



AGENDA

REGULAR MEETING

February 14, 2023 @ 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 14, 2023.

B. Roll Call:

C. Pledge of Allegiance:

D. Approval of Agenda for Regular Meeting on February 14, 2023

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

E. Approval of Minutes for Regular Meeting on January 17, 2023

Exhibit A

F. Report from the Director of Classified Personnel:

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

- General Comments

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

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

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

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

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

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

*Moved:
Seconded:
Vote:*

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

<u>List Establishment</u>	<u># Eligibles</u>	
Athletic Trainer	03	<i>Exhibit B</i>
Credentials Analyst	08	<i>Exhibit B</i>
Sr. Administrative Assistant - Program Support & School Support	11	<i>Exhibit B</i>
Sr. Administrative Assistant - Program Support & School Support (Bilingual)	09	<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>)	

Custodian	43	<i>Exhibit C</i>
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III. Action/Discussion Items/or Other Information:

A. Discussion Item(s): These items are submitted for discussion only. Any action that might be required will generally be

scheduled for the next regularly scheduled meeting of the Commission.

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 | <i>Exhibit D</i> |
| 2. Advanced Step Placement Status Report | <i>Exhibit E</i> |
| 3. Items Submitted for Board Approval – January | <i>Exhibit F</i> |
| 4. Eligibility List Expiration – February | |

<u>List Expiration</u>	<u># Eligibles</u>
Instructional Assistant - Specialized Academic Instruction	03
School Community Liaison (Spanish)	09
Secretary – Program/School Support	14
Secretary – Program/School Support (Bilingual)	04
Technology Services Technician	07

IV. Next Regular Personnel Commission Meeting:
Tuesday, March 14, 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

January 17, 2023 @ 3:30 p.m.
District Office, Board Room

Electronically Recorded

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

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

I. General Functions:

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

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

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

D. Motion to Approve Agenda: January 17, 2023

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 14, 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. Election of Personnel Commission Officers for the term of January 2023, to December, 2023.

1. Election of Chairperson Audrey Cherep

It was moved and seconded to approve the election of Audrey Cherep as Chairperson to the Personnel Commission for 2023. The motion passed.

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

2. Election of Vice-Chairperson Susan Baltazar

It was moved and seconded to approve the election of Susan Baltazar as Vice-Chairperson to the Personnel Commission for 2023. The motion passed.

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

G. 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 updated the Commission regarding the project to digitize staff Personnel files.*
- *Mr. Tietze noted that he requested a legal opinion regarding the Personnel Commission's jurisdiction related to recommendations for the number of steps on District salary schedules.*
- *Mr. Tietze updated the Commission regarding the transition to a new online onboarding process as well as that of a new online requisition system.*
- *Mr. Tietze discussed the upcoming CSPCA conference that he and Commissioner Andresen will be attending, including some concerns related to the cost of the event.*
- *Mr. Tietze discussed his findings that the Human Resources – Classified department is understaffed and underfunded based on comparisons to comparable districts in the area. Mr. Tietze noted that he may be bringing forth a recommendation to the Personnel Commission in the coming months to approve an additional staff member.*

H. 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

- I. 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

- *Human Resources Director, Scott Jensen, discussed student enrollment projections and potential implications related to staffing.*

- 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.

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

Language Testing Assistant

16

Network Analyst

06

Substitute Bus Driver

02

Substitute Custodian

22

List Abolishment

Eligibles

None

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

Office Assistant

81

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
4. Eligibility List Expiration – January

<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, February 14, 2023, 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: 3:58 p.m.

Audrey Cherep
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(4)-AT-MD

POSITION: Athletic Trainer

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 12/15/2022 – 01/08/2023

NUMBER OF APPLICATIONS RECEIVED:

07

NUMBER OF QUALIFIED APPLICANTS:

03

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:**03**
BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL2/3/23
DATE

CERTIFICATION DATE: 02/14/2023

EXPIRATION DATE: 02/14/2024

EXTENDED EXPIRATION DATE:

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501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801

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HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022-P12-EG

POSITION: CREDENTIALS ANALYST
RECRUITMENT TYPE: OPEN
CERTIFICATION TYPE: DUAL CERTIFICATION

DATE ADVERTISED: 10/14/22 - 11/06/22

NUMBER OF APPLICATIONS RECEIVED:	35
NUMBER OF QUALIFIED APPLICANTS:	11

PERFORMANCE EXAM: 12/14/22, 0% WEIGHT	
NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	9
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	9

STRUCTURED INTERVIEW: 1/3/23, 100% WEIGHT	
NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	9
NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	8

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	8
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 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

2/9/23

 DATE

CERTIFICATION DATE: 2/14/23
EXPIRATION DATE: 2/14/24

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501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801

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

HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022-S22(All)-TM

POSITION: Senior Administrative Assistant Non-Bilingual

RECRUITMENT TYPE: PROMOTIONAL

CERTIFICATION TYPE: PROMOTIONAL

DATE ADVERTISED: 10/07/2022 - 10/30/2022

NUMBER OF APPLICATIONS RECEIVED:	30
NUMBER OF QUALIFIED APPLICANTS:	18

WRITTEN EXAM: 12/6/2022, 0% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	18
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NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	14
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PERFORMANCE EXAM: 12/14/22, 0% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	14
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NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	13
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STRUCTURED INTERVIEW: 01/15/2023, 100% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	13
--	----

NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	11
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TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	11
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 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

2/9/23
 DATE

CERTIFICATION DATE: 02/08/2023

EXPIRATION DATE: 02/14/2024

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-S22(All)-TM

POSITION: Senior Administrative Assistant Bilingual

RECRUITMENT TYPE: PROMOTIONAL

CERTIFICATION TYPE: PROMOTIONAL

DATE ADVERTISED: 10/07/2022 – 10/30/2022

NUMBER OF APPLICATIONS RECEIVED:	30
NUMBER OF QUALIFIED APPLICANTS:	18

WRITTEN EXAM: 12/6/2022, 0% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	18
NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	14

PERFORMANCE EXAM: 12/14/22, 0% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	14
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	13

STRUCTURED INTERVIEW: 01/15/2023, 100% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	13
NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	11

VERIFICATION OF BILINGUAL CERTIFICATION : 02/08/2023

NUMBER OF APPLICANTS SCREENED	11
NUMBER OF APPLICANTS PASSING SCREENING	09

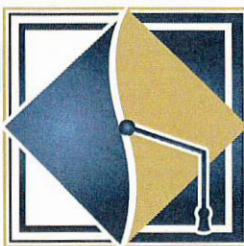
TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	9
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 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

 2/9/23
 DATE

 CERTIFICATION DATE: 02/08/2023
 EXPIRATION DATE: 02/14/2024
 EXTENDED EXPIRATION DATE:

Learning With Purpose

ANAHEIM
UNION
HIGH
SCHOOL
DISTRICT

College and Career Ready

ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2021-O04-MD

POSITION: Custodian

DATE ADVERTISED: 10/13/2021-11/03/2021

<u>NUMBER OF APPLICATIONS RECEIVED:</u>	154
NUMBER OF APPLICANTS ADMITTED TO WRITTEN EXAM	86
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	56
<u>STRUCTURED INTERVIEW/PERFORMANCE EXAM:</u>	
NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	56
NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	42
TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	42

ORAL BOARD:

Rick Alexander, Custodial Services Coordinator, DUSD
 Gerardo Limon, Temp Custodian Services Inspector, LBUSD
 Ivan Centeno, Plant Supervisor, GGUSD
 Seamus Lawlor, School Plant Manager, HBUHSD

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 2/08/2022

EXPIRATION DATE: 2/08/2023

EXTENDED EXPIRATION DATE: 08/08/2023

CLASSIFICATION		POSTING/SCREENING						
						[SORT BY]		*DELAY* TRACKER
Job Title	Exam Plan #	Assigned Technician	Recruitment Type	Certification Type	Date Posted	Date Closed	Calendar Days Posted	Date Final Screening Fail Notice Sent
Food Services Production Center Lead	2021-F17-MS	Michelle	Open	Dual Cert	9/8/21	9/29/21	21	11/4/21
Substitute Instructional Assistant (SYS-SERIES)	2022(3)-SYS-SUB-ND	Natalie	Open	Substitute	6/17/22	7/24/22	37	N/A
Licensed Vocational Nurse (Substitute)	2022-SUBH04-ND	Natalie	Open	Substitute	6/17/22	7/31/22	44	NS
Instructional Assistant - Behavioral Support	2022(2)-E23-ND	Natalie	Open	Open	7/12/22	8/2/22	21	NS
Secretary - Registrar/Records - Bilingual	2022-S1RB-TM	Tatiana	Open	Open/Promo	8/16/22	9/6/22	21	9/28/22
Administrative Assistant - Program Support (Bilingual & Non-Bilingual)	2022-S01-TM	Tatiana	Promotional	Promotional	6/10/22	9/18/22	100	7/13/22
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	
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)-E52-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	
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	
Family and Community Engagement Specialist (Vietnamese)	2022-FACES(V)-ND	Natalie	Open	Dual Cert	10/24/22	11/6/22	13	
Business Technician	2022-64B-TM	Tatiana	Open	Open/Promo	10/28/22	11/7/22	10	
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	1/31/23	77	
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	
Senior Budget Technician	2022-64B18-TM	Tatiana	Open	Open	12/16/22	1/8/23	23	
Custodian (Substitute)	2022(4)-O04(Sub)-MD	Maryam	Open	Substitute	12/15/22	1/8/23	24	
Medi-Cal Billing Specialist	2022-MBS-ND	Natalie	Open	Open	12/16/22	1/8/23	23	
Senior Buyer	2022-SB-MD	Maryam	Open	Open/Promo	12/16/22	1/10/23	25	
Campus Safety Aide (Substitute)	2022(6)-N02(Sub)-MD	Maryam	Open	Substitute	12/23/22	1/15/23	23	
Instructional Assistant/Medically Fragile-Orthopedically Impaired	2023-EM3-ND	Natalie	Open	Open	1/11/23	2/1/23	21	
Instructional Assistant - Specialized Academic Instruction/Bilingual	2023-E24B-ND	Natalie	Open	Open	1/11/23	2/1/23	21	
Health Services Technician (Substitute)	2023-H01(Sub)-ND	Natalie	Open	Substitute	1/18/23	2/8/23	21	
Network Technician	2023-I06-MD	Maryam	Open	Open/Promo	1/18/23	2/8/23	21	
Clerical/Secretary Series (Substitute)	2023-CLER-SUB-TM	Tatiana	Open	Substitute	1/19/23	2/12/23		
Warehouse Worker - Nutrition & Central Services (Substitute)	2023-W06-MD	Maryam	Open	Substitute	1/24/23	2/14/23		
Bus Driver (Open)	2023-R01-MD	Maryam	Open	Open	1/26/23	2/16/23		

ADVANCED STEP PLACEMENT REPORT															
PC Meeting Date	Effective Date	Classification	MO	HR	Salary Range	Adv Step	Step 1 Monthly Rate	Step 1 Hourly Rate	Adv Step Monthly Rate	Adv Step Hourly Rate	Annual Cost at Step 1	Annual Cost at Adv Step	Amount Change by Hour	Amount Change by Month	Amount Change by Year
2022-2023															
6/14/22	7/18/2022	Athletic Trainer	11	8	CSEA-57	6	\$4,308	\$24.48	\$5,229	\$29.71	\$46,676	\$56,648	\$5.23	\$907	\$9,972
7/19/22	8/8/2022	IA-Deaf/Hard of Hearing	9	6	CSEA-51	4	\$3,846	\$21.85	\$4,325	\$24.57	\$25,565	\$28,747	\$2.72	\$354	\$3,182
7/19/22	8/1/2022	TST	10	8	AFSCM- 57	7	\$4,308	\$24.50	\$5,339	\$30.33	\$42,467	\$52,573	\$5.83	\$1,011	\$10,105
7/19/22	8/1/2022	TST	10	8	AFSCM- 57	4	\$4,308	\$24.50	\$4,837	\$27.50	\$42,467	\$47,667	\$3.00	\$520	\$5,200
7/19/22	8/1/2022	TST	10	8	AFSCM- 57	4	\$4,308	\$24.50	\$4,837	\$27.50	\$42,467	\$47,667	\$3.00	\$520	\$5,200
8/23/22	8/8/2022	Bus Driver	9	5	AFSCM- 55	4	\$4,098	\$23.31	\$4,606	\$26.20	\$22,728	\$25,545	\$2.89	\$313	\$2,818
8/23/22	8/8/2022	Bus Driver	9	5	AFSCME- 55	4	\$4,098	\$23.31	\$4,606	\$26.20	\$22,728	\$25,545	\$2.89	\$313	\$2,818
8/23/22	9/1/2022	Operations Manager	12	8	MGMT - 20	7	\$7,229	\$41.70	\$9,138	\$52.72	\$86,737	\$109,658	\$11.02	\$1,910	\$22,920
9/14/22	8/29/2022	Custodian	12	8	AFSCME - 48	3	\$3,531	\$20.06	\$3,804	\$21.62	\$41,725	\$44,970	\$1.56	\$270	\$3,245
9/14/22	8/24/2022	Custodian	12	8	AFSCME - 48	3	\$3,531	\$20.06	\$3,804	\$21.62	\$41,725	\$44,970	\$1.56	\$270	\$3,245
9/14/22	9/1/2022	IA-Medically Fragile	9	6	CSEA- 51	3	\$3,846	\$21.85	\$4,164	\$23.65	\$25,565	\$27,671	\$1.80	\$234	\$2,106
9/14/22	8/17/2022	Community Schools Coordinator	12	8	MGMT - 8	3	\$5,418	\$31.26	\$5,836	\$33.67	\$65,017	\$70,033	\$2.41	\$418	\$5,016
9/14/22	8/29/2022	Community Schools Coordinator	12	8	MGMT - 8	4	\$5,418	\$31.26	\$6,064	\$34.98	\$65,017	\$72,769	\$3.73	\$646	\$7,752
9/14/22	8/24/2022	Community Schools Coordinator	12	8	MGMT - 8	4	\$5,418	\$31.26	\$6,064	\$34.98	\$65,017	\$72,769	\$3.73	\$646	\$7,752
9/14/22	8/22/2022	Community Schools Coordinator	12	8	MGMT - 8	3	\$5,418	\$31.26	\$5,836	\$33.67	\$65,017	\$70,033	\$2.41	\$418	\$5,016
9/14/22	8/1/2022	Community Schools Coordinator	12	8	MGMT - 8	6	\$5,418	\$31.26	\$6,531	\$37.68	\$65,017	\$78,373	\$6.42	\$1,113	\$13,356
9/14/22	8/1/2022	Community Schools Coordinator	12	8	MGMT - 8	2	\$5,418	\$31.26	\$5,625	\$32.45	\$65,017	\$67,501	\$1.19	\$207	\$2,484
9/14/22	8/1/2022	Community Schools Coordinator	12	8	MGMT - 8	2	\$5,418	\$31.26	\$5,625	\$32.45	\$65,017	\$67,501	\$1.19	\$207	\$2,484
9/14/22	8/1/2022	Community Schools Coordinator	12	8	MGMT - 8	2	\$5,418	\$31.26	\$5,625	\$32.45	\$65,017	\$67,501	\$1.19	\$207	\$2,484
9/14/22	8/18/22	Sign Language Interpreter	9	6	CSEA- 60	7	\$4,790	\$27.22	\$5,944	\$33.77	\$31,848	\$39,512	\$6.55	\$852	\$7,664
9/14/22	8/31/2022	IA-Behavioral Support	9	6	CSEA- 51	2	\$3,846	\$21.9	\$3,996	\$23	\$25,565	\$26,595	\$0.88	\$114	\$1,030
9/14/22	8/8/2022	IA-Behavioral Support	9	6	CSEA - 51	2	\$3,846	\$21.9	\$3,996	\$23	\$25,565	\$26,595	\$0.88	\$114	\$1,030
9/14/22	8/8/2022	IA-Behavioral Support	9	6	CSEA-51	2	\$3,846	\$21.9	\$3,996	\$23	\$25,565	\$26,595	\$0.88	\$114	\$1,030
9/14/22	8/8/2022	IA-Behavioral Support	9	6	CSEA-51	2	\$3,846	\$21.9	\$3,996	\$23	\$25,565	\$26,595	\$0.88	\$114	\$1,030
9/14/22	8/8/2022	IA-Behavioral Support	9	6	CSEA-51	3	\$3,846	\$21.9	\$4,164	\$24	\$25,565	\$27,671	\$1.80	\$234	\$2,106
9/14/22	8/8/2022	IA-Behavioral Support	9	6	CSEA - 51	3	\$3,846	\$21.9	\$4,164	\$24	\$25,565	\$27,671	\$1.80	\$234	\$2,106
10/11/22	9/26/2022	Warehouse Worker (Nutrition)	9	8	AFSCME-51	1	\$3,716	\$21.11	\$3,861	\$21.95	\$32,932	\$34,243	\$0.84	\$146	\$1,310
10/11/22	9/12/2022	School Community Liaison	10	8	CSEA-47	4	\$3,484	\$19.78	\$3,927	\$22.65	\$34,286	\$39,261	\$2.87	\$497	\$4,975
10/11/22	9/26/2022	IA-Behavioral Support	9	6	CSEA-51	5	\$3,846	\$21.85	\$4,501	\$25.59	\$25,565	\$29,941	\$3.74	\$486	\$4,376
11/8/22	10/20/2022	IA-Adult Transition	9	6	CSEA-51	2	\$3,846	\$21.85	\$3,996	\$22.73	\$25,565	\$26,595	\$0.88	\$114	\$1,030
11/8/22	7/15/2022	Secretary School Support Bilingual	11	8	CSEA-53	4	\$4,043	\$22.97	\$4,540	\$25.80	\$43,797	\$49,193	\$2.83	\$491	\$5,396
11/8/22	7/15/2022	College & Career Readiness Specialist	11	8	CSEA-51	7	\$3,846	\$21.85	\$4,767	\$27.10	\$41,661	\$51,671	\$5.25	\$910	\$10,010
11/8/22	8/15/2022	FSA I	9	3	CSEA-41	2	\$3,011	\$17.09	\$3,132	\$17.77	\$9,998	\$10,396	\$0.68	\$44	\$398
11/8/22	9/26/2022	Food Service Assistant III	9	6.5	AFSCME-50	4	\$3,810	\$21.64	\$4,269	\$24.25	\$27,429	\$30,737	\$2.61	\$368	\$3,308
11/8/22	10/24/2022	Food Service Site Manager I	10	8	AMMA-3	4	\$4,820	\$27.81	\$5,401	\$31.16	\$48,205	\$54,011	\$3.35	\$581	\$5,807
11/8/22	10/17/2022	Office Assistant Bilingual	10	8	CSEA-47	3	\$3,484	\$19.78	\$3,766	\$21.38	\$34,286	\$37,059	\$1.60	\$277	\$2,773
12/14/22	11/7/2022	IA-Behavioral Support	9	6	CSEA-51	3	\$3,846	\$21.85	\$4,164	\$23.65	\$25,565	\$27,671	\$1.80	\$234	\$2,106
12/14/22	11/7/2022	College & Career Readiness Specialist	11	8	CSEA-51	4	\$3,846	\$21.85	\$4,325	\$24.57	\$41,661	\$46,848	\$2.72	\$471	\$5,186
12/14/22	11/14/2022	CSA	9	7	CSEA- 41	7	\$3,011	\$17.09	\$3,737	\$21.25	\$23,328	\$29,007	\$4.16	\$631	\$5,678
12/14/22	11/28/2022	Office Assistant Bilingual	10	8	CSEA- 47	4	\$3,484	\$19.78	\$3,927	\$22.30	\$34,286	\$38,654	\$2.52	\$437	\$4,368
12/14/22	11/14/2022	College & Career Readiness Specialist	11	8	CSEA-51	3	\$3,846	\$21.85	\$4,164	\$23.65	\$41,661	\$45,093	\$1.80	\$312	\$3,432
12/14/22	11/28/2022	College & Career Readiness Specialist	11	8	CSEA-51	4	\$3,846	\$21.85	\$4,325	\$24.57	\$41,661	\$46,848	\$2.72	\$471	\$5,186
12/14/22	11/29/2022	FACES	12	8	CSEA-59	3	\$4,675	\$26.57	\$5,054	\$28.72	\$55,266	\$59,739	\$2.15	\$373	\$4,472
12/14/22	11/28/2022	Bus Driver	9	5	AFSCME - 55	3	\$4,241	\$24.13	\$4,584	\$26.05	\$23,527	\$25,399	\$1.92	\$208	\$1,872
12/14/22	12/12/2022	Secretary School Support	11	8	CSEA - 51	3	\$3,846	\$21.85	\$4,164	\$23.65	\$41,661	\$45,093	\$1.80	\$312	\$3,432
1/17/23	12/19/2022	IA-Specialized Academic Instruction	9	5.75	CSEA- 43	2	\$3,160	\$17.96	\$3,292	\$18.71	\$20,138	\$20,979	\$0.75	\$93	\$841
1/17/22	12/19/2022	College & Career Readiness Specialist	11	8	CSEA - 51	2	\$3,846	\$21.85	\$3,996	\$22.73	\$41,661	\$43,339	\$0.88	\$153	\$1,678
2/14/23	1/23/2023	Network Analyst (Promotion)	12	8	CSEA-75	6	\$6,904	\$39.24	\$8,400	\$47.72	\$81,620	\$99,259	\$8.48	\$1,470	\$17,639
2/14/23	1/19/2023	Custodian	12	8	AFSCME - 48	3	\$3,655	\$20.76	\$3,937	\$22.38	\$43,181	\$46,551	\$1.62	\$281	\$3,370
2/14/23	1/18/2023	IA-Bilingual Spanish	9	6	CSEA - 47	4	\$3,484	\$19.78	\$3,927	\$22.30	\$23,143	\$26,091	\$2.52	\$328	\$2,948
2/14/23	1/26/2023	IA-Specialized Academic Instruction	9	5.75	CSEA- 43	2	\$3,160	\$17.96	\$3,292	\$18.71	\$20,138	\$20,979	\$0.75	\$93	\$841
2/14/23	2/1/2023	IA-Behavioral Support	9	6	CSEA-51	3	\$3,846	\$21.85	\$4,164	\$23.65	\$25,565	\$27,671	\$1.80	\$234	\$2,106
2/14/23	2/14/2023	Child Welfare & Attendance Liaison	11	4	CSEA - 51	4	\$3,846	\$21.85	\$4,325	\$24.95	\$20,831	\$23,786	\$3.10	\$269	\$2,955
2022-2023 TOTAL FISCAL IMPACT															\$96,348

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

	<u>Location:</u>	<u>Effective</u>
Garcia Amezola, Daisy Health Services Technician	Anaheim High School	11/29/2022
Hernandez, Jordan Instructional Assistant – Behavioral Support	Lexington Jr. High School	12/23/2022
Kennedy-Cummings, Bronson Campus Safety Aide	Katella High School	01/20/2023
Limon, Jamie Food Services Manager I	Lexington Jr. High School	05/31/2023
Lowe, John II Technology Services Technician II	Kennedy High School	12/29/2022
Saldana Lopez, Azalie Instructional Assistant – Specialized Academic Instruction	Gilbert High School	12/22/2022
Slaughter, Tanisha Instructional Assistant – Behavioral Support	Savanna High School	01/09/2023
Zuniga, Natalie Instructional Assistant – Specialized Academic Instruction	Katella High School	10/13/2022

2. Employment, effective as noted:

	<u>Range/Step:</u>	<u>Effective:</u>
Permanent Employees:		
Barnett, Xavier ASB Accounting Technician	55/01	12/15/2022
Carpio, Yoseline Campus Safety Aide	41/03	01/09/2023
Casillas, Lauren Instructional Assistant – Specialized Academic Instruction	43/02	12/19/2022
Duran, Isidro Jr. Instructional Assistant – Bilingual (Spanish)	47/04	12/20/2022
Gonzalez, Daniel Jr. Instructional Assistant – Specialized Academic Instruction	43/01	12/12/2022

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Gonzalez-Feig, Kathleen Instructional Assistant – Behavioral Support	51/01	12/07/2022
Guerrero, Jessica Board Member	01/01	12/09/2022
Huerta, Joseph Instructional Assistant – Specialized Academic Instruction	43/01	12/13/2022
Josef, Dan Technology Services Technician	57/03	01/04/2023
Laciste, Guadalupe Food Services Assistant I	41/01	01/09/2023
Moreno, Maria Office Assistant – Bilingual	47/04	01/09/2023
Perales, Celena Instructional Assistant – Specialized Academic Instruction	43/01	12/12/2022
Pisani, Andrew Instructional Assistant – Specialized Academic Instruction	43/01	12/19/2022
Rahmany, Masud Bus Driver	55/03	12/13/2022
Ramirez Avalos, Gustavo Campus Safety Aide	41/03	12/12/2022
Ramos, Jenny Food Services Assistant I	41/01	01/09/2023
Reyes, Ana Instructional Assistant – Bilingual (Spanish)	47/01	12/13/2022
Salas, Tiffanie Secretary – School Support	51/03	12/12/2022
Simpson, Mercedes Campus Safety Aide	41/03	12/13/2022
Velasquez, Tanya Office Assistant - Bilingual	47/01	01/09/2023
Promotions:		
Burdick, Brandon Custodian	48/01	01/19/2023

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Kneeskern, Ana	51/03	12/06/2022
Instructional Assistant – Behavioral Support		

Regino Aguilar, Saul	53/01	12/21/2022
Secretary – Registrar/Records (Bilingual)		

Salazar, Daniela	59/01	01/09/2023
Administrative Assistant - Bilingual		

Substitute Employees:

Ahn, Brian	\$16/Hr.	12/16/2022
Intern		

Barron, Lucy	47/01	12/12/2022
Substitute Instructional Assistant – Bilingual		

Escobar, Jared	48/01	12/21/2022
Substitute Custodian		

Garcilazo, Dioscelina	41/03	12/22/2022
Substitute Campus Safety Aide		

Gray, Jack	55/01	12/15/2022
Substitute Bus Driver		

Ibarra, Andre	48/01	01/06/2023
Substitute Custodian		

Ortiz, Jacob	48/01	12/21/2022
Substitute Custodian		

Perez, Oscar Jr.	48/01	12/22/2022
Substitute Custodian		

Perez-Delgado, Jerry	48/01	12/21/2022
Substitute Custodian		

Reyes, Cesar	48/01	12/21/2022
Substitute Custodian		

Sadat, Mohammad	48/01	01/06/2023
Substitute Custodian		

Santiago, Joshua	48/01	01/06/2023
Substitute Custodian		

Vasquez, Karina	51/01	01/09/2023
Substitute Instructional Assistant – Adult Transition		

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Vasquez, Karina Substitute Instructional Assistant – Behavioral Support	51/01	01/09/2023
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Vasquez, Karina Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	01/09/2023
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Vasquez, Karina Substitute Instructional Assistant – Specialized Academic Instruction	43/01	01/09/2023
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3. **Workability, current minimum wage or stipend of \$256 effective as noted:**
(Workability Grant Funds)

Effective

Alzualde Sequeira, Douglas	01/09/2023
Carrigan, Kevin	01/09/2023
Monroy Castillo, Sarai	01/10/2023

4. **Food Service Student Workers**

Effective

Luu, Katherine	12/08/2022
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5. **Pay adjustments for the following military instructors for the JROTC/NJROTC program unless otherwise noted by military contract, effective as noted:**

	<u>Salary</u>	<u>Effective</u>
Pearce, Jerry	\$9,293.49	12/01/2022