



## AGENDA

### REGULAR MEETING

**November 12, 2024 @ 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, November 12, 2024.**

**B. Roll Call:**

**C. Pledge of Allegiance:**

**D. Approval of Agenda for Regular Meeting on November 12, 2024**

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

**E. Approval of Minutes for Regular Meeting on October 8, 2024**

*Exhibit A*

**F. Report from the Director of Classified Personnel:**

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

- General Comments

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

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

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

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

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

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

*Moved:  
Seconded:  
Vote:*

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

<u>List Establishment</u>	<u># Eligibles</u>	
Campus Safety Aide	09	<i>Exhibit B</i>
Director of Purchasing and Central Services	07	<i>Exhibit B</i>
Family and Community Engagement Specialist	25	<i>Exhibit B</i>
Food Services Assistant 1	84	<i>Exhibit B</i>
Food Services Assistant 1	46	<i>Exhibit B</i>
Food Services Manager 1	19	<i>Exhibit B</i>
Instructional Assistant - Behavioral Support	40	<i>Exhibit B</i>
Instructional Assistant - Bilingual (Spanish)	19	<i>Exhibit B</i>
Instructional Assistant - Deaf/Hard of Hearing	02	<i>Exhibit B</i>
Licensed Vocational Nurse	05	<i>Exhibit B</i>
Maintenance Service Worker	09	<i>Exhibit B</i>

Secretary – Attendance	26	<i>Exhibit B</i>
Secretary – Attendance (Bilingual)	16	<i>Exhibit B</i>
Secretary – Registrar/Records	11	<i>Exhibit B</i>
Secretary – Registrar/Records	08	<i>Exhibit B</i>
Substitute Food Services Assistant 1	37	<i>Exhibit B</i>
Translator/Interpreter	03	<i>Exhibit B</i>

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

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

Accounting Technician	08	<i>Exhibit C</i>
Plant Manager 1	15	<i>Exhibit C</i>
Plant Manager 2	12	<i>Exhibit C</i>

### **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 Supervising Human Resources Analyst within the Personnel Services job family. | <i>Exhibit D</i> |
| b. Approval of the new classification of Wellness Coach Specialist within the Student Services job family.             | <i>Exhibit E</i> |

*Moved:  
Seconded:  
Vote:*

*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             | <i>Exhibit F</i> |
| 2. Advanced Step Placement Status Report        | <i>Exhibit G</i> |
| 3. Items Submitted for Board Approval – October | <i>Exhibit H</i> |

**IV.    Next Regular Personnel Commission Meeting:**  
Tuesday, December 10, 2024 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**

**October 8, 2024 @ 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 3:35 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:** October 8, 2024

**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:** September 3, 2024

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

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

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

- *Executive Director of Classified Personnel, Brandon Tietze, updated the Commissioners regarding recruitments and the related work being done in Human Resources – Classified.*
- *Mr. Tietze discussed new training being provided to several substitute employee classifications.*
- *Mr. Tietze discussed ongoing efforts to better structure how bilingual support functions throughout the District.*
- *Mr. Tietze noted that he would be presenting the salary study findings and recommendations to the Personnel Commission at their December meeting.*
- *Mr. Tietze announced the upcoming Years of Service Awards, to be held at the Board of Trustees meeting on November 14<sup>th</sup>.*
- *Mr. Tietze noted that Personnel Commissioner, Paul Andresen's, reappointment to the Personnel Commission would be announced at the October Board of Trustees meeting, and voted upon at the November meeting.*
- *Mr. Tietze noted a correction from the August 13<sup>th</sup>, 2024, Personnel Commission Meeting. At that meeting, Mr. Tietze stated that extra work assignments for Classified staff would now be assigned by District seniority instead of position seniority. Mr. Tietze clarified that this change only applies to CSEA employees, not all Classified staff.*

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

None

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

1. AFSCME Report

None

2. Assistant Superintendent of Human Resources Report

None

3. Board of Trustees/Superintendent Report

None

4. CSEA Report

- *CSEA Chapter President, Heather Huttner, stated that she is glad that the salary study is moving forward and hopes that the recommendations are approved.*

- *Ms. Huttner noted her impression that staff at a recent meeting to discuss the consolidation of Western High School and Orangeview Jr. High School felt reasonably assured that they will continue to have jobs despite this change.*

## 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

Human Resources Technician

08

Instructional Assistant -  
Specialized Academic Instruction

25

#### List Abolishment

#### # Eligibles

Campus Safety Aide

03

#### List Extension

#### # Eligibles

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

Buyer

18

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

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

**III. Action/Discussion Items/or Other Information:**

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

None

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

1. Revised Classification(s):

Recommendation: *Approve*

a. Approval of the revised classification of Workability Placement Specialist within the Student Services job family.

**It was moved and seconded to approve action item 1. 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 – September

**IV. Next Regular Personnel Commission Meeting:**

Tuesday, November 12, 2024, 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.

To consider matters pursuant to government code 54957:  
Public Employee Performance Evaluation

- Executive Director, Classified Personnel

Approval to adjourn to Closed Session at: 3:48 pm

**It was moved and seconded to adjourn to closed session. The motion passed.**

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



Regular Meeting reconvened at: 4:28 pm

Report of any action taken during closed session

None

- *Mr. Andresen stated that the Personnel Commission is very pleased with the work of the Executive Director as well as the Human Resources staff.*

**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: 4:29 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. 2024-N02-MD

POSITION: Campus Safety Aide (Male &amp; Female)

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 08/28/24 - 09/26/24

<b>NUMBER OF APPLICATIONS RECEIVED:</b>	70
NUMBER OF QUALIFIED APPLICANTS:	63

**MULTIPLE CHOICE EXAM: 10/06/2024 , 0% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	31
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NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	22
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**STRUCTURED INTERVIEW: 10/13/2024, 90% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	14
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NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	03
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**TRAINING & EXPERIENCE (T&E) EVALUATION: 10% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN T&E EVALUATION	09
--	----

NUMBER OF APPLICANTS PASSING T&E EVALUATION	05
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**OTHER:**

NUMBER OF APPLICANTS WHO COMPLETED THE CERTIFICATION	9
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<b>TOTAL NUMBER CERTIFIED ON MALE ELIGIBILITY LIST:</b>	<b>7</b>
<b>TOTAL NUMBER CERTIFIED ON FEMALE ELIGIBILITY LIST:</b>	<b>2</b>

  
 \_\_\_\_\_  
 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

11/7/24  
 \_\_\_\_\_  
 DATE

CERTIFICATION DATE: 11/12/2024  
 EXPIRATION DATE: 05/12/2025  
 EXTENDED EXPIRATION DATE:

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501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801

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

HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2024(3)-D08-MD

POSITION: Director of Purchasing and Central Services

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 09/27/24 - 10/20/24

**NUMBER OF APPLICATIONS RECEIVED:**

NUMBER OF QUALIFIED APPLICANTS: 20

**Training & Experience:**

NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW 10

NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW 07

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

 11/7/24  
 \_\_\_\_\_  
 DATE

CERTIFICATION DATE: 11/12/2024

EXPIRATION DATE: 05/12/2025

EXTENDED EXPIRATION DATE:

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HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2024-FACES-JM

POSITION: FAMILY AND COMMUNITY ENGAGEMENT SPECIALIST (SPANISH)

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 7/18/24 - 8/8/24

<b>NUMBER OF APPLICATIONS RECEIVED:</b>	105
NUMBER OF QUALIFIED APPLICANTS:	51

**WRITTEN EXAM: 100% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	51
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	32

**ORAL EXAM: 100% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM	32
NUMBER OF APPLICANTS PASSING ORAL EXAM	25

<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>	<b>25</b>
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 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

 11/7/24  
 DATE

CERTIFICATION DATE: 10/10/2024

EXPIRATION DATE: 4/10/2025

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HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2024(4)-FO2-DM

POSITION: FOOD SERVICES ASSISTANT I (PERMANENT &amp; SUBSTITUTE)

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 06/25/24 - 07/16/24

**NUMBER OF APPLICATIONS RECEIVED: 100% WEIGHT**

85

NUMBER OF QUALIFIED APPLICANTS:

84

**TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:****84**  
\_\_\_\_\_  
BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL11/7/24  
\_\_\_\_\_  
DATECERTIFICATION DATE: 09/03/2024  
EXPIRATION DATE: 03/03/2025  
EXTENDED EXPIRATION DATE:



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HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2024(5)-FO2-DM

POSITION: FOOD SERVICES ASSISTANT I (PERMANENT &amp; SUBSTITUTE)

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 10/14/24-11/04/24

**NUMBER OF APPLICATIONS RECEIVED:**

48

NUMBER OF QUALIFIED APPLICANTS:

46

**TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:****46**  
\_\_\_\_\_  
BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL11/7/24  
DATE

CERTIFICATION DATE: 11/12/2024

EXPIRATION DATE: 05/12/25

EXTENDED EXPIRATION DATE:

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HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2024-FO8-TM

POSITION: Food Services Manager I

RECRUITMENT TYPE: Open

CERTIFICATION TYPE: Open

DATE ADVERTISED: 02/16/24 – 03/10/24

<b>NUMBER OF APPLICATIONS RECEIVED:</b>	94
NUMBER OF QUALIFIED APPLICANTS:	45

**MULTIPLE CHOICE EXAM: 4/21/24, 0% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	31
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NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	29
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**STRUCTURED INTERVIEW: 5/9/24, 100% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	20
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NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	19
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<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>	<b>19</b>
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BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

11/1/24

DATE

CERTIFICATION DATE: 7/23/24

EXPIRATION DATE: 1/23/25

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HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2024(3)-E23-JM

POSITION: INSTRUCTIONAL ASSISTANT – BEHAVIORAL SUPPORT

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 9/12/24 - 10/3/24

**NUMBER OF APPLICATIONS RECEIVED:**

NUMBER OF QUALIFIED APPLICANTS:

83

64

**WRITTEN EXAM: 100% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM

NUMBER OF APPLICANTS PASSING WRITTEN EXAM

64

40

**TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:****40**
  
 \_\_\_\_\_  
 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

 11/7/24  
 \_\_\_\_\_  
 DATE

CERTIFICATION DATE: 11/12/2024

EXPIRATION DATE: 5/12/2025



**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. 2024-ES2-JL

POSITION: INSTRUCTIONAL ASSISTANT – BILINGUAL (SPANISH)  
 RECRUITMENT TYPE: OPEN  
 CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 9/11/24 - 9/29/24

<b>NUMBER OF APPLICATIONS RECEIVED:</b>	65
NUMBER OF QUALIFIED APPLICANTS:	38

**WRITTEN EXAM: 100% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	38
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	23

**BILITERACY EXAM: 100% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN BILITERACY EXAM	23
NUMBER OF APPLICANTS PASSING BILITERACY EXAM	19

<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>	<b>19</b>
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 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

11/7/24  
 DATE

CERTIFICATION DATE: 11/12/2024  
 EXPIRATION DATE: 5/12/2025

**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. 2024-EV3-JM

POSITION: Instructional Assistant - Deaf/Hard of Hearing  
RECRUITMENT TYPE: OPEN  
CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 5/15/24 - 6/5/24

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<b>NUMBER OF APPLICATIONS RECEIVED:</b>	17
NUMBER OF QUALIFIED APPLICANTS:	2

**MULTIPLE CHOICE EXAM: 100% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	2
NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	2

<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>	<b>2</b>
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\_\_\_\_\_  
BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

11/17/24  
DATE

CERTIFICATION DATE: 7/23/2024  
EXPIRATION DATE: 1/23/2025

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HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2024-H04-JM

POSITION: LICENSED VOCATIONAL NURSE (LVN)

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 6/28/24 - 7/21/24

**NUMBER OF APPLICATIONS RECEIVED:**

NUMBER OF QUALIFIED APPLICANTS:

35

14

**ORAL EXAM: 100% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM

NUMBER OF APPLICANTS PASSING ORAL EXAM

12

5

**TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:**

5

  
 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

 11/7/24  
 DATE

CERTIFICATION DATE: 11/12/2024

EXPIRATION DATE: 5/12/2025

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HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2024-M15-MD

POSITION: Maintenance Service Worker (Promotional)

RECRUITMENT TYPE: PROMOTIONAL

CERTIFICATION TYPE: PROMOTIONAL

DATE ADVERTISED: 05/01/2024 – 05/22/2024

<b>NUMBER OF APPLICATIONS RECEIVED:</b>	51
NUMBER OF QUALIFIED APPLICANTS:	16

**MULTIPLE CHOICE EXAM: 06/20/2024, 0% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	15
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NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	11
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**STRUCTURED INTERVIEW: 10/14/2024, 100% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	11
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NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	09
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<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>	<b>09</b>
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 \_\_\_\_\_  
 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

11/1/24  
 \_\_\_\_\_  
 DATE

CERTIFICATION DATE: 11/12/2024  
 EXPIRATION DATE: 05/12/2025  
 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. 2024-SBA-DM

POSITION: SECRETARY-ATTENDANCE (NON-BILINGUAL)

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN, DUAL CERTIFICATION

DATE ADVERTISED: 07/31/24 - 08/21/24

**NUMBER OF APPLICATIONS RECEIVED:**

NUMBER OF QUALIFIED APPLICANTS:

423

87

**MULTIPLE CHOICE EXAM & PERFORMANCE EXAM: 9/3/24, 0% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM

56

NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM

40

**STRUCTURED INTERVIEW: 9/3/24, 100% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW

43

NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW

26

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

 11/7/24  
 DATE

CERTIFICATION DATE: 10/08/2024

EXPIRATION DATE: 04/08/2025

EXTENDED EXPIRATION DATE:

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HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2024-SBA-DM

POSITION: SECRETARY-ATTENDANCE (BILINGUAL)  
RECRUITMENT TYPE: OPEN  
CERTIFICATION TYPE: OPEN, DUAL CERTIFICATION

DATE ADVERTISED: 07/31/24 – 08/21/24

<b>NUMBER OF APPLICATIONS RECEIVED:</b>	423
NUMBER OF QUALIFIED APPLICANTS:	87

**MULTIPLE CHOICE EXAM & PERFORMANCE EXAM: 9/3/24, 0% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	56
NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	40

**STRUCTURED INTERVIEW: 9/3/24, 100% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	43
NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	26

**BILINGUAL EXAM 9/30/24, 0% WEIGHT**

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

<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>	<b>16</b>
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 \_\_\_\_\_  
 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

11/17/24  
 \_\_\_\_\_  
 DATE

CERTIFICATION DATE: 10/08/2024  
 EXPIRATION DATE: 04/08/2025  
 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. 2024-S1R-TM**

**POSITION: SECRETARY-REGISTRAR/RECORDS**  
**RECRUITMENT TYPE: OPEN**  
**CERTIFICATION TYPE: OPEN/PROMOTIONAL**

**DATE ADVERTISED: 05/24/24-06/16/24**

<b>NUMBER OF APPLICATIONS RECEIVED:</b>	<b>225</b>
<b>NUMBER OF QUALIFIED APPLICANTS:</b>	<b>32</b>

<b><u>MULTIPLE CHOICE &amp; PERFORMANCE EXAM: 7/17/24, 0% WEIGHT</u></b>	
<b>NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM</b>	<b>20</b>
<b>NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM</b>	<b>15</b>

<b><u>STRUCTURED INTERVIEW: 7/17/24, 100% WEIGHT</u></b>	
<b>NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW</b>	<b>15</b>
<b>NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW</b>	<b>11</b>

<b>TOTAL NUMBER CERTIFIED ON OPEN ELIGIBILITY LIST:</b>	<b>9</b>
<b>TOTAL NUMBER CERTIFIED ON PROMOTIONAL ELIGIBILITY LIST:</b>	<b>2</b>

  
 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

11/7/24  
 DATE

**CERTIFICATION DATE: 11/12/2024**  
**EXPIRATION DATE: 05/12/2025**  
**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. 2024-S1R-TM**

**POSITION: SECRETARY-REGISTRAR/RECORDS (BILINGUAL)**  
**RECRUITMENT TYPE: OPEN**  
**CERTIFICATION TYPE: OPEN/PROMOTIONAL**

**DATE ADVERTISED: 05/24/24-06/16/24**

<b>NUMBER OF APPLICATIONS RECEIVED:</b>	225
NUMBER OF QUALIFIED APPLICANTS:	32
 <b><u>MULTIPLE CHOICE &amp; PERFORMANCE EXAM: 7/17/24, 0% WEIGHT</u></b>	
NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	20
NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	15
 <b><u>STRUCTURED INTERVIEW: 7/17/24, 100% WEIGHT</u></b>	
NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	15
NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	11
 <b><u>BILINGUAL EXAM: 10/23/2024, 0% WEIGHT</u></b>	
NUMBER OF APPLICANTS PARTICIPATING IN BILINGUAL EXAM	8
NUMBER OF APPLICANTS PASSING BILINGUAL EXAM	6

<b>TOTAL NUMBER CERTIFIED ON OPEN ELIGIBILITY LIST:</b>	<b>6</b>
<b>TOTAL NUMBER CERTIFIED ON PROMOTIONAL ELIGIBILITY LIST:</b>	<b>2</b>

  
 \_\_\_\_\_  
 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

11/7/24  
 \_\_\_\_\_  
 DATE

CERTIFICATION DATE: 11/12/2024  
 EXPIRATION DATE: 05/12/2025  
 EXTENDED EXPIRATION DATE:



**UNLIMITED YOU****ANAHEIM UNION HIGH SCHOOL DISTRICT**

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HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2024(SUB)-FO2-DM

POSITION: FOOD SERVICES ASSISTANT I (SUBSTITUTE)

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 08/28/24-09/18/24

**NUMBER OF APPLICATIONS RECEIVED:**

38

NUMBER OF QUALIFIED APPLICANTS:

37

**TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:****37**  
\_\_\_\_\_  
BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL11/7/24  
DATECERTIFICATION DATE: 11/12/2024  
EXPIRATION DATE: 05/12/2025  
EXTENDED EXPIRATION DATE:

**UNLIMITED YOU****ANAHEIM UNION HIGH SCHOOL DISTRICT**

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HUMAN RESOURCES, CLASSIFIED

**ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION**

ELIGIBILITY LIST NO. 2024-S15P-JM

POSITION: Translator/Interpreter (Spanish)

RECRUITMENT TYPE: Open

CERTIFICATION TYPE: Open

DATE ADVERTISED: 08/01/2024 – 08/22/2024

<b>NUMBER OF APPLICATIONS RECEIVED:</b>	97
NUMBER OF QUALIFIED APPLICANTS:	34
<b><u>MULTIPLE CHOICE EXAM: 08/29/2024, 0% WEIGHT</u></b>	
NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	26
NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	22
<b><u>PERFORMANCE EXAM 1: 08/29/2024, 0% WEIGHT</u></b>	
NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	21
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	9
<b><u>PERFORMANCE EXAM 2: 10/08/2024, 100% WEIGHT</u></b>	
NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	10
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	3

<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>	<b>3</b>
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BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

11/7/24  
DATE

CERTIFICATION DATE: 11/12/2024

EXPIRATION DATE: 05/12/2025

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HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2023(2)-B04-GL

POSITION: Accounting Technician  
RECRUITMENT TYPE: OPEN  
CERTIFICATION TYPE: DUAL CERTIFICATION

DATE ADVERTISED: 08/23/23 - 09/14/23

<b>NUMBER OF APPLICATIONS RECEIVED:</b>	124
NUMBER OF QUALIFIED APPLICANTS:	52
 <b><u>MULTIPLE CHOICE EXAM: 10/25/2023, 0% WEIGHT</u></b>	
NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	35
NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	29
 <b><u>PERFORMANCE EXAM: 11/13/2023, 0% WEIGHT</u></b>	
NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	23
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	15
 <b><u>STRUCTURED INTERVIEW: 11/26/2023, 100% WEIGHT</u></b>	
NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	10
NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	08

<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>	<b>08</b>
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 \_\_\_\_\_  
 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

11/8/24  
 \_\_\_\_\_  
 DATE

CERTIFICATION DATE: 12/13/2023  
 EXPIRATION DATE: 06/13/2024  
 EXTENDED EXPIRATION DATE: 06/13/2025

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HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2023-O27-MD

POSITION: Plant Manager I  
RECRUITMENT TYPE: OPEN  
CERTIFICATION TYPE: OPEN & PROMOTIONAL

DATE ADVERTISED: 06/29/23 - 07/24/23

<b>NUMBER OF APPLICATIONS RECEIVED:</b>	50
NUMBER OF QUALIFIED APPLICANTS:	29

<b><u>MULTIPLE CHOICE EXAM: 08/25/2023, 0% WEIGHT</u></b>	
NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	27
NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	25

<b><u>STRUCTURED INTERVIEW: 09/27/2023, 100% WEIGHT</u></b>	
NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	20
NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	15

<b>TOTAL NUMBER CERTIFIED ON OPEN ELIGIBILITY LIST:</b>	<b>02</b>
<b>TOTAL NUMBER CERTIFIED ON PROMOTIONAL ELIGIBILITY LIST:</b>	<b>13</b>

  
 \_\_\_\_\_  
 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

11/8/24  
 \_\_\_\_\_  
 DATE

CERTIFICATION DATE: 12/13/2023  
 EXPIRATION DATE: 06/13/2024  
 EXTENDED EXPIRATION DATE: 06/13/2025



**UNLIMITED YOU****ANAHEIM UNION HIGH SCHOOL DISTRICT**

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HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2023-O28-MD

POSITION: Plant Manager II  
RECRUITMENT TYPE: OPEN  
CERTIFICATION TYPE: OPEN & PROMOTIONAL

DATE ADVERTISED: 06/29/23 - 07/24/23

<b>NUMBER OF APPLICATIONS RECEIVED:</b>	66
NUMBER OF QUALIFIED APPLICANTS:	32

<b><u>MULTIPLE CHOICE EXAM: 08/25/2023, 0% WEIGHT</u></b>	
NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	27
NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	20

<b><u>STRUCTURED INTERVIEW: 09/27/2023, 100% WEIGHT</u></b>	
NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	16
NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	12

<b>TOTAL NUMBER CERTIFIED ON OPEN ELIGIBILITY LIST:</b>	<b>02</b>
<b>TOTAL NUMBER CERTIFIED ON PROMOTIONAL ELIGIBILITY LIST:</b>	<b>10</b>

  
 \_\_\_\_\_  
 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

11/8/24  
 \_\_\_\_\_  
 DATE

CERTIFICATION DATE: 12/13/2023  
 EXPIRATION DATE: 06/13/2024  
 EXTENDED EXPIRATION DATE: 06/13/2025

**PERSONNEL COMMISSION  
ANAHEIM UNION HIGH SCHOOL DISTRICT  
Regular Meeting: Tuesday, November 12, 2024**

**SUBJECT: New Classification Specification – Supervising Human Resources Analyst**

**BACKGROUND INFORMATION:**

At the request of the Executive Director, Classified Human Resources, a new classification of a Supervising Human Resources (HR) Analyst was created in order to better support the needs of the Human Resources – Classified department and staff districtwide. Under the direction of the Executive Director, Classified Human Resources, the **Supervising HR Analyst** “coordinates the daily operations of the department; supervises, trains and evaluates assigned staff; performs responsible and complex generalist and specialized personnel work relating to recruitment, classification, compensation, examinations, test analysis and construction; plans and implements recruitment and selection strategies and techniques consistent with merit principles for the purposes of staffing the classified service by certifying to District hiring managers highly qualified, eligible candidates as expeditiously as possible.”

**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 Executive Director, Classified Human Resources 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 (see attached), feedback from management, and analysis of internal alignment to recommend minimum qualifications and salary placement.

**DISCUSSION:**

A smaller organization will likely experience efficiency gains by having fewer supervisors, which allows for staff to easily and quickly receive guidance directly from one supervisor because the amount of guidance needed is less than the supervisor has available to provide. However, a large organization will likely be disadvantaged by having fewer supervisors because the total amount of guidance needed by staff is greater than the supervisor has available to provide; leading to an efficiency loss in productivity due to delayed and reduced guidance. In other words, an organization should experience the optimal supervision balance by ensuring that the supply of available management support is at least more than the demand for management support. Therefore, larger organizations will typically benefit by having more supervisors in the chain of command.

By increasing the supervisory capacity within the department, HR staff will be able to receive faster support and oversight from the Supervising Analyst rather than needing to wait for guidance from the Director who is often in meetings or unavailable. In turn, by decreasing the department supervisory load on the Director, it will be better able to provide timely support and oversight to District administrators, staff, union representatives, and others needing specialized, complex, or urgent support. Essentially, by simply redistributing certain routine support and oversight responsibilities to the Supervising Analyst, both HR and districtwide staff should be able to receive greater access to and timely support from the appropriate responder in HR.

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

- Many other large school districts in the local market have a Supervising Analyst or equivalent, which indicates the appropriateness of the position for a district as large as AUHSD. Half of the agencies with a Supervising Analyst are even smaller than AUHSD.

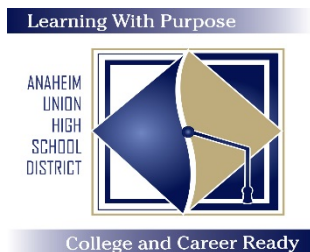
- The recommend minimum education requirement is a Bachelor's degree from an accredited college with a major in Industrial/Organizational Psychology, Human Resources, Business Administration, Public Administration, Psychology or a related field. A Master's degree is preferred.
- The recommended minimum experience requirement is four (4) years of professional level work experience in human resources that includes the development, research, or analysis of personnel selection procedures or psychological testing methods. Additional experience in a lead or supervisory capacity is desirable.
- The recommended salary placement is Range 21 on the Classified Management salary schedule. Notably and unfortunately, this rate will place the position under market; placing it above only 30% of other agencies at Step 1, 0% of agencies at Step 5, and 75% of agencies at Step 10. Although the position will become competitive as it approaches the top salary steps, it will take the incumbent almost twice as long to reach the maximum salary at AUHSD as they would at all other agencies that were analyzed, which have only 4 to 6 salary steps. This recommendation is based primarily on maintaining the position's internal alignment with other supervisory positions at AUHSD; some of which are known to be under market based on recent salary analysis. As these other internal supervisory positions are increased based on future salary study recommendations, the Supervising HR Analyst is anticipated to receive subsequent recommendations for a salary increase in order to maintain both external alignment with the competitive market and internal alignment with AUSHD management positions.

**RECOMMENDATION:**

It is recommended that the Personnel Commission approve the classification of Supervising HR Analyst and its salary placement on Range 21 on the Classified Management salary schedule.

	Supervising HR Analyst					
AGENCY	CLASSIFICATION	MIN SAL	STEP 5	MAX SAL	EDUC	EXP
Compton USD	HR Coordinator	\$8,928		\$10,851	4.0	4.0
Downey USD	Supervising Personnel Analyst	\$8,858	\$10,774	\$10,774	4.0	4.0
Garden Grove USD	Supervising Personnel Analyst	\$8,706	\$10,607	\$10,607	4.0	3.0
Hacienda - La Puente USD	Senior Personnel Analyst	\$10,333	\$12,050	\$12,497	4.0	3.0
Irvine USD	Supervisor II – Human Resources	\$9,588	\$11,434	\$11,948	4.0	5.0
La Mesa Spring Valley USD	Supervisor, Human Resources	\$6,819		\$10,528	4.0	3.0
Long Beach USD	Senior Personnel Analyst	\$9,423	\$11,067	\$11,067	4.0	4.0
Oxnard USD	Senior HR Analyst	\$7,333		\$8,713	4.0	3.0
Poway USD	HR Coordinator	\$8,690		\$10,564	4.0	5.0
San Bernarndino USD	Senior Personnel Analyst	\$8,596		\$10,448	4.0	4.0
AUHSD	Supervising HR Analyst	\$8,299	\$9,709	\$10,930	4.0	4.0
ALL AGENCIES  BASE SALARY ANALYSIS	% of AUHSD MIN to MAX Increase	31.7%			CMQ =	7.9
	% of Market MIN to MAX Increase	22.7%				
	Market Range	\$3,514	\$1,443	\$3,784	0.0	2.0
	Market Average	\$8,727	\$11,186	\$10,800	4.0	3.8
	Market Median	\$8,782	\$11,067	\$10,691	4.0	4.0
	% of Market Agencies Below AUHSD	25%	0%	67%	9%	46%
	% AUHSD is from Market Average	-5.2%	-15.2%	1.2%	0%	6%
	% AUHSD is from Market Median	-5.8%	-14.0%	2.2%	0%	0%
	Average % from Market Ave & Med	-5.5%	-14.6%	1.7%	0%	3%
	Average of MIN & MAX % from Market	-6.1%			3%	
AUHSD w/Total Comp	Supervising HR Analyst	\$8,623	\$10,027	\$11,242	-	-
TOTAL COMP SALARY ANALYSIS	% of Market Agencies Below AUHSD	29.9%	0.0%	74.5%	-	-
	% AUHSD is from Market Average	-1.2%	-11.6%	3.9%	-	-
	% AUHSD is from Market Median	-1.8%	-10.4%	4.9%	-	-
	Average % from Market Ave & Med	-1.5%	-11.0%	4.4%	-	-
	Average of MIN & MAX % from Market	-2.7%			-	-





CLASSIFICATION SUMMARY	
<b>JOB TITLE</b>	Supervising Human Resources Analyst
<b>JOB FAMILY</b>	Personnel Services
<b>JOB SUBFAMILY</b>	HR/Personnel
<b>EVALUATED BY</b>	Exec Director of Classified Human Resources
<b>SALARY RANGE</b>	MGMT-21
<b>LAST UPDATED</b>	11/12/2024

# SUPERVISING HUMAN RESOURCES ANALYST

## BASIC FUNCTION

Under the direction of the Executive Director, Classified Human Resources, coordinates the ongoing recruitment activities of the department; supervises, trains and evaluates assigned staff; performs responsible and complex generalist and specialized personnel work relating to recruitment, classification, compensation, and examination; plans and implements recruitment and selection strategies and techniques consistent with merit principles for the purposes of staffing the classified service by certifying to District hiring managers highly qualified, eligible candidates as expeditiously as possible.

**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

- Directs, coordinates, and reviews the work for assigned human resources staff; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems; works with staff to correct deficiencies.
- Provides technical assistance to staff engaged in recruitment, selection, classification, and compensation activities, as appropriate (e.g., training in examination procedures, creating and/or recommending examination weights and scoring keys, performing statistical analysis of examination results)
- Develops and facilitates orientations and trainings for classified employees.
- Meets with managers, employees and designated bargaining unit members to gather Human Resources-related feedback, and discuss potential options to remedy identified issues.
- Participates in the development and implementation of goals, objectives, and priorities for the Classified Human Resources department; recommends and implements resulting policies and procedures.
- Communicates and build professional relationships with internal and external employees, supervisors, directors, administrators, and other subject matter experts.
- Attends Personnel Commission meetings, conferences and workshops to keep informed of the latest trends and practices in the personnel field.
- Works closely with the Executive Director, Classified Human Resources on special HR-related projects.

## GENERAL ESSENTIAL DUTIES

### RECRUITMENT/SELECTION:

- Develops, designs and administers job-related selection procedures, including but not limited to application reviews, training and experience, written and performance tests, interviews and other assessment techniques.
- Creates and/or recommends examination weights, pass points, and scoring keys.
- Performs statistical analyses of examination results plans which includes test validity, test item analysis, adverse impact and diversity and implements appropriate actions.
- Implements recruitment strategies and assures the security of the exam results and materials.
- Develops new recruitment sources, advertising and public relations techniques with special emphasis on obtaining qualified candidates from under-represented segments of the labor market and hard-to-fill classifications.
- Identifies reasonable accommodation for applicants with disabilities in various recruitment phases.

### CLASSIFICATION AND COMPENSATION:

- Conducts classification/compensation studies, including job analysis, and the creation and modification of classification specifications.
- Performs job analysis by reviewing job descriptions, developing questionnaires, analyzing data by performing statistical analysis in the assessment of data and prepares formal reports.
- Interviews employees, supervisors, managers and other subject matter experts to solicit information pertaining to job functions/job analysis and/or development of test items.

- Identifies, researches and resolves issues including internal equity and benchmark applicability, Fair Labor Standards Act (FLSA) and Equal Pay Act compliance, payroll authorities reflecting complex and sensitive employee pay adjustments, and interpretation/compliance with applicable provisions of the law.
- Participates in the execution of various classification and/or compensation studies and makes recommendations based on findings.

#### **OTHER DUTIES:**

- Counsels District management and employees regarding EEO needs and issues and acts as liaison with various agencies, organizations and groups when required.
- Receives, checks, verifies and processes recommended personnel actions regarding employment, separations, and status changes for classified, personnel.
- Serves as the administrator of the human resources information systems, including maintenance of position control system, applicant tracking, etc.
- Acts as information source regarding human resources procedures, rules, requirements, standards, salaries, and benefits.
- Develops, collects, summarizes and analyzes information and reports for human resources activities including board, personnel commission and collective bargaining activities.
- Maintains historical files and records related to seniority, layoffs, retirements, etc.
- Assists Executive Director of Classified Human Resources in the development/revision of personnel related policies, manuals, procedures, forms, etc.
- Verifies and audits requests for filling positions.
- Analyzes and resolves problems related to job announcements and other recruitment/selection processes.
- Performs other related duties as required.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

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

- Principles and practices of recruitment, selection, compensation, classification, supervision, training, and record keeping;
- Basic data-processing principles and procedures;
- Qualifications necessary to perform duties of various occupations in the classified service;
- Advance computer applications including word processing, spreadsheets and SPSS;
- Modern office procedures, methods and computer equipment;
- Effective interviewing techniques;
- Principles of equal employment opportunity;
- Organization models and designs;
- Principles and practices of training;
- Personnel assessment techniques and related procedures, including test design, construction and administration;
- Research methods and design and statistical models used in test construction and validation;
- A variety of job analysis methodologies;
- Laws, rules, regulations, and collective bargaining provisions involved in test creation and validation, recruitment, compensation and classification.

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

- Apply current theory and techniques in job analysis, examination construction, statistical analysis and interviewing;
- Analyze and evaluate examination methods, materials, and results;
- Develop, facilitate and evaluate effective training and workshops;
- Keep abreast of changes and innovations in the professional field;
- Create innovative solutions or ideas for problem solving;
- Present technical material to non-technical agencies;
- Provide work direction and train technical staff members;
- Operate personal computer and software programs, such as Word, Excel, Power Point, SPSS and District's software programs;
- Perform statistical and mathematical calculations quickly and accurately;
- Prepare comprehensive reports;
- Interpret and apply human resources rules, laws, codes, policies and collective bargaining agreements appropriately;

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

- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate effectively and tactfully in both oral and written form;
- Exercise tact and judgment in meeting and dealing with sensitive, complex and confidential personnel issues and in explaining procedures to candidates, employees, and others;
- Analyze situations accurately and adopt an effective course of action;
- Use independent judgment, initiative and problem-solving skills;
- Coordinate multiple tasks simultaneously while continuously evaluating/reevaluating priorities.

**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:**

- Required: Graduation with a Bachelor's degree from an accredited college with a major in Industrial/Organizational Psychology, Human Resources, Business Administration, Public Administration, Psychology or a related field.
- Preferred: A Master's Degree in Industrial/Organizational Psychology or related field and completion of a formal internship in Industrial/Organizational Psychology, or a related field.

**EXPERIENCE:**

- Required: Four years of professional level work experience in human resources that includes the development, research, or analysis of personnel selection procedures or testing methods.
- Preferred: Additional experience in a lead or supervisory capacity is desirable.

**LICENSES AND OTHER REQUIREMENTS:**

- License/Insurance Certification: Possession of a valid California Class C Driver License. Use of an automobile may be required for this position.
  - Insurance Requirement: Evidence of adequate insurance for a motor vehicle that meets or exceeds the California legal liability insurance requirement and continues to maintain insurability.

**WORKING CONDITIONS****ENVIRONMENT:**

- Office environment,
- 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 drive a vehicle,
- Stand, climb stairs and ramps, walking or standing for extended periods of time;
- Use both hands and fingers simultaneously to operate a variety of standard office equipment;
- Sitting for extended periods of time;
- Seeing to read and analyze work products and data;
- Clarity of voice to give oral presentations, conduct meetings;
- Hearing to speak and exchange information
- See small details,
- Use a computer and a telephone and related equipment.

**PERSONNEL COMMISSION  
ANAHEIM UNION HIGH SCHOOL DISTRICT  
Regular Meeting: Tuesday, November 12, 2024**

**SUBJECT: New Classification Specification – Wellness Coach Specialist**

**BACKGROUND INFORMATION:**

District administration requested the creation of a Wellness Coach Specialist classification in order to support the District's Student Services department. The core purpose of the position is to operate as part of a care team to provide culturally, linguistically, and age-appropriate non-clinical services, including wellness promotion and education, screening, care coordination, linkage, referral, individual support, and home and shelter visits.

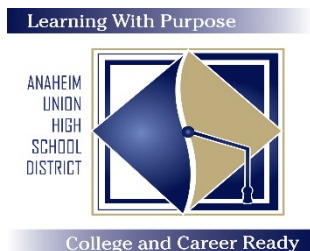
**METHODOLOGY:**

In creating the classification, staff conducted the following activities:

- Collected job descriptions from state-wide agencies that aligned with the desired role for the position.
- Discussed the position and received feedback from the Director of School Mental Health & Wellness and the Medi-Cal Billing Specialist.
- Created a classification (see attached) using comparable job descriptions from public agencies and feedback from management.
- Used market data from comparable job descriptions, feedback from management, and analysis of internal alignment to recommend salary placement.

**RECOMMENDATION:**

It is recommended that the Personnel Commission approve the classification of Wellness Coach Specialist and its salary placement on Range 59 on the CSEA salary schedule.



CLASSIFICATION SUMMARY	
<b>JOB TITLE</b>	Wellness Coach Specialist
<b>JOB FAMILY</b>	Student Services
<b>JOB SUBFAMILY</b>	Health Support
<b>EVALUATED BY</b>	Director of Mental Health & Wellness
<b>SALARY RANGE</b>	CSEA-59
<b>LAST UPDATED</b>	11/12/2024

# WELLNESS COACH SPECIALIST

## BASIC FUNCTION

Under the direction of the Director of Mental Health & Wellness, and in collaboration with District and Site Administration, provides culturally, linguistically, and age-appropriate non-clinical services, including wellness promotion and education, screening (reviewed by a mental health provider), care coordination, linkage and referral, individual support, crisis intervention referral, and home and shelter visits; operates as part of a care team under a Licensed Clinical professional or Pupil Personnel Services (PPS) credentialed professional assigned to schools; collaborates with site administration and teams to support student health and enhance wellness; supports district-wide initiatives; participates in appropriate professional development, trainings, and meetings; other related duties as assigned.

**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)

### Curriculum Support

- Support the logistical needs of facilitators that deliver structured curriculum to groups or classrooms.
- Assist the wellness team in promoting wellness, education, mental health literacy, and life skills.
- Reinforce individual skills training as suggested by the care team, fostering positive relationships, and address bullying prevention.
- Integrate nutrition and exercise into behavioral health discussions.
- Implement check-in/check-out procedures.

### Screening, Crisis Referral, and Care Coordination

- Assist youth in completing behavioral health screening documentation (e.g., answer basic questions, hand-off screening results to behavioral health professionals).
- Administer universal screening programs within schools (e.g., hand-off screening results to behavioral health professionals).
- Refer students identified with behavioral health needs or in crisis to appropriate providers using established safety protocols.
- Connect identified individuals to school-based and community-based resources.
- Facilitate communication with school professionals to ensure comprehensive support.

### Caseload Management

- Schedule groups and meetings for mental health providers; gather relevant documents.
- Facilitate wellness education about behavioral health symptoms, nutrition, and exercise, and assist individuals in setting and planning goals.
- Coach students on essential life skills such as stress management, time management, and problem-solving.
- Coach distraction strategies youth can use to redirect attention and discourage negative activities.
- Promote positive behavior activation by encouraging engagement in positive activities.
- Facilitate communication between families and the school and develop action plans to address identified issues.

Home, Youth Shelter, and Family Shelter Visits

- Gather relevant information for school records and future interventions.
- Provide information about available resources and connect families to community resources, and educate families about their rights and advocate for services.
- Follow established safety protocols when conducting site visits
- Plan for ongoing support and follow-up visits.

**GENERAL ESSENTIAL DUTIES (Also performed in other classifications)**

- Provide oral and written translation and interpretation of materials from English to a designated second language; translate at various meetings and conferences, as needed.
- Assist families in navigating and accessing resources.
- Prepare and maintains a variety of reports, correspondence and notices.
- Participate in the development and tracking of goals and objectives.
- Perform related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES**

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

- Certified Wellness Coach Code of Ethics standards.
- Relevant laws and regulations.
- Ethical decision-making models and research conduct practices.
- Strategies that advance social, economic, and environmental justice.
- Basic psychological and human relations principles.
- Relevant State laws, codes and regulations and District policies and practices.
- General developmental trends in children.
- Basic behavior modification techniques.
- Basic facilitation, negotiation and conflict resolution techniques and tactics.
- Interviewing strategies.
- Office administrative practices and record keeping.
- Community resources and agencies available to students, parents and school community.

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

- Engage with clients and constituencies as experts of their own experiences with an emphasis on cultural humility and responsiveness.
- Use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.
- Apply self-awareness and self-regulation to manage the influence of personal biases and values in collaborating with diverse clients and constituencies.
- Recognize and understand the complexity of cultural diversity considering psychological knowledge.
- Translate appropriately.
- Build and maintain positive and nurturing relationships with families and the community.
- Understand, interpret, and ensure compliance with laws and regulations.
- Speak in public.
- Prepare technical reports.
- Facilitate communication between families and the school and develop action plans to address identified issues.
- Utilize modern office equipment and software proficiently.
- Drive a vehicle.

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

- Make ethically sound decisions.
- Maintain a positive demeanor.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Maintain and safeguard confidentiality of sensitive and privileged information.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Coordinate multiple tasks simultaneously while continuously re-evaluating priorities
- Exercise independent judgment, initiative and problem-solving skills.
- Work independently and cooperatively with others.

## MINIMUM QUALIFICATIONS

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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:

- Required: Graduation with a Bachelor's degree in Social Work, Health & Human Services, Child Development, Psychology, Sociology, Addiction Studies, or similar from an accredited college.

### EXPERIENCE:

- Required: Six months of professional-level work experience involving providing direct services in relevant fields such as social work, child welfare, addiction/substance use recovery, mental health, or case management for children, youth, and families performed in the past two years.
  - Experience must include at least 100 hours of relevant field experience performed in the past two years, as certified via HCAI Verification Statement.
- Preferred: Two years or more of experience is preferred.
  - Health, Social Services, and Human Services or School District experience is preferred.
- Substitution:
  - Six months of experience as a Family and Community Engagement Specialist or similar at a school district can be substituted for the required work experience.
  - Graduation from a California College or University in Social Work, Human Services, or Addiction Studies can be substituted for the required work experience.

### LICENSES AND OTHER REQUIREMENTS:

- License Certification: Receive either a Certified Wellness Coach (I or II) or Registered-Certified Wellness Coach (I or II) certification through the California Department of Health Care Access and Information (HCAI) within six months of employment.
  - A valid California driver's license and availability of private transportation or ability to obtain transportation between job sites are required.
- Secondary Language: Positions in this classification are required to speak, read and write in a designated second language.

## WORKING CONDITIONS

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### ENVIRONMENT:

Employees in this classification walk, stand and must be able sit for long periods of time; carry, push, pull, stoop, bend and use fingers repetitively, use both hands simultaneously, and may lift 5 to 25 lbs. unassisted; must speak clearly, and hear normal voice conversation; drive a vehicle; and use a computer and telephone.

### PHYSICAL DEMANDS:

Employees in this classification work inside, and may work outside when monitoring student activities; employees work in direct contact with the public, students, parents and other District staff; may be subjected to negative interpersonal situations, and be exposed to minor contagious illnesses (colds, flu, etc.); employees must perform with high volume of work and tight deadlines, with continuously changing priorities and interruptions; and may work alone without guidance from supervisor; subject to evening and/or weekend duty as required by scheduled and unscheduled district and public events.

CLASSIFICATION		POSTING/SCREENING					
Job Title	Exam Plan #	Assigned Technician	Recruitment Type	Certification Type	Date Posted	Date Closed	Calendar Days Posted
Substitute Instructional Assistant (SYS-SERIES)	2024-SYS-SUB-JM	Jocelyn	Open	Substitute	6/11/24	Continuous	N/A
Campus Safety Aide (Substitute)	2024-N02(Sub)-MD	Maryam	Open	Substitute	7/8/24	Continuous	
Warehouse Worker (Driver) - Nutrition & Central Services (Substitute)	2024-W06(sub)-MD	Maryam	Open	Substitute	7/31/24	8/21/24	21
Health Services Technician (Substitute)	2024(2)-H01(Sub)-JM	Jocelyn	Open	Substitute	8/23/24	9/15/24	23
Food Services Operations Supervisor	2024-F20-DM	Denise	Open	Open	9/6/24	9/29/24	23
Payroll Technician	2024(2)-B09-JM	Jocelyn	Open	Open	9/20/24	10/9/24	19
Community Schools Coordinator (Bilingual)	2024(2)-E42-JM	Carol	Open	Open	9/27/24	10/20/24	23
Director of Purchasing and Central Services	2024(3)-D08-MD	Maryam	Open	Open	9/27/24	10/20/24	23
Secretary - School Support/Program Support (Bilingual & Non-Bilingual)	2024-SBP-DM	Denise	Open	Dual Cert	9/27/24	10/20/24	23
Food Services Assistant II (Promotional)	2024-F03-DM	Denise	Promotional	Promotional	9/27/24	10/20/24	23
Maintenance Floor/Plaster Worker	2024-M09-MD	Maryam	Open	Dual Cert	10/10/24	10/31/24	21
Employment Specialist (WorkAbility Specialist / Job Developer)	2024-E19-JM	Jocelyn	Open	Dual Cert	10/10/24	10/31/24	21
Clerical/Secretary Series (Substitute) - Non-Bilingual/Bilingual (Spa)	2024(2)-CLER-SUB-DM	Denise	Open	Substitute	10/14/24	11/4/24	21
Instructional Assistant - Specialized Academic Instruction/Bilingual	2024-E24B-MD	Jocelyn	Open	Open	10/23/24	11/13/24	21
Instructional Assistant/Medically Fragile-Orthopedically Impaired	2024(2)-EM3-JM	Jocelyn	Open	Open	10/23/24	11/13/24	21
Instructional Assistant - Adult Transition	2024(3)-ET3-JM	Jocelyn	Open	Open	10/23/24	11/13/24	21
Instructional Assistant - Deaf/Hard of Hearing	2024(2)-EV3-JM	Jocelyn	Open	Open	10/23/24	11/13/24	21



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
2024-25														
8/5/2024	IA- Specialized Academic Instruction	9	5.75	CSEA-43	6	\$3,567	\$20.27	\$4,353	\$24.72	\$22,728	\$27,718	\$4.45	\$554	\$4,990
2024-2025 TOTAL FISCAL IMPACT														\$4,990

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

	<b><u>Location:</u></b>	<b><u>Effective</u></b>
Barragan, Maria Food Services Operations Supervisor	Food Services Department	09/20/2024
Covarrubias, Rene Community Schools Coordinator	Dale Jr. High School	10/08/2024
Garcia, Edgar Food Services Manager 1	Magnolia High School	10/04/2024
Grande, Jennifer Instructional Assistant – Behavioral Support	Hope School	09/16/2024
Guzman, Dayanira Instructional Assistant – Behavioral Support	Magnolia High School	09/16/2024
Hernandez Ramos, Fernando Instructional Assistant – Bilingual (Spanish)	Western High School	09/20/2024
Huerta, Gabriel Campus Safety Aide	Cypress High School	09/03/2024
King, Janelle Instructional Assistant – Specialized Academic Instruction	Anaheim High School	08/20/2024
Martin, Tanya Instructional Assistant – Behavioral Support	Magnolia High School	09/13/2024
Robles, Nancy Food Services Assistant 1	Savanna High School	09/18/2024
Sears, Angelina Instructional Assistant – Behavioral Support	Hope School	10/11/2024
Song, Adrian Instructional Assistant – Behavioral Support	Hope School	10/02/2024
Terrones, Heriberto Maintenance Floor/Plaster Worker	Maintenance Department	12/27/2024
Wood, Deanna Food Services Assistant 1	Western High School	10/04/2024

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

	<b><u>Range/Step:</u></b>	<b><u>Effective:</u></b>
<b>Permanent Employees:</b>		
Camacho Miguel, Raul Instructional Assistant – Adult Transition	51/04	09/30/2024
Canlas Paguyo, Ethan Instructional Assistant – Behavioral Support	51/02	09/30/2024
Chavarri, Wendy Instructional Assistant – Behavioral Support	51/01	10/14/2024
Duncan, Denise Food Services Assistant 1	41/04	09/23/2024
Flores, Angelica Office Assistant	43/10	09/03/2024
Hurtado, Jason Instructional Assistant – Behavioral Support	51/01	09/19/2024
Ibarra, Roman Instructional Assistant – Adult Transition	51/01	10/07/2024
Lara, Octavio Jr. Instructional Assistant – Behavioral Support	51/01	10/07/2024
Morales, Christina Instructional Assistant – Behavioral Support	51/01	09/16/2024
Noyola, Anilu Office Assistant – Bilingual	47/01	09/09/2024
Ortiz, Julia Translator/Interpreter	53/01	09/03/2024
Serna Garcia, Catherine Instructional Assistant – Behavioral Support	51/01	10/14/2024
Williams, Russell Food Services Assistant 1	41/04	09/11/2024
<b>Promotions:</b>		
Anaya, Angelia Family and Community Engagement Specialist	59/08	09/30/2024
Arias, Eduardo Instructional Assistant – Behavioral Support	51/02	09/25/2024

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Delgado Ortega, Edgar Athletic Facilities Worker I	49/05	09/09/2024
De Santiago, Henry Athletic Facilities Worker I	49/08	09/09/2024
Soto, Samantha Instructional Assistant – Behavioral Support	51/01	09/03/2024
Terrones, Edgar Athletic Facilities Worker II	52/07	09/09/2024
Zahoryin, Steven Instructional Assistant – Deaf/Hard of Hearing	51/05	09/03/2024
<b>Substitute Employees:</b>		
Aboelata, Raghdha Substitute Food Services Assistant 1	41/04	09/06/2024
Argueta-Roldan, Camila Substitute Arts Assistant 1	41/10	10/02/2024
Brisker, Marlon Substitute Campus Safety Aide	43/03	09/27/2024
Cervantes, Salvador Substitute Arts Assistant II	60/10	09/18/2024
Dallas, Jason Jr. Substitute Campus Safety Aide	43/03	09/11/2024
De La Luz, Jeanette Substitute Arts Assistant II	60/10	09/27/2024
Dumapias, Allan Substitute Arts Assistant II	60/10	09/23/2024
Hernandez, Natalie Substitute Instructional Assistant – Adult Transition	51/01	09/26/2024
Hernandez, Natalie Substitute Instructional Assistant – Behavioral Support	51/01	09/26/2024
Hernandez, Natalie Substitute Instructional Assistant – Specialized Academic Instruction	43/01	09/26/2024
Herrera Saldivar, Marco Substitute Custodian	48/01	09/11/2024

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Hutson, Kaitlyn Substitute Instructional Assistant – Adult Transition	51/01	10/03/2024
Hutson, Kaitlyn Substitute Instructional Assistant – Behavioral Support	51/01	10/03/2024
Hutson, Kaitlyn Substitute Instructional Assistant – Specialized Academic Instruction	43/01	10/03/2024
Ibanez, Jolynn Substitute Arts Assistant I	41/10	09/09/2024
Kim, Youngjin Substitute Arts Assistant II	60/10	09/23/2024
Kwon, Aimee AVID Tutor	\$16/Hr.	09/06/2024
Lomeli, Luis Substitute Custodian	48/01	09/11/2024
Lopez, Alex Substitute Arts Assistant II	60/10	09/18/2024
Ma, Michael Substitute Arts Assistant II	60/10	09/30/2024
Macedo, Luis Substitute Custodian	48/01	09/11/2024
Martinez-Solano, Sebastian Substitute Arts Assistant I	41/10	09/23/2024
Mendoza, Yamina Substitute Office Assistant	43/01	09/04/2024
Mendoza, Yamina Substitute Secretary	51/01	09/04/2024
Morales Kalaw, Breanna Substitute Instructional Assistant – Adult Transition	51/01	09/16/2024
Morales Kalaw, Breanna Substitute Instructional Assistant – Behavioral Support	51/01	09/16/2024

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Morales Kalaw, Breanna Substitute Instructional Assistant – Specialized Academic Instruction	43/01	09/16/2024
Nguyen, Tai Substitute Arts Assistant II	60/10	10/02/2024
Piche, Jonathan Substitute Campus Safety Aide	43/03	09/11/2024
Potter, Margaret Substitute Arts Assistant II	60/10	09/01/2024
Prado, Maria Substitute Office Assistant	43/01	09/17/2024
Prado, Maria Substitute Office Assistant – Bilingual	47/01	09/17/2024
Prado, Maria Substitute Secretary	51/01	09/17/2024
Prado, Maria Substitute Secretary - Bilingual	53/01	09/17/2024
Reyes, Elsa Substitute Office Assistant	43/01	09/17/2024
Reyes, Elsa Substitute Office Assistant – Bilingual	47/01	09/17/2024
Reyes, Elsa Substitute Secretary	51/01	09/17/2024
Reyes, Elsa Substitute Secretary – Bilingual	53/01	09/17/2024
Reyes, Manuel Substitute Arts Assistant I	41/10	10/02/2024
Rivera-Maciell, Cynthia Substitute Instructional Assistant – Adult Transition	51/01	09/06/2024
Rivera-Maciell, Cynthia Substitute Instructional Assistant – Behavioral Support	51/01	09/06/2024
Rivera-Maciell, Cynthia Substitute Instructional Assistant – Specialized Academic Instruction	43/01	09/06/2024

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Roberto, Caitlin Substitute Arts Assistant II	60/10	09/06/2024
Shanteler, Rene Substitute Arts Assistant II	60/10	09/23/2024
Sicat, Carlos Substitute Office Assistant	43/01	09/04/2024
Sicat, Carlos Substitute Secretary	51/01	09/04/2024
Sims Assoon, Jordan Substitute Arts Assistant II	60/10	09/09/2024
Small, Kendall Substitute Instructional Assistant – Adult Transition	51/01	10/03/2024
Small, Kendall Substitute Instructional Assistant – Behavioral Support	51/01	10/03/2024
Small, Kendall Substitute Instructional Assistant – Specialized Academic Instruction	43/01	10/03/2024
Sudock, Marcy Substitute Arts Assistant II	60/10	09/18/2024
Sullivan, Christopher Substitute Arts Assistant II	60/10	09/30/2024
Tiongson, Francis II Substitute Custodian	48/01	09/11/2024
Torres, David AVID Tutor	\$16/Hr.	09/06/2024
Torres, Vanessa Substitute Arts Assistant II	60/10	09/09/2024
Trejo, Christopher Substitute Custodian	48/01	09/11/2024
Truong, Jimmy Substitute Arts Assistant I	41/10	09/04/2024
Ureno, Eric Substitute Custodian	48/01	09/11/2024



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Ureno, Lizette Substitute Office Assistant	43/01	09/04/2024
Ureno, Lizette Substitute Secretary	51/01	09/04/2024
Villarreal, Catherine Substitute Arts Assistant II	60/10	09/06/2024
Wang, Anthony Arts Assistant II	60/10	09/06/2024
Williams, Patrick Arts Assistant II	60/10	09/18/2024
Yoguez, Daisy Substitute Instructional Assistant – Adult Transition	51/01	10/03/2024
Yoguez, Daisy Substitute Instructional Assistant – Behavioral Support	51/01	10/03/2024
Yoguez, Daisy Substitute Instructional Assistant – Specialized Academic Instruction	43/01	10/03/2024

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

**Effective**

Barrios, Adrian	09/23/2024
Brede, Jacob	09/16/2024
Castanon, Emily	09/03/2024
Castillo, Luke	09/06/2024
Duarte, Christian	09/03/2024
Espinoza, Jonathan	09/09/2024
Estrada Velazquez, Luisangel	09/18/2024
Garcia, Damian	09/03/2024
Getahun, Amanuel	09/16/2024
Gomez, Alejandro	09/16/2024
Hamilton, Nicasia	09/03/2024
Infante, James	09/25/024
Le, Bao	09/09/2024
Le, Tri	09/09/2024
Lopez, Jesus	09/09/2024
Martinez Sanchez, Melissa	09/03/2024
Medina Lopez, Felipe	09/03/2024
Mix, Zachariah	09/09/2024
Nguyen, Kate	09/16/2024
Ocampo, Esmeralda	09/19/2024
Ortega, Daniel	09/23/2024

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Ortega Sanchez, Luis	09/03/2024
Pena, Aaron	09/01/2024
Pineda, Alex	09/03/2024
Prescott, Taylor	09/23/2024
Rodriguez Duenas, Alexis	09/16/2024
Sanchez, Cedric	09/03/2024

4. **Food Service Student Workers**

	<b><u>Effective</u></b>
Abdi, Yasmin	09/19/2024
Desigar, Sruthi	10/04/2024
Dominguez, Kimberly	10/04/2024
Hua, Holly	10/04/2024
Pham, Bella	09/19/2024
Ta, Ashleen	09/24/2024
Vatcharasumphun, Venice	09/24/2024
Verma, Adriti	10/04/2024
Verzosa, Mia Jade	09/19/2024