



## **AGENDA**

### **REGULAR MEETING**

**February 13, 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, February 13, 2024.**

**B. Roll Call:**

**C. Pledge of Allegiance:**

**D. Approval of Agenda for Regular Meeting on February 13, 2024**

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

**E. Approval of Minutes for Regular Meeting on January 16, 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>	
Bus Driver	02	<i>Exhibit B</i>
Family and Community Engagement Specialist	07	<i>Exhibit B</i>
Instructional Assistant - Behavioral Support	37	<i>Exhibit B</i>
Instructional Assistant – Bilingual (Spanish)	13	<i>Exhibit B</i>
Instructional Assistant - Specialized Academic Instruction	16	<i>Exhibit B</i>
Licensed Vocational Nurse	16	<i>Exhibit B</i>
Warehouse Worker	02	<i>Exhibit B</i>

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

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

Grounds Maintenance Worker	27	<i>Exhibit C</i>
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Human Resources Technician	17	<i>Exhibit C</i>
Secretary – Program & School Support	31	<i>Exhibit C</i>
Secretary – Program & School Support (Bilingual)	19	<i>Exhibit C</i>
Workability Placement Specialist	10	<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.

None

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

1. Active Recruitment Status Update *Exhibit D*
2. Advanced Step Placement Status Report *Exhibit E*
3. Items Submitted for Board Approval – January *Exhibit F*

### **IV. Next Regular Personnel Commission Meeting:** Tuesday, March 12, 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**

**January 16, 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 3:30 p.m.

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

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

**D. Motion to Approve Agenda:** January 16, 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:** December 13, 2023

**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 the newly established non-Classified, Arts Professional Expert position and the implications for Human Resources and the District.*
- *Mr. Tietze announced the addition of the new Human Resources Technician, Jocelyn Mendoza, to the Human Resources – Classified department.*

**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

- *CSEA Chapter President, Heather Huttner, expressed her appreciation for the work being done by Human Resources – Classified.*

5. Assistant Superintendent of Human Resources Report

- *Director of Human Resources, Scott Jensen, wished everyone happy holidays, and updated the Personnel Commission regarding work being done by the Human Resources – Certificated department.*

**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**

Behavior Intervention Specialist 15

Instructional Assistant -  
Specialized Academic Instruction 19

Senior Payroll Technician 08

**List Abolishment** **# Eligibles**

None

**List Extension** **# Eligibles**

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

Credentials Analyst 08

Custodian 43

School Community Liaison (Korean) 06

Secretary – Attendance 21

Secretary – Attendance (Bilingual) 23

**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 – December

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

Tuesday, February 13, 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.

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: 3:46 p.m.**

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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. 2023(4)-R01-MD

POSITION: Bus Driver (Open)

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 11/29/23 - 01/03/24

**NUMBER OF APPLICATIONS RECEIVED:**

NUMBER OF QUALIFIED APPLICANTS:

11  
03

**PERFORMANCE EXAM: 01/31/2024 , 100% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM

NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM

03  
02

<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>
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<b>02</b>
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 \_\_\_\_\_  
 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

2/2/24  
 \_\_\_\_\_  
 DATE

CERTIFICATION DATE: 02/13/2024  
 EXPIRATION DATE: 08/13/2024  
 EXTENDED EXPIRATION DATE:

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

501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801

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HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2023(2)-FACES-TM

POSITION: FAMILY AND COMMUNITY ENGAGEMENT SPECIALIST (SPANISH)

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: DUAL CERTIFICATION

DATE ADVERTISED: 09/26/2023 - 1/17/2023

<b>NUMBER OF APPLICATIONS RECEIVED:</b>	47
NUMBER OF QUALIFIED APPLICANTS:	16

**PERFORMANCE EXAM: 11/13/2023, 0% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	16
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NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	11
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**STRUCTURED INTERVIEW: 11/26/2023, 100% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	11
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NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	07
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<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>	<b>07</b>
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BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

2/8/24

DATE

CERTIFICATION DATE: 02/13/2024

EXPIRATION DATE: 08/13/2024

EXTENDED EXPIRATION DATE:

**UNLIMITED YOU**

**ANAHEIM UNION HIGH SCHOOL DISTRICT**  
501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801  
(714) 999-2576 Fax: (714) 220-4507  
**HUMAN RESOURCES, CLASSIFIED**

**ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**ELIGIBILITY LIST NO. [2024-E23-JM]**

**POSITION:** Instructional Assistant - Behavioral Support  
**RECRUITMENT TYPE:** OPEN  
**CERTIFICATION TYPE:** OPEN

**DATE ADVERTISED:** 01/09/2024 – 01/30/2024

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<b>NUMBER OF APPLICATIONS RECEIVED:</b>	54
<b>NUMBER OF QUALIFIED APPLICANTS:</b>	54

<b>MULTIPLE CHOICE EXAM: 02/05/2024, 100% WEIGHT</b>	
<b>NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM</b>	40
<b>NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM</b>	37

<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>	<b>37</b>
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\_\_\_\_\_  
BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

2/8/24  
DATE

**CERTIFICATION DATE:** 02/13/2024  
**EXPIRATION DATE:** 08/13/2024  
**EXTENDED EXPIRATION DATE:**

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**ANAHEIM UNION HIGH SCHOOL DISTRICT**  
 501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801  
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**HUMAN RESOURCES, CLASSIFIED**

**ANAHEIM UNION HIGH SCHOOL DISTRICT  
 PERSONNEL COMMISSION**

**ELIGIBILITY LIST NO. [2023(2)-ES2-AL]**

**POSITION:** Instructional Assistant - Bilingual (Spanish)  
**RECRUITMENT TYPE:** OPEN  
**CERTIFICATION TYPE:** OPEN

**DATE ADVERTISED:** 12/15/2023 - 01/07/2024

<b>NUMBER OF APPLICATIONS RECEIVED:</b>	76
<b>NUMBER OF QUALIFIED APPLICANTS:</b>	22

<b><u>MULTIPLE CHOICE EXAM: 01/17/2024, 100% WEIGHT</u></b>	
NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	19
NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	17

<b><u>BILINGUAL EXAM: 01/25/2024, 100% WEIGHT</u></b>	
NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	15
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	13

<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>	<b>13</b>
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 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

2/8/24  
 DATE

**CERTIFICATION DATE:** 02/13/2024  
**EXPIRATION DATE:** 08/13/2024  
**EXTENDED EXPIRATION DATE:**

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**ANAHEIM UNION HIGH SCHOOL DISTRICT**  
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**HUMAN RESOURCES, CLASSIFIED**

**ANAHEIM UNION HIGH SCHOOL DISTRICT  
 PERSONNEL COMMISSION**

**ELIGIBILITY LIST NO. [2024-E24-JM]**

**POSITION:** Instructional Assistant - Specialized Academic Instruction  
**RECRUITMENT TYPE:** OPEN  
**CERTIFICATION TYPE:** OPEN

**DATE ADVERTISED:** 01/09/2024 - 01/30/2024

<b>NUMBER OF APPLICATIONS RECEIVED:</b>	26
<b>NUMBER OF QUALIFIED APPLICANTS:</b>	22

<b>MULTIPLE CHOICE EXAM: 02/05/2024, 100% WEIGHT</b>	
<b>NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM</b>	16
<b>NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM</b>	16

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

2/8/24  
 DATE

**CERTIFICATION DATE:** 02/13/2024  
**EXPIRATION DATE:** 08/13/2024  
**EXTENDED EXPIRATION DATE:**

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HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2023(3)-H04-TM

POSITION: LICENSED VOCATIONAL NURSE (LVN)

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 11/08/2023 – 12/06/2023

<b>NUMBER OF APPLICATIONS RECEIVED:</b>	32
NUMBER OF QUALIFIED APPLICANTS:	26

**TRAINING & EXPERIENCE (T&E) EVALUATION: 12/12/2023, 100% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN T&E EVALUATION	26
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NUMBER OF APPLICANTS PASSING T&E EVALUATION	16
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<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>	<b>16</b>
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 \_\_\_\_\_  
 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

2/8/24  
 \_\_\_\_\_  
 DATE

CERTIFICATION DATE: 02/13/2024  
 EXPIRATION DATE: 08/13/2024  
 EXTENDED EXPIRATION DATE:

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HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2023(2)-W06-MD

POSITION: Warehouse Worker - Nutrition &amp; Central Services

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 11/09/23 - 11/30/23

<b>NUMBER OF APPLICATIONS RECEIVED:</b>	148
NUMBER OF QUALIFIED APPLICANTS:	13

**PERFORMANCE EXAM: 12/18/23, 100% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	10
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NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	02
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<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>	<b>02</b>
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BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

2/7/24  
DATE

CERTIFICATION DATE: 01/16/2024

EXPIRATION DATE: 07/16/2024

EXTENDED EXPIRATION DATE:

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HUMAN RESOURCES, CLASSIFIED

**ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION**

ELIGIBILITY LIST NO. 2022-O10-MD

POSITION: Grounds Maintenance Worker  
 RECRUITMENT TYPE: OPEN  
 CERTIFICATION TYPE: OPEN & PROMOTIONAL

DATE ADVERTISED: 11/22/22 - 12/13/22

<b>NUMBER OF APPLICATIONS RECEIVED:</b>	136
NUMBER OF QUALIFIED APPLICANTS:	73

**MULTIPLE CHOICE EXAM: 1/31/2023 & 2/14/2023, 100% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	31
NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	27

<b>TOTAL NUMBER CERTIFIED ON OPEN ELIGIBILITY LIST:</b>	<b>19</b>
<b>TOTAL NUMBER CERTIFIED ON PROMOTIONAL ELIGIBILITY LIST:</b>	<b>08</b>

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

2/9/24  
 \_\_\_\_\_  
 DATE

CERTIFICATION DATE: 03/14/2023  
 EXPIRATION DATE: 03/14/2024  
 EXTENDED EXPIRATION DATE: 09/14/2024

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HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2023-P03-EG

POSITION: HUMAN RESOURCES TECHNICIAN

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 5/31/2023 – 6/21/2023

<b>NUMBER OF APPLICATIONS RECEIVED:</b>	226
NUMBER OF QUALIFIED APPLICANTS:	67

**MULTIPLE CHOICE EXAM: 7/17/2023, 0% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	40
NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	35

**PERFORMANCE EXAM: 7/31/2023, 0% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	32
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	29

**STRUCTURED INTERVIEW: 7/31/2023, 100% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	26
NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	17

<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>	<b>17</b>
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 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

 2/9/24  
 DATE

 CERTIFICATION DATE: 9/12/2023  
 EXPIRATION DATE: 3/12/2024  
 EXTENDED EXPIRATION DATE: 9/12/2024

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

501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801

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

HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2023-SBP-TM

POSITION: Secretary- School Support/Program Support (Bilingual &amp; Non-Bilingual)

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 03/17/2023 - 04/09/2023

<b>NUMBER OF APPLICATIONS RECEIVED:</b>	225
NUMBER OF QUALIFIED APPLICANTS:	99

**PERFORMANCE EXAM: [5/31/2023], 0% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	99
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NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	52
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**STRUCTURED INTERVIEW: [5/31/2023], 100% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	52
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NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	31
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**BILINGUAL EXAM: [07/16/2023], 0% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN BILINGUAL EXAM	21
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NUMBER OF APPLICANTS PASSING BILINGUAL EXAM	19
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<b>TOTAL NUMBER CERTIFIED ON BILINGUAL ELIGIBILITY LIST:</b>	<b>19</b>
<b>TOTAL NUMBER CERTIFIED ON NON-BILINGUAL ELIGIBILITY LIST:</b>	<b>31</b>

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

2/9/24  
 \_\_\_\_\_  
 DATE

CERTIFICATION DATE: 9/12/2023  
 EXPIRATION DATE: 3/12/2024  
 EXTENDED EXPIRATION DATE: 9/12/2024

**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-E19-ND

POSITION: WORKABILITY PLACEMENT SPECIALIST

DATE ADVERTISED: 05/16/22 - 06/06/22

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**NUMBER OF APPLICATIONS RECEIVED:** 143

**STRUCTURED INTERVIEW:**

NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW 17

NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW 10

**OTHER:**

NUMBER OF APPLICANTS WHOSE CERTIFICATION IS PENDING 00

SUCCESSFUL COMPLETION OF PROBATION

<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>	<b>10</b>
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**STRUCTURED INTERVIEW PANEL:**

IRENE RAMIREZ, COORDINATOR, BELLFLOWER UNION HIGH SD

AMIE MAYA, COORDINATOR, ANAHEIM UNION HIGH SD

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BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 09/14/2022

EXPIRATION DATE: 09/14/2023

EXTENDED EXPIRATION DATE: 09/14/2024

CLASSIFICATION		POSTING/SCREENING					
Job Title	Exam Plan #	Assigned Technician	Recruitment Type	Certification Type	Date Posted	Date Closed	Calendar Days Posted
Campus Safety Aide (Substitute)	2022(6)-N02(Sub)-MD	Maryam	Open	Substitute	12/23/22	1/15/23	23
Clerical/Secretary Series (Substitute)	2023-CLER-SUB-TM	Gaby	Open	Substitute	1/19/23	2/12/23	24
Warehouse Worker - Nutrition & Central Services (Substitute)	2023-W06-MD	Maryam	Open	Substitute	1/24/23	2/14/23	21
Bus Driver (Substitute)	2023-SUBR01-MD	Maryam	Open	Substitute	2/15/23	5/15/23	89
Technology Services Technician I	2023-I19-MD	Maryam	Open	Open	3/7/23	3/28/23	21
Health Services Technician (Substitute)	2023(2)-H01(Sub)-ND	Natalie	Open	Substitute	6/6/23	Continuous	
Transportation Van Driver	2023-R09-MD	Maryam	Open	Open	6/16/23	7/9/23	23
Bus Driver (Substitute)	2023(2)-SUBR01-MD	Maryam	Open	Substitute	6/21/23	Continuous	
Clerical/Secretary Series (Substitute)	2023(3)-CLER-SUB-TM	Gaby	Open	Substitute	8/15/23	9/12/23	28
Food Services Assistant III	2023-F05-TM	Tatiana	Promotional	Promotional	8/23/23	9/13/23	21
Translator/Interpreter (Spanish)	2023-S15P-TM	Tatiana	Open	Open	9/8/23	10/1/23	23
Substitute Instructional Assistant (SYS-SERIES)	2023-SYS-SUB-MD	Andres	Open	Substitute	10/13/23	Continuous	
Food Services Assistant I (Permanent & Substitute)	2023(5)-F02-TM	Tatiana	Open	Open	10/25/23	11/15/23	21
Instructional Assistant - Behavioral Support	2023(3)-E23-AL	Andres	Open	Open	10/31/23	11/21/23	21
Instructional Assistant/Medically Fragile-Orthopedically Impaired	2023(5)-EM3-AL	Andres	Open	Open	10/31/23	11/21/23	21
Language Testing Assistant	2023-E11-TM(Temp)	Tatiana	Open	Open	11/13/23	11/30/23	17
Instructional Assistant/Medically Fragile-Orthopedically Impaired	2023(6)-EM3-AL	Andres	Open	Open	12/5/23	1/2/24	28
Food Services Assistant II (Promotional)	2023-F03-TM	Tatiana	Promotional	Promotional	12/21/23	1/11/24	21
Food Services Assistant I (Permanent & Substitute)	2024-F02-TM	Tatiana	Open	Open	1/8/24	1/29/24	21
Buyer	2024-B14-GL	Gaby	Open	Open	1/12/24	2/4/24	23
Payroll Technician	2024-B09-GL	Gaby	Open	Open	1/12/24	2/4/24	23
Campus Safety Aide (Male)	2024-N02M-MD	Maryam	Open	Open	1/25/24	2/15/24	21
Clerical/Secretary Series (Substitute) - Bilingual (Spanish)	2024-CLER(B)-SUB-GL	Gaby	Open	Substitute	1/25/24	2/18/24	24

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
2023-24														
8/1/2023	Technology Services Technician I	10	8	AFSCME -57	7	\$4,816	\$27.39	\$5,968	\$33.90	\$47,477	\$58,761	\$6.51	\$1,128	\$11,284
8/1/2023	Secretary Attendance - Bilingual	10	8	CSEA-53	3	\$4,366	\$24.81	\$4,714	\$27.19	\$43,005	\$47,130	\$2.38	\$413	\$4,125
7/26/2023	Director of Arts Education	12	8	ADMIN-35	2	\$13,605	\$78.49	\$13,910	\$80.25	\$163,262	\$166,923	\$1.76	\$305	\$3,661
8/21/2023	Athletic Trainer	11.5	8	CSEA- 62	4	\$5,521	\$31.38	\$6,216	\$35.33	\$62,552	\$70,426	\$3.95	\$685	\$7,874
8/7/2023	Instructional Assistant - Behavioral Support	9	6	CSEA-51	5	\$4,154	\$23.60	\$4,861	\$27.64	\$27,612	\$32,339	\$4.04	\$525	\$4,727
	Instructional Assistant - Specialized Academic Instruction	9	5.75	CSEA-43	7	\$3,413	\$19.40	\$4,244	\$24.13	\$21,753	\$27,056	\$4.73	\$589	\$5,304
9/18/2023	Director of Maintenance & Operations	12	8	ADMIN-38	3	\$13,155	\$75.89	\$13,766	\$79.42	\$157,854	\$165,196	\$3.53	\$612	\$7,343
10/2/2023	District and Community Use Mgr	12	8	MGMT-13	5	\$6,572	\$37.92	\$7,667	\$44.23	\$78,875	\$92,000	\$6.31	\$1,094	\$13,125
8/23/2023	Technology Services Technician I	10	8	AFSCME -57	4	\$4,816	\$27.39	\$5,406	\$30.74	\$47,477	\$53,283	\$3.35	\$581	\$5,807
9/5/2023	Instructional Assistant - Medically Fragile	9	6	CSEA-51	6	\$4,154	\$23.60	\$5,052	\$28.72	\$27,612	\$33,603	\$5.12	\$666	\$5,990
8/7/2023	Instructional Assistant - Behavioral Support	9	6	CSEA-51	7	\$4,154	\$23.60	\$5,148	\$29.27	\$27,612	\$34,246	\$5.67	\$737	\$6,634
8/7/2023	Instructional Assistant - Behavioral Support	9	6	CSEA-51	4	\$4,154	\$23.60	\$4,671	\$26.54	\$27,612	\$31,052	\$2.94	\$382	\$3,440
8/7/2023	Instructional Assistant - Visually Impaired	9	6	CSEA-51	3	\$4,154	\$23.60	\$4,497	\$25.54	\$27,612	\$29,882	\$1.94	\$252	\$2,270
8/21/2023	Instructional Assistant - Behavioral Support	9	6	CSEA-51	2	\$4,154	\$23.60	\$4,316	\$24.55	\$27,612	\$28,724	\$0.95	\$124	\$1,112
8/21/2023	Instructional Assistant - Behavioral Support	9	6	CSEA-51	4	\$4,154	\$23.60	\$4,671	\$26.54	\$27,612	\$31,052	\$2.94	\$382	\$3,440
	Instructional Assistant - Specialized Academic Instruction	9	5.75	CSEA - 43	4	\$3,413	\$19.40	\$3,846	\$21.84	\$21,753	\$24,488	\$2.44	\$304	\$2,736
6/28/2023	Mechanic	12	8	AFSCME-61	3	\$5,298	\$30.10	\$5,729	\$32.55	\$62,609	\$67,705	\$2.45	\$425	\$5,096
9/5/2023	Instructional Assistant - Behavioral Support	9	6	CSEA - 51	4	\$4,154	\$23.60	\$4,671	\$26.54	\$27,612	\$31,052	\$2.94	\$382	\$3,440
9/13/2023	Instructional Assistant - Behavioral Support	9	6	CSEA - 51	3	\$4,154	\$23.60	\$4,497	\$25.54	\$27,612	\$29,882	\$1.94	\$252	\$2,270
8/10/2023	Warehouse Worker	9	8	AFSCME-51	3	\$4,154	\$23.60	\$4,497	\$25.53	\$36,817	\$39,827	\$1.93	\$335	\$3,011
	Instructional Assistant - Specialized Academic Instruction	9	5.75	CSEA - 43	3	\$3,413	\$19.40	\$2,633	\$21.03	\$21,753	\$23,580	\$1.63	\$203	\$1,828
10/5/2023	Instructional Assistant - Specialized Academic Instruction	9	5.75	CSEA - 43	3	\$3,413	\$19.40	\$2,633	\$21.03	\$21,753	\$23,580	\$1.63	\$203	\$1,828
10/18/2023	Instructional Assistant - Behavioral Support	9	6	CSEA-51	2	\$4,154	\$23.60	\$4,316	\$24.55	\$27,612	\$28,724	\$0.95	\$124	\$1,112
11/13/2023	Instructional Assistant - Behavioral Support	9	6	CSEA-51	4	\$4,154	\$23.60	\$4,497	\$25.54	\$27,612	\$29,882	\$1.94	\$252	\$2,270
10/11/2023	Campus Safety Aide	9	7	CSEA-43	5	\$3,413	\$19.40	\$3,999	\$22.72	\$26,481	\$31,013	\$3.32	\$504	\$4,532
10/23/2023	Instructional Assistant - Behavioral Support	9	6	CSEA-51	4	\$4,154	\$23.60	\$4,497	\$24.55	\$27,612	\$28,724	\$0.95	\$124	\$1,112
11/13/2023	SAI Bilingual is requesting ASP	9	5.75	CSEA- 47	4	\$3,763	\$21.36	\$4,241	\$24.08	\$23,950	\$27,000	\$2.72	\$339	\$

**Human Resources Division, Classified Personnel**

Board of Trustees  
January 18 2024

Page 1 of 7

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

	<b><u>Location:</u></b>	<b><u>Effective</u></b>
Al Soheil, Fatima Instructional Assistant - Specialized Academic Instruction	Western High School	12/12/2023
Bates, Lillian Instructional Assistant – Adult Transition	Western High School	12/22/2023
Cabral, Leslie Instructional Assistant – Specialized Academic Instruction	Walker Jr. High School	12/20/2023
Cherep, Glenn Custodian	Oxford Academy	12/20/2023
Davis, Kurt Instructional Assistant – Behavioral Support	Magnolia High School	01/09/2024
Diaz, Andrea Campus Safety Aide	Brookhurst Jr. High School	12/05/2023
Doblon, Emma Food Services Assistant I	Katella High School	01/12/2024
Gonzalez, Senaida Food Services Assistant I	Ball Jr. High School	11/30/2023
Gonzalez, Sonia Instructional Assistant – Behavioral Support	Sycamore Jr. High School	12/22/2023
Herrera, Nadine Instructional Assistant – Behavioral Support	Loara High School	01/19/2024
Lee, Yong Athletic Facilities Worker II	Kennedy High School	12/27/2023
Licea, Andres Human Resources Technician	Human Resources - Classified	01/11/2024
Millan, Karina School Library Media Technician	South Jr. High School	12/19/2023
Pantoja, Shadia Buyer	Purchasing Department	01/04/2024
Varona Laureano, Marleny Food Services Assistant I	Savanna High School	12/17/2023

**Human Resources Division, Classified Personnel**

Board of Trustees  
January 18 2024

Page 2 of 7

2. **Leaves of Absence:**

Roman, Maria, for personal necessity, without pay and without health benefits from 11/29/23 through the end of the working day on 1/31/24.

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

	<b><u>Range/Step:</u></b>	<b><u>Effective:</u></b>
<b>Permanent Employees:</b>		
Aguilar Vazquez, Itzel Instructional Assistant – Behavioral Support	51/01	12/11/2023
Espinoza, Laura Accounting Technician	57/03	01/08/2024
Gonzalez, Jose Jr. Instructional Assistant – Specialized Academic Instruction	43/01	01/08/2024
Hernandez, Arlene Instructional Assistant – Behavioral Support	51/01	12/01/2023
Kim, Sandy Food Services Assistant I	41/01	12/13/2023
Laverde, Jessica Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/05	12/04/2023
Luna, Nicholas Warehouse Worker – Food Services	51/01	01/08/2024
Mabry, Brenda Campus Safety Aide	41/03	01/08/2024
Mechato, Juan Food Services Assistant I	41/01	12/05/2023
Medina, Emma Food Services Assistant I	41/10	12/18/2023
Mendoza, Jocelyn Human Resources Technician	57/02	01/08/2024
Nasser, Rasha Instructional Assistant – Bilingual (Arabic)	47/01	12/22/2023
Nhan, Kim Instructional Assistant – Behavioral Support	51/02	01/08/2024

**Human Resources Division, Classified Personnel**

Board of Trustees  
January 18 2024

Page 3 of 7

Reynolds, Steven	51/01	01/08/2024
Instructional Assistant – Behavioral Support		

Saldana-Lopez, Azalie	51/01	01/08/2024
Instructional Assistant – Visually Impaired		

Segura, Ronnie Jr.	48/01	01/04/2024
Custodian		

Urrutia, Wendy	51/05	12/19/2023
Instructional Assistant – Medically Fragile/Orthopedically Impaired		

Zagal, Daniel	51/03	12/14/2023
Instructional Assistant – Behavioral Support		

**Promotions:**

Castillo, Jesus	49/09	01/08/2024
Athletic Facilities Worker I		

Gibson, William III	49/05	12/18/2023
Lead Campus Safety Aide		

Juarez, Jaime	02/04	12/18/2023
Plant Manager I		

Sedano, Analia	02/04	01/04/2024
Plant Manager I		

**Substitute Employees:**

Al Soheil, Fatima	51/01	12/16/2023
Substitute Instructional Assistant – Adult Transition		

Al Soheil, Fatima	51/01	12/16/2023
Substitute Instructional Assistant – Behavioral Support		

Al Soheil, Fatima	51/01	12/16/2023
Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired		

Al Soheil, Fatima	43/01	12/16/2023
Substitute Instructional Assistant – Specialized Academic Instruction		

Briseno, Jazmin	51/01	01/04/2024
Substitute Language Testing Assistant		

**Human Resources Division, Classified Personnel**

Board of Trustees  
January 18 2024

Page 4 of 7

Briseno, Jazmin Substitute School Library Media Technician	51/01	12/18/2023
Cardenas, David Substitute Office Assistant	43/01	01/09/2024
Cardenas, David Substitute Office Assistant - Bilingual	47/01	01/09/2024
Cardenas, David Substitute Secretary	51/01	01/09/2024
Cardenas, David Substitute Secretary - Bilingual	53/01	01/09/2024
Cruz, Lisa Substitute Sr. Administrative Assistant	59/10	01/08/2024
Cruz, Michael Substitute Warehouse Worker	51/01	12/22/2023
Dao, Vikki Substitute Instructional Assistant – Adult Transition	51/01	12/19/2023
Dao, Vikki Substitute Instructional Assistant – Behavioral Support	51/01	12/19/2023
Dao, Vikki Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	12/19/2023
Dao, Vikki Substitute Instructional Assistant – Specialized Academic Instruction	43/01	12/19/2023
De Santiago, Joshua Substitute Custodian	48/01	12/06/2023
Diaz, Andrea Substitute Campus Aide	43/03	12/06/2023
Duxbury, Yesenia Substitute Language Testing Assistant	51/01	01/04/2024
Duxbury, Yesenia Substitute Office Assistant	43/01	12/19/2023
Duxbury, Yesenia Substitute Office Assistant – Bilingual	47/01	12/19/2023

**Human Resources Division, Classified Personnel**

Board of Trustees  
January 18 2024

Page 5 of 7

Duxbury, Yesenia Substitute Secretary	51/01	12/19/2023
Duxbury, Yesenia Substitute Secretary – Bilingual	53/01	12/19/2023
Gaytan, Jessica Substitute Language Testing Assistant	51/01	01/04/2024
Gonzalez, Concepcion Substitute Custodian	48/01	12/19/2023
Gonzalez, Edgardo Substitute Custodian	48/01	12/06/2023
Gonzalez, Sara AVID Tutor	\$16/Hr.	12/07/2023
Gregory, Noah Substitute Custodian	48/01	12/21/2023
Krangnes, Gregory Substitute Instructional Assistant – Adult Transition	51/01	12/15/2023
Krangnes, Gregory Substitute Instructional Assistant – Behavioral Support	51/01	12/15/2023
Krangnes, Gregory Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	12/15/2023
Krangnes, Gregory Substitute Instructional Assistant – Specialized Academic Instruction	43/01	12/15/2023
Lara, Paola Substitute Language Testing Assistant	51/01	01/04/2024
Lara, Paola Substitute Office Assistant	43/01	12/01/2023
Lara, Paola Substitute Office Assistant – Bilingual	47/01	12/01/2023
Lara, Paola Substitute Secretary	51/01	12/01/2023
Lara, Paola Substitute Secretary - Bilingual	53/01	12/01/2023

**Human Resources Division, Classified Personnel**

Board of Trustees  
January 18 2024

Page 6 of 7

Martinez, Anthony Substitute Custodian	48/01	12/11/2023
Martinez, Thanya Substitute Language Testing Assistant	51/01	01/04/2024
Parada Aguilar, Mauricio Substitute Custodian	48/01	12/06/2023
Ruiz, Karla Substitute Language Testing Assistant	51/01	01/04/2024
Shickler, Savannah Substitute Instructional Assistant – Adult Transition	51/01	12/22/2023
Shickler, Savannah Substitute Instructional Assistant – Behavioral Support	51/01	12/22/2023
Shickler, Savannah Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	12/22/2023
Shickler, Savannah Substitute Instructional Assistant – Specialized Academic Instruction	43/01	12/12/2023
Solis, Jenny Substitute Language Testing Assistant	51/01	01/04/2024
Zendejazz, Dolores Substitute Language Testing Assistant	51/01	01/04/2024
Zendejazz, Dolores Substitute Office Assistant	43/01	12/20/2023
Zendejazz, Dolores Substitute Office Assistant – Bilingual	47/01	12/20/2023
Zendejazz, Dolores Substitute Secretary	51/01	12/20/2023
Zendejazz, Dolores Substitute Secretary - Bilingual	53/01	12/20/2023

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

**Effective**

Barron-Garcia, Fabian	01/22/2024
Chihuahua Huerta, Jose	01/22/2024

**Human Resources Division, Classified Personnel**

Board of Trustees  
January 18 2024

Page 7 of 7

Dumas, Eric	01/16/2024
Gonzalez, Julian	01/22/2024
Henry, Samuel	01/08/2024
Ostria Loera, Victor	01/08/2024
Wright, Michael	01/08/2024
Zazueta, Anthony	01/22/2024

5. **Accelerated Hiring Rate:**

- A. Per approval by the Personnel Commission at their meeting on November 14, 2023, please approve an Accelerated Hiring Rate for the classification(s) listed below, with an effective date of, December 15, 2023:

**Classification:**

Food Services Assistant I

**Salary Range:**

AFSCME – 41

**Accelerated Hiring Rate:**

Step - 04