and enrollment data.
- Coordinates the identification, selection and acquisition of school sites; implements legal procedures required in the land acquisition; coordinates other capital facilities projects for adherence to design and timelines such as renovations, air conditioning and energy conservation.
- Obtains and evaluates enrollment projections to establish eligibility to participate in the SFP; prepares analysis and projections of facilities needs including results achieved in relation to annual and long-term facility plans.
- Coordinates the preparation of school fee justification studies.
- Assists with the preparation of Board Agenda items and presentations.
- Coordinates and prepares boundary studies and demographic data; prepares District enrollment projections; develops student housing plans based upon enrollment housing needs; updates site capacity data.
- Evaluates the cost-effectiveness, environmental risk, technical feasibility and integration capability of sustainability projects and initiatives in new construction and modernization; makes appropriate recommendations.
- Performs other related duties as assigned.

Project Management

- Coordinates the flow of information between District administrators, architects, governmental agencies, legal counsel and others involved in the District funding sources, grants, site acquisitions, school design, or construction process.
- Serves as project manager and District representative for the construction, and renovation of District facilities and facilities projects.
- Develop scope of work and prepare corresponding bid packages.
- Plans, coordinates, manages, and oversees various projects from inception through inspection for occupancy related to the renovation, modernization, and construction of District facilities.
- Maintains project records, incorporates applicable information into site files, records cost data, and provides such reports as required relating to facilities, construction and/or the School Facilities Program.
- Complies with requirements of the California Environmental Quality Act; maintain data and prepare informational reports for long- and short-range planning, including housing demographics, enrollment projections and school housing needs.
- Assists in the preparation of notices of exemption, negative declarations, and other environmental documents.
- Leads/Participates in all preconstruction activities; coordinates constructability reviews; assists in the development of construction phasing and scheduling; oversees the procurement and installation of interim housing units; assists in bidding process, job walks, analysis of bids before final contracts are awarded and pre-construction conferences.
- Prepares Request for Proposals (RFP) and Request for Qualifications (RFQ) and makes recommendations for professional services contracts.
- Reviews the work of the project architect or engineer to ensure the design and construction remains within the scope and budget of the project; Manages consultants, oversee scope of work, and administer contracts; evaluates scope of project and makes appropriate recommendations for changes.
- Coordinates, implements, and monitors budgets, schedules, project management and control documents on construction projects from inception to project completion; estimates cost and timelines for projects.
- Prepares and supervises project schedules, timelines, milestones, and periodic status reports.
- Manages facility relocations, logistics, procurement of 21st century classroom furniture.
- Coordinates District Sustainability Initiatives, including: Energy Management Strategy, Storm Water Management Program, Water Efficiency Program, Climate Action Planning, Campus Sustainability Plan Implementation, Solid Waste Reduction Programs, Transportation Management Program, and other initiatives as identified.
- Assures that the District participates in available grants and utility company incentive and rebate programs; tracks grants, incentives and rebates received and administers the incentive application process.
- Actively participates in the design phase of bond projects and reviews technical specifications to ensure sustainability practices are implemented in design and construction of bond projects.
- Develops and implements the District's sustainability program standards and goals.
- Performs other related duties as assigned.

GENERAL ESSENTIAL DUTIES *(performed by other classifications):*

- Interpret current or governmental regulations and legislative issues relating to school funding and construction; advise and counsel district administrators.
- Prepare routine and special reports for the Board of Trustees and correspondence to private and governmental entities related to facilities projects; research and respond to inquiries from a broad audience regarding most Facilities-related aspects of the Department and the District.
- Prepare oral and written materials and reports from researched material, providing information and recommendations relative to the Facilities Planning Department, including reports to the Board of Trustees, and conduct follow-up activities as necessary for facilities planning and/or projects.
- Prepare and monitor project and operating budgets, including support for obtaining funding; Utilize a variety of advisory data and information such as budgets, architectural and construction plans, and specifications.
- Provide project coordination and management support to the Facilities Department.
- Reviews and approves specifications, bid documents, and contracts.
- Research and maintain current knowledge of laws, codes, rules, and regulations related to assigned duties.
- Participate in site map development.

- Participate in master planning, facility assessment, and program development for capital improvement projects.
- Maintain locally formatted documents reflecting approval status of all District projects in the State School Building Program.
- Research and respond to inquiries regarding aspects of the District's participation in the State School Building Program.
- Advise and counsel District administrators on laws relating to planning, construction, and maintenance services.
- Represent the Department at various organizations and committee meetings.
- Prepare original and amended applications and documentation for construction and renovation projects.
- Coordinate planning of modifications/additions to new construction, modernization, relocatable classroom program, and deferred maintenance.
- Negotiate, review, and analyze contracts for professional services and real property.
- Research and apply federal, state, and local policies, materials, opinions, and trends regarding planning and construction matters.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION:

- Required: Bachelor's degree from an accredited college or university with major coursework in engineering, architecture, construction management, public administration, or a related field.

EXPERIENCE:

- Required: Three (3) years of professional experience in construction or facilities planning and project management.
- Preferred: Substantial experience in educational facility planning [and/or construction/project management](#).
- Substitution: Additional project management experience can be substituted for up to four years of the required education on a year for year basis.

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.

KNOWLEDGE, SKILLS, AND ABILITIES

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

- Applicable federal, State and local laws, codes and regulations including the Leroy F. Green School Facilities Act (School Facility Program) and the Career Technical Education Facilities Program.
- Procedures and practices used in the planning, design, construction, modernization, and maintenance of school buildings and facilities.
- California Environmental Quality Act (CEQA) laws related to school facilities programs.
- School facilities funding sources and funding application procedures.
- Site selection and acquisition procedures.
- Developer fee statutes, and redevelopment revenue programs.
- Legislative processes and the structure of local and State government.
- School district organization, operations, policies, and objectives.
- Principles, best practices, and current trends in sustainability.
- Budget preparation and control.
- Project management theory and techniques.
- Research techniques and procedures.
- Record-keeping and report preparation techniques.
- Appropriate safety procedures and hazardous material compliance.
- Terms, procedures and equipment used in the design, construction, maintenance, and operation of buildings and facilities.
- Principles and practices of supervision and training.
- Public speaking techniques.
- Division of State Architect (DSA) project flow, forms, and CalGreen project implementation scopes.

- Oral and written communication best practices.

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

- Communicate effectively using tact, patience and courtesy.
- Communicate effectively both orally and in writing.
- Read and interpret plans and specifications.
- Analyze, interpret, apply, and explain applicable laws, codes rules, regulations, policies, and procedures.
- Operate a computer and assigned software.
- Analyze, interpret and explain applicable laws, codes, rules, regulations, policies and procedures.
- Research alternative funding sources and assure funding application procedures are followed.
- Perform statistical computations.
- Prepare a variety of comprehensive and statistical reports.
- Project enrollment trends and construction costs.
- Prepare and direct the preparation of a variety of comprehensive narrative and statistical reports.
- Develop long-range capital improvement strategic master plans including new construction, modernization, and renovation plans.
- Develop scope of work and prepare corresponding bid packages.
- Analyze situations accurately and adopt an effective course of action.
- Assure compliance with applicable laws, codes, rules and regulations.
- Prepare and deliver oral presentations.
- Develop and prepare departmental budgets.
- Analyze and develop work methods, procedures and schedules.

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

- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work.
- Maintain effective audio-visual discrimination and perception needed for making observations.
- Establish and maintain cooperative and effective working relationships with others.

WORKING CONDITIONS:

ENVIRONMENT:

- Employees in this classification work alone, inside and outside, over 40 hours/week, in direct contact with the public, students, and other District staff,
- With high work volume and tight deadlines,
- Continually changing priorities and constant interruptions,
- In temperature changes,
- With moving vehicles,
- In negative interpersonal situations,
- Exposure to minor contagious diseases (colds, flu, etc.),
- Inadequate lighting,
- Poor ventilation,
- Loud noises and odors.

PHYSICAL DEMANDS:

- Employees in this classification use fingers repetitively,
- Use twisting or pressure repetitively involving wrists or hands,
- Use both hands simultaneously,
- Have rapid mental/muscular coordination,
- Speak clearly, hear normal voice conversation,
- Drive a vehicle,
- Use a computer and a telephone,
- Have depth perception, have color vision and be able to distinguish shades, see small details,
- Sit, lift and carry up to 25lbs. Without assistance,
- Walk, maintain balance, stand, push, pull, bend repeatedly,
- Reach overhead, climb stairs, and stoop/bend.

CLASSIFICATION		POSTING/SCREENING					
Job Title	Exam Plan #	Assigned Technician	Recruitment Type	Certification Type	Date Posted	Date Closed	Calendar Days Posted
Sign Language Interpreter	2026-E13-JM	Jocelyn	Open	Open	2/10/26	3/3/26	21
IEP Translator/Interpreter Bilingual Testing (Spanish)	2026-BLT-IEP	Tatiana	Promo	Promo	4/2/26	4/16/26	14
Health Services Technician (Substitute)	2026-H01(Sub)-TM	Tatiana	Open	Substitute	6/12/26	7/3/26	21
Substitute Instructional Assistant (SYS-SERIES)	2026(1)SYS-SUB-JM	Jocelyn	Open	Substitute	6/12/26	7/3/26	21
Sign Language Interpreter	2026-E13-JM	Jocelyn	Open	Open	6/23/26	7/14/26	21
Instructional Assistant/Medically Fragile-Orthopedically Impaired	2026(3)-EM3-JM	Jocelyn	Open	Open	6/23/26	7/15/26	22
Campus Safety Aide (Substitute)	2026-N02(Sub)-MD	Maryam	Open	Substitute	7/7/26	Continuous	N/A
Clerical/Secretary Series (Substitute) - Non-Bilingual/Bilingual (Spanish)	2026-CLER-SUB-DM	Denise	Open	Substitute	7/8/26	7/22/26	14
School Library/Media Technician	2026-L03-TM	Tatiana	Open	Dual Cert	7/28/26	8/11/26	14
Food Services Assistant 1 (Permanent & Substitute)	2026(3)-F02-DM	Denise	Open	Open	7/31/26	8/23/26	23
Secretary - School Support/Program Support (Bilingual & Non-Bilingual)	2026-SBP-DM	Denise	Open	Dual Cert	8/7/26	8/23/26	16
Instructional Assistant (Paraeducator) - Behavioral Support	2026(4)-E23-JM	Jocelyn	Open	Open	8/12/26	8/26/26	14
Substitute Instructional Assistant (SYS-SERIES)	2026(2)SYS-SUB-JM	Jocelyn	Open	Substitute	8/12/26	9/2/26	21
Instructional Assistant - Bilingual (Spanish) - (Paraeducator)	2026(3)-ES2-JM	Jocelyn	Open	Open	8/12/26	9/2/26	21
Campus Safety Aide (Male & Female)	2026(2)-N02-MD	Maryam	Open	Open	8/12/26	9/2/26	21
Senior Accounting Technician	2026-B12-JM	Jocelyn	Open	Dual Cert	8/19/26	9/9/26	21
Director of Fiscal Services (Controller)	2026-D01-DM	Denise	Open	Open	8/20/26	9/10/26	21
Instructional Assistant/Medically Fragile-Orthopedically Impaired	2026(4)-EM3-JM	Jocelyn	Open	Open	8/26/26	9/16/26	21
Information Systems Specialist I	2026-I20-MD	Maryam	Open	Open	8/26/26	9/16/26	21
Director of Food Services	2026-D06-DM	Denise	Open	Open	9/4/26	9/16/26	12
Food Services Assistant 1 (Permanent & Substitute)	2026(4)-F02-DM	Denise	Open	Open	9/10/26	9/27/26	17
Family and Community Engagement Specialist (Spanish)	2026-FACES-DM	Denise	Open	Dual Cert	9/10/26	9/27/26	17
Substitute Instructional Assistant (SYS-SERIES)	2026(3)SYS-SUB-JM	Jocelyn	Open	Substitute	9/11/26	10/4/26	23

ADVANCED STEP PLACEMENT REPORT														
Effective Date	Classification (full job title)	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
Effective Date	Classification (full job title)	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
2026-27														
9/14/2026	Athletic Trainer	11.5	8	CSEA -62	7	\$6,033	\$34.26	\$7,547	\$42.62	\$68,293	\$84,957	\$8.36	\$1,449	\$16,665
8/31/2026	Athletic Trainer	11.5	8	CSEA -62	7	\$6,033	\$34.26	\$7,547	\$42.62	\$68,293	\$84,957	\$8.36	\$1,449	\$16,665
8/14/2026	LVN	11	8	CSEA-55	3	\$5,005	\$28.47	\$5,410	\$30.47	\$54,284	\$58,097	\$2.00	\$347	\$3,813
9/1/2026	Custodian	12	8	AFSCME	1	\$4,314	\$24.50	\$4,484	\$25.48	\$50,961	\$52,999	\$0.98	\$170	\$2,038
2026-2027 TOTAL FISCAL IMPACT														\$39,181

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

	<u>Location:</u>	<u>Effective</u>
Bravo, Belinda Instructional Assistant – Behavioral Support	Sycamore Jr. High School	05/21/2026
Carmona, Joseph Controller	Accounting Department	08/13/2026
Cordoba Malik, Fanny Licensed Vocational Nurse	Sycamore Jr. High School	08/14/2026
Crepeau, Natalie Instructional Assistant – Specialized Academic Instruction	Katella High School	08/18/2026
Cruz, Edward Instructional Assistant – Behavioral Support	South Jr. High School	08/10/2026
Gonzalez, Christina Instructional Assistant – Behavioral Support	Hope School	08/12/2026
Griego, Orlando Director of Food Services	Food Services Department	12/30/2026
Hockett, Brian Instructional Assistant – Behavioral Support	Walker Jr. High School	08/10/2026
Lescano, Cassandra Food Services Assistant 1	Katella High School	08/18/2026
Martinez, Jossue Campus Safety Aide	Dale Jr. High School	09/08/2026
Matthews, Vikram Instructional Assistant - Behavioral Support	Kennedy High School	06/26/2026
Mirzazadeh Javadi, Masoumeh Food Services Assistant 1	Katella High School	08/28/2026
Montoya, Suzy Instructional Assistant – Behavioral Support	Kennedy High School	09/25/2026
Moreno, Caitlyn Instructional Assistant – Behavioral Support	Hope School	05/21/2026
Ortega, Jessica Campus Safety Aide	Western High School	08/10/2026
Ortiz, Destiny Instructional Assistant – Behavioral Support	Lexington Jr. High School	02/06/2026

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Otero, Larry Transportation Dispatcher	Transportation Department	09/09/2026
Portillo Nava, Melody Instructional Assistant – Behavioral Support	Western Orangeview 7-12	08/14/2026
Santos, Justin Instructional Assistant – Behavioral Support	Hope School	09/11/2026
Scott, Jourdan Food Services Assistant 1	Katella High School	05/27/2026
Sullivan, Marquice Instructional Assistant - Behavioral Support	Gilbert High School	08/14/2026
Tallmon, Angelyn Instructional Assistant – Behavioral Support	Hope School	09/04/2026
Verduzco, Candy Food Services Assistant 1	Brookhurst Jr. High School	05/21/2026
Zgouridi, Stephanie Instructional Assistant – Specialized Academic Instruction	Sycamore Jr. High School	05/21/2026

2. **Leaves of Absence, effective as noted:**

Abu Khalaf, Zineh, for education, without pay and without health benefits, from 8/10/26 through the end of the working day on 5/27/27.

Becerra, Laura, for education, without pay and without health benefits, from 8/31/26 through the end of the working day on 4/23/27.

Bomar, Dominique, for education, without pay and without health benefits, from 9/1/26 through the end of the working day on 12/8/26.

Corona, Edith, under the provisions of FMLA, without pay and with health benefits from 8/31/26 through the end of the working day on 10/23/26.

Farfan, Yazmin, under the provisions of FMLA, without pay and with health benefits from 9/3/26 through the end of the working day on 9/11/26.

Guardarrama Zamora, Ashley, under the provisions of FMLA, without pay and with health benefits from 8/10/26 through the end of the working day on 10/30/26.

Knepp, Amanda, for education, without pay and without health benefits, from 8/6/26 through the end of the working day on 6/4/27.

Norwood, Amber, for education, without pay and without health benefits, from 8/31/26 through the end of the working day on 12/10/26.

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3. **Gainful Employment while on Unpaid Leave of Absence for Educational Purposes, effective as noted:**

Becerra, Laura	<u>Effective:</u> 08/31/26 – 04/26/27
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4. **Employment, effective as noted:**

	<u>Range/Step:</u>	<u>Effective:</u>
Permanent Employees:		
Aguilera, Patricia Office Assistant	43/03	08/03/2026
Alapati, Marvin Campus Safety Aide	43/03	08/10/2026
Alvarenga, Jenise Instructional Assistant – Behavioral Support	51/01	08/10/2026
Amador, Alexandra Instructional Assistant – Behavioral Support	51/01	08/11/2026
Asencio, Genevieve Instructional Assistant – Behavioral Support	51/01	08/10/2026
Cardenas, Noemi Secretary – Attendance (Bilingual)	53/01	08/03/2026
Carney Angelique Instructional Assistant – Behavioral Support	51/01	08/10/2026
Cruz, Judie Secretary – Program Support	51/03	08/17/2026
Cuellar, Mikari Licensed Vocational Nurse	55/01	08/14/2026
Duigou-Johnson, Travis Food Services Assistant 1	41/04	08/12/2026
Fernandez Estrada, Fatima Instructional Assistant – Behavioral Support	51/01	08/10/2026
Galindo, Sky Instructional Assistant – Behavioral Support	51/04	08/10/2026
Garcia, Aaliyah Instructional Assistant – Behavioral Support	51/02	08/10/2026

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Garcia, Joanna Instructional Assistant – Behavioral Support	51/01	08/10/2026
Garrido, Austin Instructional Assistant – Behavioral Support	51/03	08/10/2026
Gonzalez, Haylee Campus Safety Aide	43/03	08/10/2026
Heredia, Karina Instructional Assistant – Behavioral Support	51/01	08/10/2026
Hernandez, Karina Instructional Assistant – Behavioral Support	51/01	08/10/2026
Hernandez Elizondo, April Bus Driver	55/03	08/10/2026
Hilario, Cecilia Licensed Vocational Nurse	55/04	08/03/2026
Horton, Mercedes Campus Safety Aide	43/03	08/11/2026
Hosler, Levi Instructional Assistant – Behavioral Support	51/03	08/10/2026
Humenik, Victoria Instructional Assistant – Behavioral Support	51/01	08/10/2026
Kieng, Richard Athletic Trainer	62/07	08/31/2026
Kim, Grace Instructional Assistant – Behavioral Support	51/04	08/12/2026
Lescano, Cassandra Food Services Assistant 1	41/04	08/12/2026
Medina, Ana Instructional Assistant – Behavioral Support	51/08	08/10/2026
Olea Alberto, Antonio Instructional Assistant – Behavioral Support	51/01	08/10/2026
Portillo, Amarilis Instructional Assistant – Behavioral Support	51/01	08/12/2026
Regino Aguilar, Diana Instructional Assistant – Behavioral Support	51/01	08/10/2026

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Reyes, Jaylene Food Services Assistant 1	41/04	08/12/2026
Reyes, Sandra Instructional Assistant – Behavioral Support	51/01	08/10/2026
Rodriguez, Kenny Instructional Assistant – Behavioral Support	51/02	08/18/2026
Ruano Charles, Lizbeth Secretary – Attendance (Bilingual)	53/03	08/03/2026
Santibanez, Gavin Instructional Assistant – Behavioral Support	51/01	08/24/2026
Sarabia, Guadalupe Office Assistant (Bilingual)	47/03	08/03/2026
Silva, Michael Campus Safety Aide	43/03	08/10/2026
Solis, Jenny Secretary – Attendance	51/03	08/17/2026
Spalo, Cheri Bus Driver	55/03	08/10/2026
Valencia Celeste Instructional Assistant – Behavioral Support	51/01	08/12/2026
Promotions:		
Barrios, Maritza Secretary – Attendance (Bilingual)	53/02	08/03/2026
Galarza, Alejandro Athletic Facilities Worker 2	52/07	07/30/2026
Mauldin, Luz Sr. Administrative Assistant - School Support	59/06	07/27/2026
Ruiz, Karla Secretary – School Support	51/02	08/10/2026
Terriquez, Nancy Information Systems Analyst	70/10	08/17/2026
Vazquez, Alberto Sr. Administrative Assistant – Program Support	59/03	07/29/2026

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Substitute Employees:

Aguilar, Brenda Substitute Arts Assistant 1	41/10	08/24/2026
Al Soheil, Fatima Substitute Health Services Assistant	51/01	08/25/2026
Buck, Ashleigh Substitute Arts Assistant 2	60/10	08/04/2026
Burns, Nathaniel Substitute Arts Assistant 2	60/10	08/07/2026
Cook, Jocelyn Substitute Office Assistant	43/01	08/19/2026
Cook, Jocelyn Substitute Office Assistant (Bilingual)	47/01	08/19/2026
Cook, Jocelyn Substitute Secretary	51/01	08/19/2026
Cook, Jocelyn Substitute Secretary (Bilingual)	53/01	08/19/2026
Cortes, Oswaldo Substitute Office Assistant	43/01	08/25/2026
Cortes, Oswaldo Substitute Office Assistant (Bilingual)	47/01	08/25/2026
Cortes, Oswaldo Substitute Secretary	51/01	08/25/2026
Cortes, Oswaldo Substitute Secretary (Bilingual)	53/01	08/25/2026
Cruz, Alejandra Substitute Food Services Assistant 1	41/04	08/12/2026
De Leon, Mary Angelic Substitute Office Assistant	43/01	08/18/2026
De Leon, Mary Angelic Substitute Secretary	51/01	08/18/2026
Elizondo, Anthony Substitute Arts Assistant 2	60/10	08/11/2026
Farias Eulloqui, Ruth Substitute School Library Media Technician	51/01	08/01/2026

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Glickman, Jordan Substitute Office Assistant	43/01	08/18/2026
Glickman, Jordan Substitute Secretary	51/01	08/18/2026
Hansen, William Substitute Arts Assistant 2	60/10	08/19/2026
Jones, Ava Substitute Office Assistant	43/01	08/20/2026
Jones, Ava Substitute Secretary	51/01	08/20/2026
Lopez, Emily Substitute Arts Assistant 2	60/10	08/07/2026
Martinez, Maria Substitute Arts Assistant 2	60/10	07/28/2026
Medina, Jose Substitute Campus Safety Aide	43/03	08/03/2026
Myers, Kyle Substitute Arts Assistant 2	60/10	08/07/2026
Orozco, Kimberly Substitute Arts Assistant 2	60/10	08/19/2026
Ortega, Jessica Substitute Campus Safety Aide	43/03	08/11/2026
Pultorak, Cassandra Substitute Arts Assistant 2	60/10	08/13/2026
Ramirez, Irma Substitute School Library Media Technician	51/01	08/01/2026
Reyes-Velarde, Daniel Substitute Arts Assistant 2	60/10	08/19/2026
Robinson, Cory Substitute Arts Assistant 2	60/10	08/19/2026
Sanchez, Jasmine Substitute Arts Assistant 1	41/10	08/24/2026
Stevens, Anthony Substitute Arts Assistant 2	60/10	08/19/2026
Stockard, William Substitute Arts Assistant 2	60/10	08/19/2026

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Tintari, Raymond Substitute Arts Assistant 2	60/10	08/13/2026
Tolentino, Percival Substitute Food Services Assistant 1	41/04	08/12/2026
Tran, David Substitute Technology Services Technician	58/01	08/10/2026

5. Food Services Student Workers

	<u>Effective</u>
Benses, Eduarulises	08/17/2026
Chau, Amy	08/24/2026
Le, Kaitlyn	08/24/2026
Le, Thanh	08/24/2026
Ledesma, Alan	08/17/2026
Nguyen, Nathan	08/24/2026
Nguyen, Nghi	08/17/2026
Njengah, Zawadi	08/24/2026
Omid, Muqadas	08/17/2026
Rivas Sanchez, Alexis	08/17/2026
Rodriguez, Jillian	08/24/2026
Salazar Quequezana, Matthew	08/17/2026
Sapkota, Gunjan	08/17/2026
Schail, Shandecia	08/17/2026
Sidiqi, Hadiya	08/24/2026
Varkey, Elias	08/24/2026
Villa, Damian	08/24/2026
Villa-Ocampo, Lexlie	08/24/2026