



AGENDA

REGULAR MEETING

December 14, 2022 @ 3:30 p.m.

District Office, Board Room

This meeting will be digitally recorded

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

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

I. General Functions:

A. Call to Order: Regular Meeting of the Personnel Commission, December 14, 2022.

B. Roll Call:

C. Pledge of Allegiance:

D. Approval of Agenda for Regular Meeting on December 14, 2022

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

E. Approval of Minutes for Regular Meeting on November 8, 2022 *Exhibit A*

F. Report from the Director of Classified Personnel:

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

- General Comments

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

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

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

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

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

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

*Moved:
Seconded:
Vote:*

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

<u>List Establishment</u>	<u># Eligibles</u>	
ASB Accounting Technician	11	<i>Exhibit B</i>
Substitute Secretary Series	17	<i>Exhibit B</i>
Substitute Technology Services Technician	06	<i>Exhibit B</i>

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

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

None

III. Action/Discussion Items/or Other Information:

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

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 Medi-Cal Billing Specialist within the Fiscal Support Services job family. | <i>Exhibit C</i> | <i>Moved:
Seconded:
Vote:</i> |
| b. Approval of the new classification of Senior Buyer within the Fiscal Support Services job family. | <i>Exhibit D</i> | <i>Moved:
Seconded:
Vote:</i> |

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

- | | | |
|---|------------------|---------------------------------------|
| a. Approval of the revised classification of Athletic Trainer within the Student Services job family. | <i>Exhibit E</i> | <i>Moved:
Seconded:
Vote:</i> |
| b. Approval of the revised classification of Instructional Assistant – Specialized Academic Instruction within the Student Services job family. | <i>Exhibit F</i> | <i>Moved:
Seconded:
Vote:</i> |
| c. Approval of the revised classification of Instructional Assistant – Specialized Academic Instruction – Bilingual within the Student Services job family. | <i>Exhibit F</i> | <i>Moved:
Seconded:
Vote:</i> |
| d. Approval of the revised classification of Senior Budget Technician within the Fiscal Support Services job family. | <i>Exhibit G</i> | <i>Moved:
Seconded:
Vote:</i> |

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 H</i> |
| 2. Advanced Step Placement Status Report | <i>Exhibit I</i> |
| 3. Items Submitted for Board Approval – November | <i>Exhibit J</i> |
| 4. Eligibility List Expiration – December | |

<u>List Expiration</u>	<u># Eligibles</u>
Credentials Technician	08
Food Services Production Center Lead	02
Human Resources Technician	13
Translator/Interpreter	03

IV. Next Regular Personnel Commission Meeting:
Tuesday, January 17, 2023, at 3:30 p.m. – *Board Room*

V. Closed Session:

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

None

VI. Adjournment:

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

A. Approval of meeting adjournment at: _____

Moved:
Seconded:
Vote:

Submitted by:

Brandon Tietze
Secretary to the Personnel Commission
Executive Director, Classified

**ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION**

District Office Board Room
501 N. Crescent Way, Anaheim, CA 92803

MINUTES

REGULAR MEETING

November 8, 2022 @ 3:30 p.m.
District Office, Board Room

Electronically Recorded

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

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

I. General Functions:

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

B. Roll Call: Commissioners Andrese and Baltazar were present.

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

D. Motion to Approve Agenda: November 8, 2022

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

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

E. Motion to Approve Minutes: October 11, 2022

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

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

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

- *Executive Director of Classified Personnel, Brandon Tietze, updated the Commissioners regarding recruitments and the work being done in Human Resources – Classified.*
- *Mr. Tietze discussed recent conversations he has had with school sites regarding substitute staff support standards and expectations.*
- *Mr. Tietze noted changes to the standards around Out-of-Classification assignments and the considerations taken in making these changes.*
- *Mr. Tietze discussed new measures being implemented to expedite the recruitment and testing processes for new hires.*
- *Mr. Tietze discussed ongoing projects regarding digital onboarding and filing systems.*

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

None

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

1. AFSCME Report

None

2. Board of Trustees/Superintendent Report

None

3. Middle Managers Association Report

None

4. CSEA Report

None

5. Assistant Superintendent of Human Resources Report

- *Director of Human Resources – Certificated, Scott Jensen, updated the Commission regarding the work being done in the Human Resources – Certificated department, and discussed some of the current staffing challenges and the solutions being implemented by his department.*
- *Mr. Jensen thanked Mr. Tietze for taking the lead on the District's transition to a new online requisition system.*
- *Mr. Jensen introduced new Director of Human Resources – Certificated, Celeste Krueger to the Commission.*

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

None

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

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

<u>List Establishment</u>	<u># Eligibles</u>
Campus Safety Aide (Female)	13
Campus Safety Aide (Male)	08
Community Schools Manager (Open)	04
Community Schools Manager (Promotional)	01
Equipment Operator	10
Family and Community Engagement Specialist (Bilingual – Korean)	10
Family and Community Engagement Specialist (Bilingual – Spanish)	11
Food Services Assistant I	29
Instructional Assistant - Behavioral Support	25
Instructional Assistant - Medically Fragile/ Orthopedically Impaired	04
Instructional Assistant - Specialized Academic Instruction	16
Instructional Assistant - Specialized Academic Instruction (Bilingual)	05
Language Program Technician	09
Licensed Vocational Nurse	05
Substitute Health Services Technician	05

List Abolishment

None

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

None

Eligibles

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.

None

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

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

<u>List Expiration</u>	<u># Eligibles</u>
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Family and Community Engagement Specialist (Bilingual – Spanish)	14
Food Services Manager I	11
Instructional Assistant – Behavioral Support	21
Instructional Assistant – Visually Impaired	08
Licensed Vocational Nurse	04
Secretary – Attendance	07

Secretary – Attendance (Bilingual)	01
Sr. Warehouse Worker	18
Transportation Dispatcher	04

IV. Next Regular Personnel Commission Meeting:

Wednesday, December 14, 2022, at 3:30 p.m. – *District Office Board Room*

V. Closed Session:

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

None

VI. Adjournment:

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

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

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

TIME ADJOURNED: 4:00 p.m.

Paul Andresen
Chairperson, Personnel Commission
Anaheim Union High School District

UNLIMITED YOU**ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801

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

HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022-B05-TM

POSITION: ASB ACCOUNTING TECHNICIAN

DATE ADVERTISED: 09/12/22 - 10/03/2022

NUMBER OF APPLICATIONS RECEIVED:	76
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WRITTEN EXAM:

NUMBER OF APPLICANTS ADMITTED TO WRITTEN EXAM	17
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NUMBER OF APPLICANTS PASSING WRITTEN EXAM	11
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TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	11
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BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 12/14/2022

EXPIRATION DATE: 12/14/2023

EXTENDED EXPIRATION DATE:

UNLIMITED YOU

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

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022(2)-CLER-SUB-TM

POSITION: CLERICAL/SECRETARY SERIES BILINGUAL & NON-BILINGUAL (SUBSTITUTE)

DATE ADVERTISED: 09/12/22 - 10/03/2022

NUMBER OF APPLICATIONS RECEIVED:	81
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WRITTEN EXAM:

NUMBER OF APPLICANTS ADMITTED TO WRITTEN EXAM	80
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	51

PERFORMANCE EXAM:

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	47
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	17

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	17
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BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 12/14/2022

EXPIRATION DATE: 12/14/2023

EXTENDED EXPIRATION DATE:

UNLIMITED YOU**ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801

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

HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022(2)-I19(Sub)-MD

POSITION: Technology Services Technician I (Substitute)

DATE ADVERTISED: 10/13/2022 - 11/03/2022

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

MULTIPLE CHOICE EXAM:

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	09
NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	06

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

Not Applicable

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 12/14/2022

EXPIRATION DATE: 12/14/2023

EXTENDED EXPIRATION DATE:

**PERSONNEL COMMISSION
ANAHEIM UNION HIGH SCHOOL DISTRICT
Regular Meeting: Wednesday, December 14, 2022**

SUBJECT: New Classification Specification – Medi-Cal Billing Specialist

BACKGROUND INFORMATION:

District administration requested the creation of a Medi-Cal Billing Specialist classification in order to support the District's Student Services department. The core purpose of the position is to oversee and assist with Medi-Cal Billing Option programs, provide training and technical support to District personnel, and work with District personnel to perform reconciliation, auditing, and reporting of data.

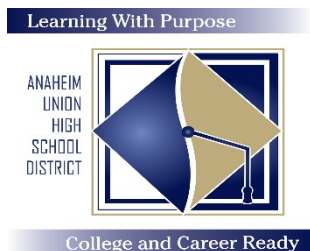
METHODOLOGY:

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 Community Schools Manager and the District Health Services Coordinator.
- 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 Medi-Cal Billing Specialist and its salary placement on Range 63 on the CSEA salary schedule.



CLASSIFICATION SUMMARY	
JOB TITLE	Medi-Cal Billing Specialist
JOB FAMILY	Fiscal Services
JOB SUBFAMILY	Accounting/Payroll Support
EVALUATED BY	Director of Community Schools, Family & Community Engagement
SALARY RANGE	CSEA-63
LAST UPDATED	12/14/22

MEDI-CAL BILLING SPECIALIST

BASIC FUNCTION

Under the director of the Director of Community Schools, Family & Community Engagement, oversee and assist with School-Based Medi-Cal Administrative Activities (SMAA) and Local Educational Agency (LEA) Medi-Cal Billing Option programs; help to provide training and technical support to District personnel regarding SMAA/LEA fiscal and reporting requirements; work with District personnel to perform reconciliation, auditing, and reporting of data; maintain knowledge of current legislation related to SMAA/LEA to ensure compliance and work on special projects assigned to the position.

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)

- Maximizes income from School-Based Medi-Cal Administrative Activities (SMAA) and Local Educational Agency (LEA) Medi-Cal Billing Option programs.
- Inputs, updates, formats, and retrieves enrollment, assessment, applicable services provided, Individual Education Plan (IEP), 504 plans, and a variety of student, personnel, and provider data and information in an assigned computer database system in accordance with established State and Federal guidelines.
- Utilizes assigned computer system and software to generate a variety of documents, records, lists and reports related to student, personnel, and provider data and information; initiates queries, compiles information and manipulates data from multiple sources; verifies accuracy of input and output of data.
- Assists District administration in the preparation, maintenance, and submission of detailed quarterly invoices to funding agencies; works with District Administration to provide requested information for completion of the Cost and Reimbursement Comparison Schedule (CRCS) and LEA Program Participation Agreement (PPA) Annual Reports.
- Enrolls and provides guidance to families with the application process for health care services regarding Medi-Cal and other application procedures to receive health care benefits.
- Identifies Medi-Cal eligibility for new and continuing claimants.
- Ensures all reimbursable medical services are submitted for Medi-Cal reimbursement in accordance with established District, State, and Federal timelines and requirements on behalf of the District.
- Serves as an informational resource to District staff, faculty, and others concerning SMAA and LEA operations, forms, data processing, records and reports; responds to inquiries and provides information concerning related timelines, standards, practices, requirements, policies and procedures.
- Provides individual and small group training and technical assistance to program personnel including administrators, certificated, and classified staff regarding program requirements in order to maximize funding.
- Provides required notification to staff of each claiming period and/or reporting period; follow-up on any missing claims or other information with relevant staff.
- Assists providers with billing services; submits provider billing logs to Medi-Cal.
- Works with District Personnel to maintain a complete set of records of financial transactions including annual budgets for SMAA/LEA.
- Conducts Random Moment Time Surveys (RMTS) to measure what a Time Survey Participant (TSP) is doing during a moment of time of the workday for billing purposes.

GENERAL ESSENTIAL DUTIES (Also performed in other classifications)

- Reviews and verifies accuracy, completeness and integrity of data, records and reports; compares and reconciles various manual and computerized data, records and reports;

- Identifies, researches, and resolves data errors and discrepancies; maintains audit ready files; makes corrections and adjustments as needed;
- Establishes and maintains automated and hard-copy records and files; prepares, prints, distributes, and processes a variety of regular and periodic reports, lists and documents;
- Compiles, reviews, and maintains a variety of departmental education data and reports.
- Performs other related duties, as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

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

- Local and State standards, requirements, laws, codes, rules, regulations, policies and procedures related to Medi-Cal and Local Educational Agency programs;
- Specific practices and procedures of Medi-Cal and SMAA related billing and coding;
- District policies, rules, laws, and regulations;
- Preparation and format of statements, reports, reconciliations, summaries, etc.;
- Correct English usage, grammar, spelling, punctuation, and vocabulary;
- Modern office practices and equipment, including filing systems, receptionist, and telephone techniques, and office equipment;
- Business correspondence, record keeping, filing methods, letter and report preparation, proofreading, and composition.

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

- Perform a variety of technical duties involved in inputting, processing, updating, and analyzing data;
- Assist in administering complex, real-time, database systems;
- Learn, interpret, apply, and explain applicable laws, guidelines, codes, rules, and regulations;
- Extract and compare data from multiple sources by developing queries requiring logic;
- Assemble, organize, and prepare data for records and reports;
- Gather, read, analyze, and interpret data;
- Learn, evaluate, and implement new processes and procedures as guidelines change.

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

- Develop and maintain effective working relationships;
- Work dynamically and diplomatically with families;
- Exercise independent judgment and initiative without close supervision;
- Communicate effectively, both orally and in writing;
- Work independently and cooperatively with others;
- Accept supervision and constructive criticism and appear for work on time.

MINIMUM QUALIFICATIONS

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

EDUCATION:

Graduation from high school or equivalent.

EXPERIENCE:

Three years of increasingly responsible experience in school-based Medi-Cal billing.

LICENSES AND OTHER REQUIREMENTS:

A valid, Class C, California Driver License, and a good driving record are required and must be maintained during employment.

WORKING CONDITIONS

ENVIRONMENT:

Employees in this classification work primarily in an office environment where the noise level is usually moderate, with changing priorities and short deadlines, may be exposed to airborne pathogens and germs, drive an automobile to conduct work, in the absence of immediate supervision, and in direct contact with students, parents, and staff.

PHYSICAL DEMANDS:

Employees in this classification sit and stand for extended periods of time; may occasionally lift, push, pull and/or move up to 25 pounds; must bend at the waist, as well as kneel, stoop, or crouch repeatedly to assist students. Employees may reach overhead, as well as, above the shoulders and horizontally; must have dexterity of hands and fingers to demonstrate activities or run instructional equipment; must be able to hear normal voice conversation and speak clearly to exchange information, make presentations, hear in a noisy environment and locate the source of a sound; speak clearly, hear normal voice conversation, have depth perception, see small details, drive a vehicle, use a computer, and telephone.

**PERSONNEL COMMISSION
ANAHEIM UNION HIGH SCHOOL DISTRICT
Regular Meeting: Wednesday, December 14, 2022**

SUBJECT: New Classification Specification – Senior Buyer

BACKGROUND INFORMATION:

District administration requested the creation of a Senior Buyer classification in order to support the District's Purchasing department. The core purpose of the position is to train, provide work direction and guidance to assigned staff, and perform a variety of complex technical duties.

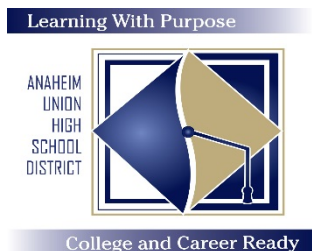
METHODOLOGY:

In creating the classification, staff conducted the following activities:

- Collected job descriptions from local agencies that aligned with the desired role for the position.
- Met with the Director of Purchasing & Central Services for information regarding the position.
- Created a classification (see attached) using comparable job descriptions from local agencies and feedback from the Director of Purchasing & Central Services.
- 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 Senior Buyer and its salary placement on Range 66 on the CSEA salary schedule.



CLASSIFICATION SUMMARY	
JOB TITLE	Senior Buyer
JOB FAMILY	Fiscal Support Services
JOB SUB-FAMILY	Purchasing
EVALUATED BY	Director of Purchasing and Central Services
SALARY RANGE	CSEA-66
LAST UPDATED	12/14/2022

SENIOR BUYER

BASIC FUNCTION:

Under the direction of the Director of Purchasing and Central Services, perform a variety of responsible technical duties involving the purchase of materials, supplies, equipment and services for use by the District; coordinate ordering and follow-up activities to assure efficient and prompt buying; maintain catalogs, vendor information and related source materials; perform a variety of analytical duties in support of District contract administration activities; analyze, draft, and review District contracts for goods and services; serve as a lead over an assigned purchasing function; train and provide lead work direction and guidance to assigned staff.

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):

- Organizes, coordinates, attends and conduct pre-bid conferences, job walks, tests and demonstrations of items to be purchased; determine quality before making purchases; determine compliance with specifications of delivered items prior to purchase.
- Provides work direction to purchasing department staff; distributes work to appropriate staff members.
- Assists with providing vendor information and related sourcing information; select vendors utilizing judgment in evaluating pertinent factors such as price, quality, delivery and vendor reliability.
- Assists in establishing purchasing policies and procedures in accordance with laws, regulations, and District policies.
- Assists requestors with specifications to develop clear and concise details for formal or informal bidding process.
- Manages/monitors leases, contracts, licenses, and related for renewal or expiration
- Assists with the development of District standards for materials, equipment, services, and supplies.
- Assists with sale of surplus property, including the transfer between departments as needed.
- Performs and provides direction, to purchasing staff, for annual year-end closing; works in conjunction with accounting department and the County Office of Education.

GENERAL ESSENTIAL DUTIES (Also performed in other classifications):

- Oversees the complete purchasing cycle of materials, supplies, equipment and services for use by the District; assure the smooth and timely delivery of goods and services to schools and departments.
- Processes requisitions to create purchase orders and various records on a computer; utilize assigned software applications.
- Receives and reviews purchase requisitions for assigned commodities; coordinates with employees and users of requisitions to clarify requirements for procurement of products or services.
- Researches and evaluates alternative sources of supply; obtain written or verbal quotations from vendors and discuss availability and delivery timelines.
- Performs a variety of clerical support duties; types a variety of documents and forms, maintains files and develop office forms and procedures; conducts business related to purchasing activities.
- Conducts follow-ups to expedite delayed shipments; resolves incorrect deliveries and obtain replacements for damaged items as necessary.

- Communicates with other departments, staff and vendors to resolve payment questions, exchanges information and coordinates activities.
- Prepares and evaluates requests for quotations and formal bids as assigned; assure compliance with applicable laws, codes, rules and regulations related to formal or informal bidding procedures.
- Advises employees initiating requisition of market situations, possible delays in supply areas, alternative materials and related matters; provides information, assistance and recommendations.
- Obtains information on seasonal and other market trends and conditions; advises administrators concerning timing and quantity of purchases in accordance with findings.
- Attends a variety of meetings to maintain current knowledge of specialized procedures and vendor sources; notes changes and confer with the Director regarding related issues.
- Operates a variety of office equipment including a fax machine, calculator, copier and a computer.
- Prepares periodic reports and special projects as requested.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

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

- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Terms, procedures, and practices utilized in contract agreements and bidding documentation.
- Purchasing policies, practices and terminology.
- Applicable laws, codes, rules and regulations related to assigned activities, including but not limited to Public Contracts Code, Education Code, and governmental purchasing principles and practices
- Locate vendors, commodity markets, and sources of supply.
- District organization, operations, policies and objectives.
- Technical aspects of researching, comparing and purchasing supplies, materials and equipment.
- Record-keeping and report preparation techniques.
- Business math.
- Procedures of maintaining catalogs, course materials and files.
- Research methods.
- Principles and practices of training and providing work direction.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

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

- Performs technical duties in the purchase of District supplies, materials, services and equipment.
- Exercises sound judgment in the purchase of a variety of materials, supplies, services and equipment.
- Explains and applies policies, practices and terminology used in purchasing supplies and materials for a school district.
- Prepares and provides assigned staff guidance with the informal and formal bid process.
- Prepares technical contracts, correspondence, and memoranda.
- Prepares, negotiates, and administers various types of contracts.
- Trains and provides work direction and guidance to assigned staff.
- Operates a variety of office equipment including a computer and various software applications.
- Performs mathematical computations quickly and accurately.
- Types and inputs data at an acceptable rate of speed.

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

- Establishes and maintain cooperative and effective working relationships with others.
- Understands and follows oral and written directions.
- Plans and organizes work.
- Communicates effectively both orally and in writing.
- Maintains accurate records and files and prepare reports.
- Meets schedules and time lines.
- Work independently.

- Completes work with many interruptions.

MINIMUM QUALIFICATIONS

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

EDUCATION:

Graduation from high school supplemented by college-level course work in purchasing, business administration, accounting or a related field.

EXPERIENCE:

Four years of experience in the purchase of supplies, equipment, and services, including contract administration; preferably within a school district.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone. Seeing to read a variety of materials.

Sitting for extended periods of time.

Lifting, carrying, pushing and pulling light objects weighing up to 14 pounds. Bending at the waist, kneeling or crouching to file materials.

**PERSONNEL COMMISSION
ANAHEIM UNION HIGH SCHOOL DISTRICT
Regular Meeting: Wednesday, December 14, 2022**

SUBJECT: Classification Revision– Athletic Trainer

BACKGROUND INFORMATION:

District Administration requested HR staff to perform a compensation analysis for the Athletic Trainer position.

Under the general supervision of the assigned Administrator, the **Athletic Trainer** administers preventive and rehabilitative treatment to students and athletes engaged in various high school sports and activities with specific instruction from coaching staff, team physician, and/or consulting physicians; fits uniforms and protective gear; remains available for athletic practices, home games, and specified away games; performs related work as required.

METHODOLOGY:

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

- Reviewed the Athletic Trainer classification specification.
- Gathered input from the District Athletic Trainer.
- Collected and reviewed similar job descriptions within the external market regarding qualifications, duties performed, and salary.

DISCUSSION:

An external market analysis was performed in which the “local” competitive market, comprised of 27 public agencies surrounding AUHSD, was reviewed for similar classifications to the Athletic Trainer. Upon completion of the analysis, it was determined that the position was approximately 5% below market average, and therefore a two-range increase was appropriate. Furthermore, due to the unique nature of this position, an additional two range increase is recommended to cover anticipated annual training recertification costs.

RECOMMENDATION:

It is recommended that the Personnel Commission approve the recommendation to the Board of Trustees for a salary modification to the Athletic Trainer from range 58 to range 62 on the CSEA salary schedule, effective 1/1/23.

**PERSONNEL COMMISSION
ANAHEIM UNION HIGH SCHOOL DISTRICT
Meeting: Wednesday, December 14, 2022**

SUBJECT: Classification Revision – Instructional Assistant - Specialized Academic Instruction & Instructional Assistant - Specialized Academic Instruction/Bilingual

BACKGROUND INFORMATION:

The Executive Director of Human Resources, Classified, requested that HR staff implement revisions to the Instructional Assistant - Specialized Academic Instruction classification specification.

Under the general supervision of an administrator and general direction of a classroom teacher and specialists, the **Instructional Assistant - Specialized Academic Instruction** assists in the instructional support and supervision of limited or non-English speaking students assigned to a designated mild/moderate special academic instructional program including classroom organization and student safety; performs a variety of clerical support duties related to classroom and program activities; serves as an interpreter for teachers or non-English speaking parents as assigned; and performs other related duties as required.

METHODOLOGY:

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

- Reviewed the Instructional Assistant - Specialized Academic Instruction classification specification.
- Gathered feedback and discussed changes with Special Youth Services leadership.
- Compared current classification specifications against similar classification specifications in nearby school districts.

DISCUSSION:

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

- The revision needed for the job description are as follows:
 - Lower the minimum experience requirement from 6 months to sufficient experience to demonstrate the knowledge and abilities listed below.

The following significant job description revisions are needed:

REVISION - MODIFICATIONS		
Current Language	Proposed Language	Purpose for Revision
<i>EXPERIENCE:</i> 6 months of experience working with special needs students in an instructional setting.	<i>EXPERIENCE:</i> Sufficient experience to demonstrate the knowledge and abilities listed below.	Revise the minimum experience qualifications to better compete with the local market.

RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Instructional Assistant - Specialized Academic Instruction and Instructional Assistant - Specialized Academic Instruction/Bilingual classification specifications, effective 12/14/22.

**PERSONNEL COMMISSION
ANAHEIM UNION HIGH SCHOOL DISTRICT
Meeting: Wednesday, December 14, 2022**

SUBJECT: Classification Revision – Senior Budget Technician

BACKGROUND INFORMATION:

District Administration requested that HR staff implement revisions to the Senior Budget Technician classification specification.

Under supervision of an Administrator, the **Senior Budget Technician** performs technical fiscal work regarding district budget development, control and analysis and review of revenues and expenses of district funds; and performs other related duties as required.

METHODOLOGY:

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

- Reviewed the Senior Budget Technician classification specification.
- Gathered feedback and discussed changes with the Executive Director of Fiscal Services and the Controller.
- Compared current classification specifications against similar classification specifications in nearby school districts.
- Provided proposed changes to CSEA leadership for review and feedback.

DISCUSSION:

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

- The revision needed for the job description are as follows:
 - Revise the minimum qualifications to better compete with the local market
 - Update the basic function and duties to update the chain of command and reflect the core responsibilities of the position.
 - Remove outdated and obsolete duties and equipment.

The following significant job description revisions are needed:

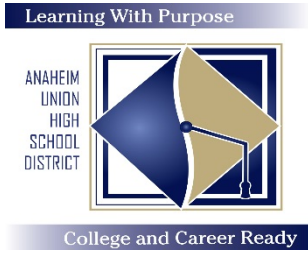
REVISION - ADDITIONS	
Proposed Language	Purpose for Addition
<ul style="list-style-type: none"> • Interprets and provides information regarding routine legal mandates, policies, regulations, and operational guidelines to District personnel; • Train and provide work direction and guidance to assigned staff; • Assists in the formulation, revision, and implementation of computerized record keeping systems; • Communicates and establishes cooperative relationships with County, vendors, schools, district personnel, and others to exchange information; • Prepares a wide variety of statistical and records research; monitors budget and notifies proper authorities of shortages; • Utilizes spreadsheets and other computerized programs to prepare checks, purchase orders, and invoices; • Regulations and codes relating to categorical programs; • Interpret, apply and explain applicable laws, codes, rules and regulations; • Meet schedules and time lines; 	<p>More closely align the duties and knowledge to the needs of the position and with other nearby school districts.</p>

REVISION - REMOVALS	
Current Language	Purpose for Removal
<ul style="list-style-type: none"> • Keyboard at a net corrected speed of 40 words per minute; • Works with construction companies for bond projects; • Involving manual, machine, and computer accounting systems. 	<p>Remove outdated and obsolete duties and equipment.</p>

REVISION - MODIFICATIONS		
Current Language	Proposed Language	Purpose for Revision
<i>EDUCATION:</i> Graduation from high school supplemented by college-level coursework equal to or more than 16 units in business accounting	<i>EDUCATION:</i> Graduation from high school supplemented by college-level coursework in business, accounting, or a related field.	Revise the minimum experience qualifications to better compete with the local market.
<i>EXPERIENCE:</i> Four years of experience in budget and/or fiscal record keeping and reporting, involving manual, machine, and computer accounting systems.	<i>EXPERIENCE:</i> Four years of experience in budget and/or fiscal record keeping and reporting, preferably within a school district.	
<i>Basic Function:</i> Under supervision of an Administrator, performs technical fiscal work regarding district budget development, control and analysis and review of revenues and expenses of district funds; and performs other related duties as required.	<i>Basic Function:</i> Under supervision of an Administrator and the Budget Manager, performs technical fiscal work regarding district budget development, control and analysis and review of revenues and expenses of district funds; reviews, monitors, and audits accounting of various District funds, including encumbrances, invoices, warrants, current liabilities, income and expenditure transfers, abatements, and related transactions, and performs other related duties as required.	Better reflect the core responsibilities of the position, chain of command, and physical demands of the position.
<i>PHYSICAL DEMANDS:</i> Employees in this classification use a computer, use fingers repetitively, use a telephone, hear normal voice conversation, speak clearly, sit, walk, use both hands simultaneously, see small details, repetitive twisting or pressure involving wrists or hands, rapid mental/muscular coordination, lift 5 - 25 lbs., exposure to minor contagious illnesses (colds, flu, etc.), stand.	<i>PHYSICAL DEMANDS:</i> Employees in this classification sit for an extended period of time, use both hands simultaneously, use dexterity of hands and fingers, carry and lift, speak clearly, use a computer and telephone, hear normal voice conversation, see small details.	

RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Senior Budget Technician classification specification, effective 12/14/22.



CLASSIFICATION SUMMARY	
JOB TITLE	Senior Budget Technician
JOB FAMILY	Fiscal Support Services
JOB SUB-FAMILY	Accounting/Payroll Support
EVALUATED BY	Controller
SALARY RANGE	CSEA-59
LAST UPDATED	12/14/2022

SENIOR BUDGET TECHNICIAN

BASIC FUNCTION:

Under supervision of an Administrator and the Budget Manager, performs technical fiscal work regarding district budget development, control and analysis and review of revenues and expenses of district funds; reviews, monitors, and audits accounting of various District funds, including encumbrances, invoices, warrants, current liabilities, income and expenditure transfers, abatements, and related transactions, and performs other related duties as required.

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.

GENERAL ESSENTIAL DUTIES:

- Makes complex arithmetical calculations and verifies computations; assembles, tabulates, checks, and files budgeting/accounting data in the budget area;
- Prepares and enters data for internal computer processing; establishes and maintains journals, ledgers, and other accounting records;
- Prepares reports required by federal, county, state, and other agencies; prepares, verifies, and maintains a wide variety of financial and statistical records and reports;
- Performs financial record keeping operations related to one or more of the district's more complex accounting activities;
- Compares schedules and completes fiscal records and reports; arranges, posts, and balances financial data; posts to general ledger.
- Processes documents involved in fiscal transactions; prepares account analysis, when required;
- Prepares trial balance and financial statements; balances specific accounts, and computer prepared reports for reporting purposes;
- Verifies account strings to proper account; provides meaningful analysis of the accounts as requested by site administrators.
- Performs more difficult tasks related to the preparation and management of accounting records and reports such as federal, county, and state funded programs, and general accounting;
- Assists in the revision, formulation, and implementation of accounting record keeping systems and procedures;
- Recommends and complies with accounting policies that support overall business goals of the district;
- Provides and prepares documents and explanations to auditors;
- Provides senior management, and/or supervisors with accurate and timely account reconciliation;
- Analyzes and resolves problems with tact and diplomacy; works with construction companies for bond projects;
- Establishes regular communication process with district personnel, site administrators, county and state offices, and other agencies to facilitate information and learning exchange.
- Interprets and provides information regarding routine legal mandates, policies, regulations, and operational guidelines to District personnel;

- Train and provide work direction and guidance to assigned staff;
- Assists in the formulation, revision, and implementation of computerized record keeping systems;
- Communicates and establishes cooperative relationships with County, vendors, schools, district personnel, and others to exchange information;
- Prepares a wide variety of statistical and records research; monitors budget and notifies proper authorities of shortages;
- Operates a variety of office machines such as copier, typewriter, calculator, personal computer, keyboard terminal, and multi-line telephone;
- Works with computer-based accounting systems in preparing input to the computer and using output reports;
- Utilizes spreadsheets and other computerized programs to prepare checks, purchase orders, and invoices;
- Ensures all district deadlines are met; trains others on district computer software applications;
- Works under pressure of constant deadlines with frequent interruptions.

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE OF:

- Computer-based accounting systems;
- Regulations and codes relating to categorical programs;
- Methods, practices, and terminology of budgeting and financial record keeping;
- Requirements for input to computer accounting systems;
- Report preparation methods and formats;
- Problem solving techniques;
- Standard office and accounting equipment, including computers;
- Financial software applications;
- State Education Codes and applicable laws;
- Auditing and fiscal control procedures;
- Budgeting methods and techniques;
- Organizational techniques;
- Financial reporting and technical accounting skills;
- Accounting standards and procedures;
- Correct English usage, grammar, spelling, punctuation, and vocabulary;
- Interpersonal skills using tact, patience, and courtesy;
- Microsoft Excel, Word, and other current software.

ABILITY TO:

- Establish and maintain cooperative working relationships;
- Operate computer and appropriate applications;
- Operate standard office equipment;
- Work effectively in a team-oriented environment;
- Understand and carry out oral and written directions;
- Interpret, apply and explain applicable laws, codes, rules and regulations;
- ~~Keyboard at a net corrected speed of 40 words per minute;~~
- Learn in-house system and Standardized Account Code Structure procedure;
- Work amidst continuous interruptions and with changing priorities;
- Perform complex accounting and budgeting functions without immediate supervision;
- Communicate effectively, orally and in writing;
- Prepare, review, and maintain various financial and related summaries and reports;
- Understand scope of authority in making independent decisions;
- Review situations accurately and determine appropriate action according to established guidelines;
- Meet schedules and time lines;
- Work independently with minimum direction;
- Learn district and county computer applications;
- Work with computer-based accounting systems;

- Make complex arithmetical calculations with speed and accuracy;
- Understand accounting system interfaces that include analysis and reconciliation.

MINIMUM QUALIFICATIONS

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

EDUCATION:

Graduation from high school supplemented by college-level coursework ~~equal to or more than 16 units~~ in business, accounting, or a related field.

EXPERIENCE:

Four years of experience in budget and/or fiscal record keeping and reporting, preferably within a school district. ~~involving manual, machine, and computer accounting systems.~~

WORKING CONDITIONS:

ENVIRONMENT:

Employees in this classification work inside exclusively, with a high volume of work and tight deadlines, in direct contact with district personnel and the public, without guidance from supervisor, with continuous interruptions, continuously changing priorities, and exposure to minor contagious illnesses (colds, flu, etc.).

PHYSICAL DEMANDS:

Employees in this classification sit for an extended period of time, use both hands simultaneously, ~~a computer,~~ use dexterity of hands and fingers, carry and lift, speak clearly,~~repetitively,~~ use a computer and telephone, hear normal voice conversation, ~~speak clearly, sit, walk, use both hands simultaneously,~~ see small details, ~~repetitive twisting or pressure involving wrists or hands, rapid mental/muscular coordination, lift 5 – 25 lbs., exposure to minor contagious illnesses (colds, flu, etc.), stand.~~

CLASSIFICATION		RECRUITMENT				[SORT BY]	
Job Title	Exam Plan #	Assigned Technician	Recruitment Type	Certification Type	Date Posted	Date Closed	Calendar Days Posted
Food Services Production Center Lead	2021-F17-MS	Michelle	Open	Dual Cert	9/8/21	9/29/21	21
Substitute Instructional Assistant (SYS-SERIES)	2022(3)-SYS-SUB-ND	Natalie	Open	Substitute	6/17/22	7/24/22	37
Licensed Vocational Nurse (Substitute)	2022-SUBH04-ND	Natalie	Open	Substitute	6/17/22	7/31/22	44
Instructional Assistant - Behavioral Support	2022(2)-E23-ND	Natalie	Open	Open	7/12/22	8/2/22	21
Bus Driver (Substitute)	2022(4)-SUBR01-MD	Maryam	Open	Substitute	7/22/22	8/14/22	23
Secretary - Registrar/Records - Bilingual	2022-S1RB-TM	Tatiana	Open	Open/Promo	8/16/22	9/6/22	21
Administrative Assistant - Program Support (Bilingual & Non-Bilingual)	2022-S01-TM	Tatiana	Promotional	Promotional	6/10/22	9/18/22	100
Secretary - Attendance (Bilingual)	2022-SBA(B)-TM	Tatiana	Open	Dual Cert	9/8/22	9/29/22	21
Campus Safety Aide (Substitute)	2022(4)-N02(Sub)-MD	Maryam	Open	Substitute	7/22/22	9/30/22	70
Bus Driver Training Course	2022(2)-BusTrain-MD3	Maryam	Open	Open	9/9/22	10/2/22	23
Instructional Assistant - Specialized Academic Instruction	2022-E24-ND	Natalie	Open	Open	8/1/22	10/4/22	64
Secretary - Attendance	2022-SBA-TM	Tatiana	Open	Dual Cert	9/13/22	10/4/22	21
Language Testing Assistant	2022-E11-ND	Natalie	Open	Open/Promo	9/14/22	10/5/22	21
Athletic Trainer	2022(3)-AT-MD	Maryam	Open	Open	9/19/22	10/16/22	27
Payroll Technician	2022-B09-TM	Tatiana	Open	Open	9/28/22	10/19/22	21
Health Services Technician (Substitute)	2022(3)-H01(Sub)-ND	Natalie	Open	Substitute	10/4/22	11/21/22	48
Instructional Assistant - Bilingual (Spanish)	2022(2)-ES2-ND	Natalie	Open	Open	10/4/22	10/25/22	21
Instructional Assistant - Specialized Academic Instruction/Bilingual	2022(3)-E24B-ND	Natalie	Open	Open	10/4/22	11/8/22	35
Senior Administrative Assistant-Series	2022-S22(All)-TM	Tatiana	Promotional	Promotional	10/7/22	10/30/22	23
Sign Language Interpreter	2021-E13-ND	Natalie	Open	Open	8/24/21	Continuous	N/A
Equipment Repair Mechanic	2022-M20-MD	Maryam	Open	Dual Cert	10/12/22	11/2/22	21
Campus Safety Aide (Substitute)	2022(5)-N02(Sub)-MD	Maryam	Open	Substitute	10/13/22	11/3/22	21
Warehouse Worker - Nutrition & Central Services (Substitute)	2022(3)-W06-MD	Maryam	Open	Substitute	10/13/22	11/3/22	21
Credentials Analyst	2022-P12-EG	Eugene	Open	Open/Promo	10/14/22	11/6/22	23
Family and Community Engagement Specialist (Vietnamese)	2022-FACES(V)-ND	Natalie	Open	Dual Cert	10/24/22	11/6/22	13
Network Analyst	2022-I05-MD	Maryam	Open	Dual Cert	10/18/22	11/8/22	21
Business Technician	2022-64B-TM	Tatiana	Open	Open/Promo	10/28/22	11/7/22	10
Custodian (Substitute)	2022(3)-O04(Sub)-MD	Maryam	Open	Substitute	10/31/22	11/21/22	21
School Community Liaison (Korean)	2022-E18K-ND	Natalie	Open	Open	11/2/22	11/23/22	21
Instructional Assistant/Medically Fragile-Orthopedically Impaired	2022(2)-EM3-ND	Natalie	Open	Open	11/9/22	11/30/22	21
Licensed Vocational Nurse	2022(2)-H04-ND	Natalie	Open	Open	11/15/22	12/11/22	26
Instructional Assistant - Visually Impaired	2022-IA-VI-ND	Natalie	Open	Open	11/15/22	12/6/22	21
Food Services Assistant I (Permanent & Substitute)	2022(5)-F02-TM	Tatiana	Open	Open	11/21/22	12/12/22	21
Grounds Maintenance Worker	2022-O10-MD	Maryam	Open	Open/Promo	11/22/22	12/13/22	21
Technology Services Technician II	2022-I23-MD	Maryam	Promotional	Promotional	12/2/22	12/23/22	21

ASP Report

ASP Report

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

	<u>Location:</u>	<u>Effective</u>
Boliou, Tammy Bus Driver	Transportation Department	11/04/2022
Fraser, Joseph Instructional Assistant – Behavioral Support	Hope School	11/02/2022
Gonzalez, Melinda Instructional Assistant – Specialized Academic Instruction	Savanna High School	09/20/2022
Medrano, Angel Instructional Assistant – Behavioral Support	Walker Jr. High School	10/13/2022
Pada, Thao Instructional Assistant – Behavioral Support	Hope School	10/24/2022
Perez de Hernandez, Teresa Food Services Assistant I	Brookhurst Jr. High School	05/25/2023
Price, Lisa Campus Safety Aide	Magnolia High School	12/23/2022
Rivera Vazquez, Jrefugio Instructional Assistant – Specialized Academic Instruction	South Jr. High School	10/19/2022
Romero, Monique Food Services Assistant I	Ball Jr. High School	11/04/2022
Steinbrick, Gail Workability Placement Specialist (Revised Date from 8/11/22 agenda)	Special Youth Services	12/29/2022
Valenzuela, Liza Instructional Assistant – Specialized Academic Instruction	Western High School	10/20/2022

2. Leaves of Absence:

Blake, Allison, for education, without pay and without health benefits from 8/8/22 through the end of the working day on 5/25/23.

Medrano, Angel, for personal reasons, without pay and without health benefits from 8/8/22 through the end of the working day on 10/13/22.

Perez, Rosalva, for education, without pay and without health benefits from 9/6/22 through the end of the working day on 5/19/23.

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Ramirez, Ruby, for education, without pay and without health benefits from 9/12/22 through the end of the working day on 11/18/22.

Tou, Dennis, for personal reasons, without pay and without health benefits from 8/29/22 through the end of the working day on 12/8/22.

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

	<u>Range/Step:</u>	<u>Effective:</u>
Permanent Employees:		
Boliou, Tammy Bus Driver	55/01	10/31/2022
Cabrera, Candice Workability Placement Specialist	59/01	10/04/2022
Carrillo, Rogelio Instructional Assistant – Adult Transition	51/02	10/20/2022
Duriga, Raymond Instructional Assistant – Adult Transition	51/01	11/01/2022
Galindo-Nava, Sullivan Instructional Assistant – Adult Transition	51/02	10/21/2022
Gomez, Luis Instructional Assistant – Bilingual	47/02	10/17/2022
Hausen, Brenna Instructional Assistant – Behavioral Support	51/01	10/28/2022
Hernandez, Alexander Food Services Assistant I	41/01	10/10/2022
Hernandez Diosdado, Alejandra Instructional Assistant – Specialized Academic Instruction (Bilingual)	47/01	10/21/2022
Hockett, Caitlin Instructional Assistant – Specialized Academic Instruction	43/01	10/26/2022
Huerta, Gabriel Campus Safety Aide	41/03	10/31/2022
Idelfonso, Angelina Food Service Assistant I	41/01	10/17/2022

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Illo, Rianne Food Service Assistant I	41/01	10/10/2022
Kennedy-Cummings, Bronson Campus Safety Aide	41/03	10/31/2022
Khatchadouran, Mary Instructional Assistant – Specialized Academic Instruction	43/01	10/19/2022
Lopez, Erica Instructional Assistant – Adult Transition	51/05	10/20/2022
Mabry, Brenda Food Services Assistant I	41/01	10/10/2022
Pakiser, Andrew Instructional Assistant – Adult Transition	51/01	10/31/2022
Parent, Teresa Instructional Assistant – Behavioral Support	51/04	11/01/2022
Ramirez, Christian Instructional Assistant – Behavioral Support	51/02	10/31/2022
Regino Aguilar, Saul Office Assistant – Bilingual	47/03	10/17/2022
Renteria, Jorge Instructional Assistant – Behavioral Support	51/01	11/14/2022
Rivera Sanchez, Claudia Instructional Assistant – Behavioral Support	51/01	11/07/2022
Rodriguez, Francisco Instructional Assistant – Behavioral Support	51/01	10/26/2022
Salas, Jessica Food Services Assistant I	41/01	10/13/2022
Sann, Khalifah Instructional Assistant – Adult Transition	51/01	10/31/2022
Smith, Tanica Instructional Assistant – Behavioral Support	51/01	10/31/2022
Thompson, Myles Instructional Assistant – Behavioral Support	51/01	10/24/2022
Truong, Thai Bao Bus Driver	55/01	10/17/2022

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Velazquez, Sandra Food Services Manager I	03/04	10/24/2022
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Veliz, Lilibeth Instructional Assistant – Behavioral Support	51/03	11/07/2022
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Promotions:

Madayeni, Cyrus Sr. Administrative Assistant – Program Support	59/04	11/01/2022
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Martinez, Carla Braille Transcriber	55/08	10/12/2022
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Stenberg, Samantha Office Assistant - Bilingual	47/06	11/07/2022
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Substitute Employees:

Ayala, Hilda AVID Tutor	\$16.00/Hr.	10/24/2022
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Casillas, Lauren Substitute Instructional Assistant – Adult Transition	51/01	10/12/2022
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Casillas, Lauren Substitute Instructional Assistant – Behavioral Support	51/01	10/12/2022
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Casillas, Lauren Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	10/12/2022
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Gawith, Brianna Substitute Health Services Technician	51/01	11/08/2022
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Hansen, Kelsey AVID Tutor	\$16.00/Hr.	10/05/2022
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Howard, Madison Substitute Campus Safety Aide	41/03	10/05/2022
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Monroe, Anthony Substitute Custodian	48/01	10/25/2022
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Nunez Arce, Alondra AVID Tutor	\$16.00/Hr.	10/28/2022
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Paniagua, Enrique Jr. Substitute Warehouse Worker	51/01	10/10/2022
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Posadas, Candace Substitute Instructional Assistant – Adult Transition	51/01	10/11/2022
Posadas, Candace Substitute Instructional Assistant – Behavioral Support	51/01	10/11/2022
Posadas, Candace Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	10/11/2022
Rodriguez, Ruth Substitute Campus Safety Aide	41/03	10/05/2022
Taurman, Joandale Substitute Sr. Administrative Assistant	59/10	10/19/2022
Villegas, Elvie AVID Tutor	\$16.00/Hr.	10/13/2022
Youssef, Fairouz Substitute Instructional Assistant – Adult Transition	51/01	11/07/2022
Youssef, Fairouz Substitute Instructional Assistant – Behavioral Support	51/01	11/07/2022
Youssef, Fairouz Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	11/07/2022

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

Effective

Alfonso, Mark	10/19/2022
Burke, Riley	11/10/2022
Cortez, Elizabeth	11/10/2022
Garcia, Gabriel	10/10/2022
Garcia, Jesus	10/17/2022
Hernandez, Susie	10/13/2022
Konoske, Myles	11/01/2022
Le, Johny	11/03/2022
McQuarters, Emmitt	10/17/2022
Ngo, Nickie	10/10/2022
Olivares, Richard	11/10/2022
Parra, Eduardo	10/26/2022
Pineda, Alberto	11/10/2022
Powers, Alyssa	10/05/2022

Human Resources Division, Classified Personnel

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Powers, Daniel	10/06/2022
Ramirez, Christopher	10/24/2022
Salgado, Vanesa	10/07/2022
Storlie, James	10/05/2022
Warne, Kira	10/10/2022
Warne, Lydia	10/10/2022
Williams Gaye, Darius	10/17/2022

5. **Food Service Student Workers**

Effective

Aceves, Lilly	10/28/2022
Anderson, Luke	10/21/2022
Cabral, Hazel	10/12/2022
Castellanos-Juarez, Christopher	10/21/2022
Cui, Allen	11/04/2022
Lac, Thien	10/24/2022
Montes de Oca Villalp, Leonardo	10/28/2022
Ngo, Natalie	10/21/2022
Nguyen, Andy	10/12/2022
Pham, Vanessa	10/21/2022
Polezhaev, David	10/06/2022
Reynoso Gutierrez, Emmanuel	10/24/2022
Zhang, Tiffany	10/21/2022