

**AGENDA****REGULAR MEETING****February 8, 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, February 8, 2022.**
- B. Roll Call:**
- C. Pledge of Allegiance:**
- D. Approval of Agenda for Regular Meeting on February 8, 2022**
- E. Approval of Minutes for Regular Meeting on January 24, 2021**
- 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

- H. 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.

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

Exhibit A

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>	
Athletic Trainer	04	<i>Exhibit B</i>
Custodian	42	<i>Exhibit B</i>
Instructional Assistant - Adult Transition	40	<i>Exhibit B</i>
Instructional Assistant - Behavioral Support	154	<i>Exhibit B</i>
Instructional Assistant - Behavioral Support	39	<i>Exhibit B</i>
Instructional Assistant - Medically Fragile/ Orthopedically Impaired	08	<i>Exhibit B</i>
Instructional Assistant - Medically Fragile/ Orthopedically Impaired	08	<i>Exhibit B</i>
Instructional Assistant - Specialized Academic Instruction	39	<i>Exhibit B</i>

Instructional Assistant - Specialized Academic Instruction	29	<i>Exhibit B</i>
Instructional Assistant - Visually Impaired	02	<i>Exhibit B</i>
Instructional Materials Specialist	07	<i>Exhibit B</i>
Secretary – Program Support	27	<i>Exhibit B</i>
Secretary – Program Support (Bilingual)	07	<i>Exhibit B</i>
Technology Services Technician	18	<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*)

Sr. Administrative Assistant - Series	16	<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.

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

a. Approval of the revised classification of District & Community Use Manager within the Facility Services job family.

Exhibit D

*Moved:
Seconded:
Vote:*

b. Approval of the revised classification of Operations Supervisor within the Facility Services job family.

Exhibit E

*Moved:
Seconded:
Vote:*

c. Approval of the revised classification of Payroll Supervisor within the Fiscal Support Services job family.

Exhibit F

*Moved:
Seconded:
Vote:*

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

1. Active Recruitment Status Update

Exhibit G

2. Advanced Step Placement Status Report

Exhibit H

3. Items Submitted for Board Approval – January

Exhibit I

4. Eligibility List Expiration – February

<u>List Expiration</u>	<u># Eligibles</u>
Electronics Technician	05

IV. Next Regular Personnel Commission Meeting:
Tuesday, March 8, 2022, 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.

To consider matters pursuant to government code 54956.9(d)(2):
Conference with legal counsel, anticipated litigation (1 potential case)

A. Approval to adjourn to Closed Session at: _____

*Moved:
Seconded:
Vote:*

B. Regular Meeting reconvened at: _____

C. Report of any action taken during closed session

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 24, 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 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 24, 2021

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

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

E. Motion to Approve Minutes: December 16, 2021

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 Commission regarding ongoing issues with employee absences related to Covid-19. Mr. Tietze discussed the challenges associated with covering these absences, and potential solution strategies.*
- *Mr. Tietze thanked Human Resources Technician, Maryam Daghighian, for her work covering for absent Human Resources staff and assisting in the training of new staff.*
- *Mr. Tietze announced the addition of Human Resources Technician, Tatiana Moreno, to the Human Resources – Classified department.*
- *Mr. Tietze thanked Employee Relations Analyst, Melanie Thomasson, for her extensive work related to leaves of absence during the Covid-19 pandemic.*
- *Mr. Tietze noted that the District is nearing the end of union negotiations which will allow him to complete the Classified salary recommendations.*
- *Mr. Tietze appealed to all staff for their patience and flexibility in these difficult and unprecedented times.*

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.

- *Personnel Commissioners Paul Andresen and Audrey Cherep expressed their appreciation for the work being done by Human Resources.*

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

- *AFSCME chapter President, Adrian Prieto, expressed his concern regarding a rule relate to the Merit System that he believes is not being followed.*
 - *Mr. Tietze agreed to speak to Mr. Prieto along with the Commissioners regarding his concerns after the meeting.*

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, echoed the sentiments of Mr. Tietze regarding the challenges presented by Covid-19 as well as his appreciation for the work being done by staff during this difficult time.*

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

Bus Driver	06
Food Services Assistant I	14
Office Assistant	94
Office Assistant – Bilingual	10

List Abolishment

Eligibles

None

List Extension

Eligibles

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

Secretary – Registrar/Records	14
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It was moved and seconded to approve the Consent Calendar in its entirety. The motion passed.

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

III. Action/Discussion Items/or Other Information:

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

None

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

1. Revised Classification(s):

Recommendation: *Approve*

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

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		✓		✓			

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>
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Instructional Assistant – Adult Transition	26
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Network and Program Manager	09
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IV. Next Regular Personnel Commission Meeting:Tuesday, February 8, 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: 3:55 p.m.

Audrey Cherep
Chairperson, Personnel Commission
Anaheim Union High School District



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2021(2)-AT-MD

POSITION: Athletic Trainer

DATE ADVERTISED: 12/09/21 – 01/12/22

NUMBER OF APPLICATIONS RECEIVED: 11**OTHER:**

NUMBER OF APPLICANTS WHOSE SUBMITTED REQUIRED CERTIFICATION 04

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	04
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ORAL BOARD:

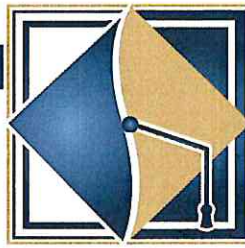
Not Applicable

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 02/08/2022

EXPIRATION DATE: 02/08/2023

EXTENDED EXPIRATION DATE:



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2021-004-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

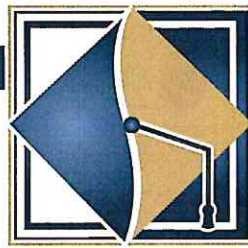
BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 2/08/2022

EXPIRATION DATE: 2/08/2023

EXTENDED EXPIRATION DATE:

Learning With Purpose

ANAHEIM
UNION
HIGH
SCHOOL
DISTRICT

College and Career Ready

ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2021-ET3-ND

POSITION: INSTRUCTIONAL ASSISTANT- ADULT TRANSITION

DATE ADVERTISED: 08/27/21 – 09/19/21

<u>NUMBER OF APPLICATIONS RECEIVED:</u>	81
NUMBER OF APPLICANTS ADMITTED TO WRITTEN EXAM	54
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	40

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

CERTIFICATION DATE: 9/16/2021
EXPIRATION DATE: 9/16/2022
EXTENDED EXPIRATION DATE:



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2021-E23-ND

POSITION: INSTRUCTIONAL ASSISTANT- BEHAVIORAL SUPPORT

DATE ADVERTISED: 07/15/21 – 09/09/21

NUMBER OF APPLICATIONS RECEIVED:	263
NUMBER OF APPLICANTS ADMITTED TO WRITTEN EXAM	229
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	154

OTHER:	
NUMBER OF APPLICANTS WHOSE CERTIFICATION IS PENDING SUCCEFUL COMPLETION OF PROBATION	00

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	154
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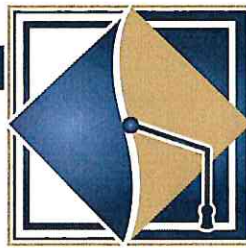


BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 08/10/2021

EXPIRATION DATE: 08/10/2022

EXTENDED EXPIRATION DATE:



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2021 (2)-E23-ND

POSITION: INSTRUCTIONAL ASSISTANT- BEHAVIORAL SUPPORT

DATE ADVERTISED: 09/28/21 – 10/19/21

NUMBER OF APPLICATIONS RECEIVED:	80
NUMBER OF APPLICANTS ADMITTED TO WRITTEN EXAM	47
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	39
OTHER:	
NUMBER OF APPLICANTS WHOSE CERTIFICATION IS PENDING	00
SUCCESSFUL COMPLETION OF PROBATION	

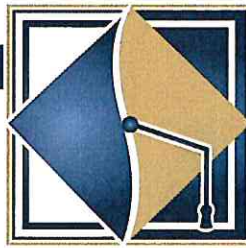
TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	39
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BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 11/09/2021

EXPIRATION DATE: 11/09/2022

EXTENDED EXPIRATION DATE:



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2021-EM3-ND

POSITION: INSTRUCTIONAL ASSISTANT- MEDICALLY FRAGILE-ORTHOPEDICALLY IMPAIRED

DATE ADVERTISED: 07/22/21 – 08/12/21

<u>NUMBER OF APPLICATIONS RECEIVED:</u>	23
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TRAINING & EXPERIENCE REVIEW:

NUMBER OF APPLICANTS PARTICIPATING IN TRAINING & EXPERIENCE REVIEW	09
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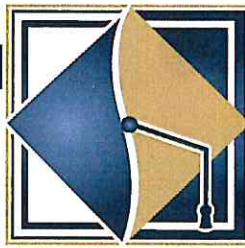
NUMBER OF APPLICANTS PASSING REVIEW	08
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TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	08
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BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 9/7/2021
EXPIRATION DATE: 9/7/2022
EXTENDED EXPIRATION DATE:



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2021(2)-EM3-ND

POSITION: INSTRUCTIONAL ASSISTANT- MEDICALLY FRAGILE-ORTHOPEDICALLY IMPAIRED

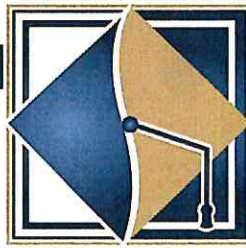
DATE ADVERTISED: 09/23/21 – 10/14/21

NUMBER OF APPLICATIONS RECEIVED:	15
NUMBER OF APPLICANTS ADMITTED TO WRITTEN EXAM	13
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	08

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	08
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BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 11/9/2021
EXPIRATION DATE: 11/9/2022
EXTENDED EXPIRATION DATE:



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2021-E24-ND

POSITION: INSTRUCTIONAL ASSISTANT- SPECIALIZED ACADEMIC INSTRUCTION

DATE ADVERTISED: 07/22/21 - 08/26/21

NUMBER OF APPLICATIONS RECEIVED:	79
NUMBER OF APPLICANTS ADMITTED TO WRITTEN EXAM	53
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	39

OTHER:	
NUMBER OF APPLICANTS WHOSE CERTIFICATION IS PENDING SUCCESFUL COMPLETION OF PROBATION	00

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	39
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BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 09/14/2021

EXPIRATION DATE: 09/14/2022

EXTENDED EXPIRATION DATE:



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2021 (2)-E24-ND

POSITION: INSTRUCTIONAL ASSISTANT- SPECIALIZED ACADEMIC INSTRUCTION

DATE ADVERTISED: 08/31/21 - 09/21/21

NUMBER OF APPLICATIONS RECEIVED:	63
NUMBER OF APPLICANTS ADMITTED TO WRITTEN EXAM	43
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	29

OTHER:	
NUMBER OF APPLICANTS WHOSE CERTIFICATION IS PENDING SUCCESFUL COMPLETION OF PROBATION	00

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	29
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BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 10/12/2021

EXPIRATION DATE: 10/12/2022

EXTENDED EXPIRATION DATE:



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2021-IA-VI-ND

POSITION: INSTRUCTIONAL ASSISTANT- VISUALLY IMPAIRED

DATE ADVERTISED: 07/22/21 – 08/12/21

<u>NUMBER OF APPLICATIONS RECEIVED:</u>	19
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TRAINING & EXPERIENCE REVIEW:

NUMBER OF APPLICANTS PARTICIPATING IN TRAINING & EXPERIENCE REVIEW	09
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NUMBER OF APPLICANTS PASSING REVIEW	02
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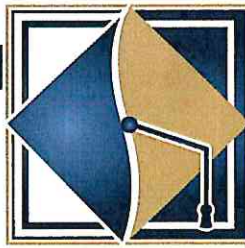
TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	02
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BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 10/12/2021

EXPIRATION DATE: 10/12/2022

EXTENDED EXPIRATION DATE:



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2021-L04-ND

POSITION: INSTRUCTIONAL MATERIALS SPECIALIST

DATE ADVERTISED: 7/15/21 – 8/5/21

NUMBER OF APPLICATIONS RECEIVED: 63**TRAINING & EXPERIENCE SCREENING:**

NUMBER OF APPLICANTS PARTICIPATING IN	
TRAINING & EXPERIENCE SCREENING:	40
NUMBER OF APPLICANTS PASSING	
TRAINING & EXPERIENCE SCREENING:	07

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	07
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ORAL BOARD:

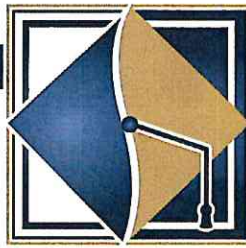
NONE

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 09/16/2021

EXPIRATION DATE: 09/16/2022

EXTENDED EXPIRATION DATE:



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2021(2)-SBP-MS

POSITION: SECRETARY – SCHOOL/PROGRAM SUPPORT (NON-BILINGUAL)

DATE ADVERTISED: 09/10/2021 – 10/03/2021

NUMBER OF APPLICATIONS RECEIVED:	143
NUMBER OF APPLICANTS ADMITTED TO WRITTEN EXAM	118
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	79
PERFORMANCE EXAM:	
NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	79
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	35
STRUCTURED INTERVIEW:	
NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	37
NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	27
TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	27

ORAL BOARD:

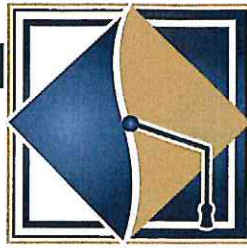
Delisa Brister, Nutrition Services Operations Coordinator
Jessica Brown, Secretary III, EL Programs
Lisa Cruz, Senior Administrative Assistant, Savanna High School
Sharon Yager, Senior Administrative Assistant, Kennedy High School

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 02/08/2022

EXPIRATION DATE: 02/08/2023

EXTENDED EXPIRATION DATE:



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2021(2)-SBP-MS

POSITION: SECRETARY – SCHOOL/PROGRAM SUPPORT (BILINGUAL)

DATE ADVERTISED: 09/10/2021 – 10/03/2021

<u>NUMBER OF APPLICATIONS RECEIVED:</u>	143
NUMBER OF APPLICANTS ADMITTED TO WRITTEN EXAM	118
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	79

<u>PERFORMANCE EXAM:</u>	
NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	79
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	35

<u>STRUCTURED INTERVIEW:</u>	
NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	37
NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	27

<u>BILINGUAL CERTIFICATION:</u>	
NUMBER OF APPLICANTS PARTICIPATING IN BILINGUAL CERTIFICATION	17
NUMBER OF APPLICANTS PASSING BILINGUAL CERTIFICATION	07

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	07
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ORAL BOARD:

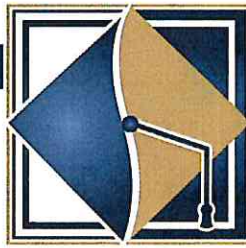
Delisa Brister, Nutrition Services Operations Coordinator
Jessica Brown, Secretary III, EL Programs
Lisa Cruz, Senior Administrative Assistant, Savanna High School
Sharon Yager, Senior Administrative Assistant, Kennedy High School

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 02/08/2022

EXPIRATION DATE: 02/08/2023

EXTENDED EXPIRATION DATE:



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2021-I19-MD

POSITION: Technology Services Technician I

DATE ADVERTISED: 10/06/2021 – 10/27/2021

NUMBER OF APPLICATIONS RECEIVED:	98
NUMBER OF APPLICANTS ADMITTED TO WRITTEN EXAM	41
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	29
STRUCTURED INTERVIEW:	
NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	29
NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	18

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	18
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ORAL BOARD:

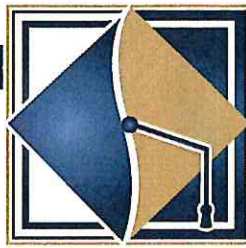
James Cooper, Network Specialist, AUHSD
Rick Barragan, Network Computer Support Specialist, LUSD
James Kaufman, Network Admin, HBUHSD
Stephen Knorr, Network Admin, DUSD

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 02/08/2022

EXPIRATION DATE: 02/08/2023

EXTENDED EXPIRATION DATE:



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2020-S22(All)-MD

POSITION: SENIOR ADMINISTRATIVE ASSISTANT-SERIES

DATE ADVERTISED: 10/02/20 – 10/25/20

NUMBER OF APPLICATIONS RECEIVED:	63
NUMBER OF APPLICANTS ADMITTED TO WRITTEN EXAM	31
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	27
STRUCTURED INTERVIEW/PERFORMANCE EXAM:	
NUMBER OF APPLICANTS PARTICIPATING PERFORMANCE EXAM	27
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	22
NUMBER OF APPLICANTS INVITED TO STRUCTURED INTERVIEW	22
NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	20
OTHER:	
NUMBER OF APPLICANTS WHOSE CERTIFICATION IS PENDING	00
SUCCESSFUL COMPLETION OF PROBATION	

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	20
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ORAL BOARD:

NANCY DUNCAN, GARDEN GROVE USD

SHERRY MARTINEZ, CENTRALIA ELEMENTARY SCHOOL DISTRICT

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 02/09/2021

EXPIRATION DATE: 02/09/2022

EXTENDED EXPIRATION DATE: 08/09/2022

**PERSONNEL COMMISSION
ANAHEIM UNION HIGH SCHOOL DISTRICT
Meeting: Tuesday, February 8, 2022**

SUBJECT: Classification Revision – District & Community Use Manager

BACKGROUND INFORMATION:

Maintenance & Operations Administration requested HR staff to implement revisions to the District & Community Use Manager classification specification.

Under the general direction of the Assistant Superintendent of Business Services and general supervision of the Director of Facilities, the District & Community Use Manager supervises the approval of District facility use; oversees and controls assigned activities; provides information to others; schedules work assignments within established timeframes and standards; and performs other related duties as required. reports.

METHODOLOGY:

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

- Reviewed the District & Community Use Manager classification specification.
- Discussed necessary changes with Maintenance and Operations administration.
- Compared current classification specifications against similar classification specifications in nearby school districts.

DISCUSSION:

- The revisions needed for the job description are as follows:
 - Lower the minimum qualifications from a Bachelor's degree to a high school diploma.
 - Add a Bachelor's degree from an accredited institution in recreation and community services administration, leisure management, public administration or a related field as a preferred qualification.
 - Change the supervisor of the position to the Director of Maintenance and Operations.
 - Specify the staff being overseen by the position.
 - Clarifies the support provided to Visual and Performing Arts (VAPA) events.

The following significant job description revisions are needed:

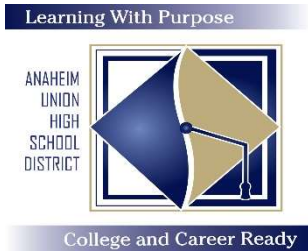
REVISION - ADDITIONS	
Proposed Language	Purpose for Revision
Knowledge of facility management software (e.g. Facilitron); Supervise processes payment for outside facilities used by the District; manages operations budgets to maintain auditoriums and theaters; assesses the operations needs for equipment, tools, and supplies; recommends staff promotions; and budgets for upgrades to auditoriums and theaters.	More closely align the position's required education, experience, duties, and supervision received with other nearby school districts.

REVISION - REMOVALS	
Proposed Removed Language	Purpose for Revision
Collects the District's special tax and developer fees	Duty being removed will no longer be performed by this position.

REVISION - MODIFICATIONS		
Current Language	Proposed Language	Purpose for Revision
A Bachelor's degree from an accredited institution in recreation and community services administration, leisure management, public administration or a related field.	Graduation from high school or equivalent. A Bachelor's degree from an accredited institution in recreation and community services administration, leisure management, public administration or a related field is preferred.	More closely align the position's required education, experience, duties, and supervision received with other nearby school districts.
Under the general direction of the Director of Maintenance and Operations, supervises the approval of District facility use; requests and coordinates District use of outside facilities, oversees the Auditorium Operations Technicians, supervises the maintenance and upkeep of auditoriums and theaters, recommends necessary upgrades to auditoriums and theaters; acts as liaison between the District and the departments of Parks and Recreations of the Cities in the District boundary; supports visual and performing arts event bookings, oversees and controls assigned activities; schedules work assignments within established timeframes and standards; monitors the requests received for facilities use; and performs other related duties as required.	Under the general direction of the Assistant Superintendent of Business Services and general supervision of the Director of Facilities, supervises the approval of District facility use; oversees and controls assigned activities; provides information to others; schedules work assignments within established timeframes and standards; and performs other related duties as required.	
Assigned staff	Auditorium Operations Technicians	Specify the staff that this position is responsible for overseeing.

RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the District & Community Use Manager classification as provided.



CLASSIFICATION SUMMARY	
JOB TITLE	District & Community Use Manager
JOB FAMILY	Facility Services
JOB SUB-FAMILY	Facility Use/Planning
EVALUATED BY	<u>Director of Maintenance and Operations</u>
SALARY RANGE	MGMT 13
LAST UPDATED	<u>2/8/22</u>

DISTRICT & COMMUNITY USE MANAGER

BASIC FUNCTION:

Under the general direction of the Director of Maintenance and Operations ~~Assistant Superintendent of Business Services~~ and general supervision of the Director of Facilities, supervises the approval of District facility use; requests and coordinates District use of outside facilities, oversees the Auditorium Operations Technicians, supervises the maintenance and upkeep of auditoriums and theaters, recommends necessary upgrades to auditoriums and theaters ~~oversees and controls assigned activities~~; acts as liaison between the District and the departments of Parks and Recreation of the Cities in the District boundary; ~~provides information to others~~; supports Visual and Performing Arts (VAPA) event bookings, oversees and controls assigned activities; schedules work assignments within established timeframes and standards; monitors the requests received for facilities use; and performs other related duties as required.

Note: The statements herein 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 and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential duties of the job.

GENERAL ESSENTIAL DUTIES

USE OF FACILITIES ACTIVITIES:

Reviews, approves ~~and/or denies~~, and processes use of District facilities requests by outside agencies and/or various school functions for the purpose of ensuring compliance with related policies and procedures, ensuring fair and equitable community use of facilities, encouraging-forcing approved use of District facilities, and facilitating the safe and effective use of District facilities (e.g. reviewing contracts, assigning costs for rentals, confirming scheduled use, assigns costs, tracks costs to the District such as custodial overtime, and verifies liability insurance, etc.); coordinates activities related to the use of District facilities by outside agencies and school groups (e.g. approval, scheduling, monitoring, billing, cleaning, security, etc.) for the purpose of implementing and maintaining assigned District services and/or programs; facilitates meetings for the purpose of understanding desired facility use, identifying appropriate actions, developing facilities use requirements, supporting ~~other direct~~ staff, communicating with colleagues, and serving as a District representative; interprets District Board of Education policy related to use of District facilities by all groups for the purpose of ensuring compliance with policy and procedure; responds to questions and mediates outside agency appeals; travels for the purpose of performing field duties related to assigned activities; supports in negotiation and management of leases and contracts; books events for District use with outside agencies; supervises the maintenance and upkeep of the auditoriums and theaters, and schedules routine auditorium and theater inspections.

FISCAL CONTROL ACTIVITIES:

Oversees and coordinates billing of facilities use fees (e.g. additional cleaning charges, etc.) for the purpose of ensuring organizational objectives are achieved, District facilities use fees are paid in a timely manner, and that appropriate accounting methods are followed; ~~collects the District's special tax and developer fees~~; monitors fund balances related to facilities use and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses within budget limits and/or fiscal practices are followed; processes payment for outside facilities used by the District; manages operations budgets to maintain auditoriums and theaters; assesses the operations needs for equipment, tools, and supplies; recommends staff promotions; and budgets for upgrades to auditoriums and theaters.

ADMINISTRATIVE ACTIVITIES:

Prepares and/or maintains a variety of materials (e.g. insurance documents, reports, memos, letters, procedures, manuals, invoices, facilities use contract specifications, board agenda items, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information; researches a variety of topics (e.g. liability insurance, tax exempt status, etc.) for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests;

provides reports for the purpose of documenting activities and facility use; participates in meetings, workshops, and seminars for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out administrative responsibilities.

STAFF SUPERVISION ACTIVITIES:

Trains and evaluates the performance of Auditorium Operations Technicians assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions; assigns work schedules for department operational staff; works a flexible schedule in order to supervise staff and related activities during District's non-operational hours such as evenings and weekends.

COMMUNICATION ACTIVITIES:

Communicates with District staff, city staff, community members, etc. for the purpose of resolving scheduling conflicts and/or maintaining harmonious working relationships; responds to a variety of inquiries for the purpose of identifying relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue including emergency repairs; responds to emergencies for the purpose of determining and implementing appropriate actions required to resolve the situation.

KNOWLEDGE, SKILLS, AND ABILITIES

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

- Principles and techniques involved in community use of facility contract/agreement preparation, monitoring and control;
- Practices and procedures of community use of facilities record-keeping and filing;
- Budgeting and financial management;
- Facility management software (e.g. Facilitron);
- Principles and practices of training and supervision.
- Modern office practices, procedures and equipment.
- Applicable sections of State Education Code and other applicable laws;
- Interpersonal skills using tact, patience and courtesy.
- Concepts of grammar and punctuation;
- Telephone techniques and email etiquette.

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

- Plan, organize and oversee the community use of facilities functions and activities of the District;
- Prepare and submit required reports;
- Develop and revise community use of facility policies and procedure;
- Perform complex community use of facilities record-keeping duties;
- Train and evaluate assigned staff;
- Interpret, apply and explain guidelines, rules, regulations, policies and procedures;
- Process use of facility contracts/agreements and related records for assigned contracts;
- Use business math;
- Develop, establish and maintain cooperative and effective working relationships with others;
- Schedule a number of activities, meetings, and/or events;
- Gather, collate, analyze and/or classify data;
- Meet deadlines and schedules;
- Work confidentially with discretion;
- Communicate effectively both orally and in writing with diverse groups;
- Utilize resources from other work units;
- Direct the use of budgeted funds within a work unit;
- Set priorities;
- Facilitate group discussions;
- Work with others in a wide variety of circumstances;
- Work a flexible schedule;
- Work as a team;
- Mediate disputes related to board policy;
- Solve practical problems;
- Complete work with many interruptions;
- Maintain records and prepare reports;
- Operate a computer, assigned software applications, and modern office equipment;
- Work independently with little direction.

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. A Bbachelor's degree from an accredited institution in recreation and community services administration, leisure management, public administration or a related field is preferred.

EXPERIENCE:

Three (3) years of increasingly responsible experience in the administration and supervision of public and/or private recreational programs.

LICENSES AND OTHER REQUIREMENTS:

License and Automobile Requirement: Possession of a valid California Class C Driver License. Use of an automobile may be required for this position.

Insurance Requirement: Evidence of adequate insurance for a motor vehicle that meets or exceeds the California legal liability insurance requirement and continues to maintain insurability.

Other Requirements: Willingness to work irregular hours, evenings and/or on weekends to supervise the staff assigned to outside use of facilities activities.

WORKING CONDITIONS:

ENVIRONMENT:

Incumbents in this class work both inside, in an office setting, and occasionally outside; in direct contact with staff, and the public; work in negative interpersonal situations (irate community members); and work with continuous interruptions and changing priorities; incumbents will be required to work flexible hours including evenings and weekends.

PHYSICAL DEMANDS:

Incumbents in this class must be able to stand or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; lift, carry, push, and/or pull up to 25 lbs. without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a telephone and a computer keyboard; to speak clearly and hear normal voice conversation to exchange information.

**PERSONNEL COMMISSION
ANAHEIM UNION HIGH SCHOOL DISTRICT
Meeting: Tuesday, February 8, 2022**

SUBJECT: Classification Revision – Operation Supervisor

BACKGROUND INFORMATION:

Maintenance & Operations Administration requested HR staff to implement revisions to the Operation Supervisor classification specification.

Under the direction of the Director of Maintenance and Operations, the Operation Supervisor plans, coordinates, and supervises the work of District equipment operations, custodial and grounds crews, and the Integrated Pest Management services; supervises and oversees the repair and maintenance to grounds and custodial equipment; maintains records, compiles data, and prepares routine reports.

METHODOLOGY:

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

- Reviewed the Operation Supervisor classification specification.
- Discussed necessary changes with Maintenance and Operations administration.
- Compared current classification specifications against similar classification specifications in nearby school districts.

DISCUSSION:

- The revisions needed for the job description are as follows:
 - Change the title of the position from Operation Supervisor to Operations Manager.
 - Raise the minimum qualifications for custodial or grounds management experience from one (1) year to two (2) years of experience.
 - Add Bachelor's degree in a related field as a desirable qualification.
 - Add a substitution of an Associate's degree or higher for one year of management experience.

In addition to revising the Operations Supervisor job description, 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 position in question, and a total of 12 similar positions were found.

- Salary Modification
 - The current salary range for Operations Supervisor is approximately 6.5% below market average relative to the middle of its respective market when only looking at base salary, and 3% below average when considering total compensation. Therefore, it is recommended to increase the range from range 14 to range 20 based on the total compensation salary market analysis.

The following significant job description revisions are needed:

REVISION - MODIFICATIONS		
Current Language	Proposed Language	Purpose for Revision
Operations Supervisor	Operations Manager	Update the title of the position to more accurately reflect the core function and responsibility of the position
Four years custodial or grounds maintenance experience including one year of lead experience of a custodial or grounds crew and school plant operations and maintenance work.	Four years custodial or grounds maintenance experience including two years of management experience.	More closely align the position's required education, experience, duties, and supervision received with other nearby school districts.
Graduation from high school.	Graduation from high school or equivalent. A Bachelor's degree or higher in a related field is preferred.	

Performs inspections of school facilities and grounds; identifies needed maintenance and repairs; performs a variety of repairs to the necessary equipment, tools, and materials.	Performs inspections of school facilities, athletic fields, and grounds; identifies needed maintenance and repairs; schedules a variety of repairs to the necessary equipment, tools, and materials.	
Confers with originators of source documents and service requests to obtain information, resolve discrepancies, determine scheduling, and solve technical problems.	Confers with senders of work orders and requests to obtain information, resolve discrepancies, determine scheduling, and solve technical problems.	
Knowledge of methods, materials and equipment used in industrial custodial, and routine grounds keeping.	Knowledge of methods, materials and equipment used in industrial custodial, athletic field maintenance, and routine grounds keeping.	

REVISION - ADDITIONS	
Proposed Language	Purpose for Revision
<p>Experience in setting, enforcing, and updating standards for the custodial and grounds operations</p> <p>Efficiency in math and measurements</p> <p>Extensive computer skills such as Microsoft Word, Excel, PowerPoint, Google Sheets, emailing, setting up zoom meetings, printing, scanning and other related computer tasks</p> <p>Experience in writing and running reports</p> <p>Verbal and writing skills</p> <p>Experience in using work order systems (either Schooldude or Facilitron preferable)</p>	<p>More closely align the position's required knowledge, skills, and abilities with other nearby school districts.</p>
<p>Supervise plant managers, custodians, grounds keepers, equipment operators, irrigation technicians, and other crews performing grounds related work</p> <p>Manage large budgets</p> <p>Manage tree maintenance, athletic fields, and related grounds/irrigation renovations</p> <p>Lead large group meetings</p> <p>Handle high volume requests</p> <p>Plan and organize routine training</p> <p>Communicate effectively with administrators, other supervisors, and the community</p> <p>Hire, coach, and evaluate direct subordinates</p> <p>Inspect and monitor operations</p>	
<p>SUBSTITUTION:</p> <p>An Associate's degree or higher may substitute for one year of the management experience requirement.</p>	<p>Allow more qualifying education/experience combinations to attract a more diverse talent pool.</p>

RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Operation Supervisor classification as provided, including the salary modification from Range 14 to Range 20 (\$6,985-\$9,183) on the Management Salary Schedule, effective 02/08/22.

Learning With Purpose



College and Career Ready

CLASSIFICATION SUMMARY

JOB TITLE	Operations Manager Supervisor
JOB FAMILY	Facility Services
JOB SUB-FAMILY	Maintenance
EVALUATED BY	Director of Maintenance and Operations
SALARY RANGE	MGMT 2014
LAST UPDATED	<u>2/8/2022</u>

OPERATIONS MANAGERSUPERVISOR

BASIC FUNCTION:

Under the direction of the Director of Maintenance and Operations, the Operation ~~Manager~~Supervisor plans, coordinates, and supervises the work of District equipment operations, custodial and grounds crews, irrigation and the integrated pest management services; supervises and oversees the repair and maintenance to grounds and custodial equipment; maintains records, compiles data, and prepares routine reports.

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:

- Plans, coordinates, and supervises the work of district equipment operations, custodial, grounds crews, irrigation, and the integrated pest management services; supervises and coordinates the moving of furniture and equipment; arranges for repair of furniture and equipment.
- Reviews, plans, schedules, and assigns work to staff; schedules repairs to custodial and grounds equipment; assures needed supplies, materials, and equipment are available; confers with district staff to request and schedule services and repairs; coordinates with other units for special assignments.
- Trains and evaluates the performance of assigned staff; interviews and selects employees; recommends transfers, reassignments, terminations, and disciplinary actions; assigns substitutes.
- Inspects work in progress and upon completion; provides directives and resolve issues or problems; inspects work performed and contacts supervisors to discuss resulting problems; obtains necessary additional information, materials, and authorizations.
- Performs inspections of school facilities, s, athletic fields, and s-and grounds; identifies needed maintenance and repairs; schedules~~performs~~ a variety of repairs to the necessary equipment, tools, and materials.
- Confers with senders of work orders and requests~~originators of source documents and service requests~~ to obtain information, resolve discrepancies, determine scheduling, and solve technical problems.
- Defines scope of duties for work to be contracted, confers with vendors and monitors s work to assure conformance with purchase agreements.
- Assures unit staff receive training and education in safety; uses safety equipment and clothing issued by the district; prepares requests for needed safety equipment and clothing; communicates with employees on safety infractions and report serious infractions and unsafe conditions to supervisor.
- Confers with school administrators and staff to obtain scheduling information regarding athletic and special events; coordinates custodial, ground, and maintenance requirements with school and district-level staff.
- Maintains budgetary records and files related to purchases, work orders, and personnel; conducts period inventories; tests, orders, receives, and stores custodial and grounds supplies and equipment; completes property loss forms.
- Coordinates pest control activities (e.g. annual plan updates, sending notifications to parents and staff, posting warning signs, reporting pesticide use, etc.) in accordance with the District's Integrated Pest Management Plan.

- Makes repair and improvement recommendations for the long-term control of pest populations; actively monitors and implements action thresholds for pest control activities.
- Works with vendors in accordance ~~with~~ to the District's Integrated Pest Management Plan to verify appropriate pesticides, coordinate applications with site administrators and staff, provide proper prior posting and notification of pesticide applications, and maintain records of vendor's pesticide applications.
- Activates security and alarm systems; contacts district security staff related to security and security equipment programs; sets time clocks.
- Performs related duties as assigned.

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. A Bachelor's degree in a related field is preferred.

EXPERIENCE:

Four years custodial or grounds maintenance experience including one-two years of management lead experience. ~~of a custodial or grounds crew and school plant operations and maintenance work.~~

SUBSTITUTION:

An Associate's degree or higher may substitute for one year of the management experience requirement.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid, appropriate California driver's license at time of appointment, and throughout employment in a position in this classification.

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE OF:

- Experience in setting, enforcing, and updating standards for the custodial and grounds operations
- Efficiency in math and measurements
- Extensive computer skills such as Microsoft Word, Excel, PowerPoint, Google Sheets, emailing, setting up zoom meetings, printing, scanning and other related computer tasks
- Experience in writing and running reports
- Verbal and writing skills
- Experience in using work order systems (either Schooldude or Facilitron preferable) Principles and practices of supervision and training.
- Methods, materials and equipment used in industrial custodial, athletic field maintenance, and routine grounds keeping-
- Routine record-keeping practices-
- Applicable laws and regulations-
- Applicable safety requirements and practices-
- Work scheduling methods-

~~Basic math and measurements.~~

ABILITY TO:

- Supervise plant managers, custodians, grounds keepers, equipment operators, irrigation technicians, and other crews performing grounds related work
- Manage large budgets

- Manage tree maintenance, athletic fields, and related grounds/irrigation renovations
- Lead large group meetings
- Handle high volume requests
- Plan and organize routine training
- Communicate effectively with administrators, other supervisors, and the community
- Hire, coach, and evaluate direct subordinates
- Inspect and monitor operations
- Plan, lay out, schedule and assign work of equipment operation, custodial and grounds crews. ~~Supervise the work of a small unit of custodians and groundskeepers.~~
- Analyze and apply standard rules and regulations to specific situations.
- Devise and adopt work procedures and record-keeping systems to meet District needs.
- Communicate effectively both orally and in writing.
- Make arithmetic computations with speed and accuracy.
- Work from blueprints and rough sketches.
- Operate a vehicle observing legal and defensive driving practices.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative and effective working relationships with others.

WORKING CONDITIONS:

ENVIRONMENT:

The work can be indoor or outdoor; involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, carts, or machines; exposure to fumes, dust, and odors. Employees may be required to use protective clothing or gear; drives a vehicle to conduct work.

PHYSICAL DEMANDS:

The work requires some physical exertion, such as long periods of standing; recurring bending, crouching, stooping, stretching, reaching, or similar activities like climbing ladders; recurring lifting of moderately heavy items (50lb or more). The work may require specific, but common, physical characteristics and abilities, such as above average dexterity to operate hand and power tools.

HAZARDS

Working at heights.

**PERSONNEL COMMISSION
ANAHEIM UNION HIGH SCHOOL DISTRICT
Meeting: Tuesday, February 8, 2022**

SUBJECT: Classification Revision – Payroll Supervisor

BACKGROUND INFORMATION:

Business Department Administrators requested HR staff to implement revisions to the Payroll Supervisor classification specification.

Under the direction of the Controller, the Payroll Supervisor plans, organizes and oversees the payroll functions and activities of the District; prepares and submits quarterly and other required reports; trains and supervises the performance of assigned personnel.

METHODOLOGY:

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

- Reviewed the Payroll Supervisor classification specification.
- Discussed necessary changes with Business Operations administration.
- Compared current classification specifications against similar classification specifications in nearby school districts.

DISCUSSION:

- The revisions needed for the job description are as follows:
 - Change the title of the position from Payroll Supervisor to Payroll Manager.
 - Raise the minimum qualifications for education from college-level work to a Bachelor's degree in business administration, accounting, finance, or a related field.
 - Add a substitution of an additional four years of payroll experience for the Bachelor's degree requirement.

In addition to revising the Payroll Supervisor job description, 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 position in question, and a total of 12 similar positions were found.

- Salary Modification
 - The current salary range for Payroll Supervisor is approximately 11.7% below market average relative to the middle of its respective market when only looking at base salary, and 8.2% below average when considering total compensation. Therefore, it is recommended to increase the range from range 16 to range 20 based on the total compensation salary market analysis.

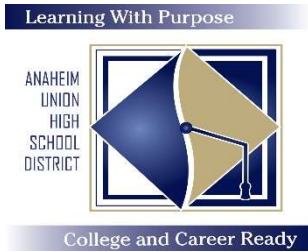
The following significant job description revisions are needed:

REVISION - MODIFICATIONS		
Current Language	Proposed Language	Purpose for Revision
Payroll Supervisor	Payroll Manager	Update the title of the position to more accurately reflect the core function and responsibility of the position
College-level course work in business administration, accounting, finance or related field.	Bachelor's degree in business administration, accounting, finance or a related field.	More closely align the position's required education, experience, duties, and supervision received with other nearby school districts.

REVISION - ADDITIONS	
Proposed Language	Purpose for Revision
SUBSTITUTION: An Associate's degree or higher may substitute for one year of the management experience requirement.	Allow more qualifying education/experience combinations to attract a more diverse talent pool.
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:	Align minimum qualification statement language with standard language for management-level positions.

RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Payroll Supervisor classification as provided, including the salary modification from Range 16 to Range 20 (\$6,985-\$9,183) on the Management Salary Schedule, effective 02/08/22.



CLASSIFICATION SUMMARY	
JOB TITLE	Payroll Supervisor Manager
JOB FAMILY	Fiscal Support Services
JOB SUB-FAMILY	Accounting/Payroll Support
EVALUATED BY	Controller
SALARY RANGE	MGMT 2016
LAST UPDATED	2/8/22

PAYROLL ~~SUPERVISOR~~MANAGER

BASIC FUNCTION:

Under the direction of the Controller, plan, organize and oversee the payroll functions and activities of the District; prepare and submit quarterly and other required reports; train and supervise the performance of assigned personnel.

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

- Plan, organize and oversee the payroll functions and activities of the District; develop or modify payroll procedures; explain policies regarding benefits and payroll procedures to employees as needed. E
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. E
- Oversee and process payroll and related records for assigned payrolls; compute hours and pay of employees for each payroll period; compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions; verify and input data; receive and review timesheets for completeness and accuracy. E
- Oversee and coordinate payroll activities with various District departments, PERS representatives and the County Office; exchange information and resolve payroll-related issues and concerns with the County Office as needed; provide required information to assure accurate payroll records for the District Office and District employees. E
- Receive, analyze and implement tax-sheltered annuities (TSA) documents; prepare and mail invoices for TSA's; assist others with proper completion of TSA documents and submitting related paperwork for employees/agents. E
- Prepare and submit quarterly and other required reports; complete benefit audit for unemployment; prepare special reports as required. E
- Review agendas and addendum's for payments of stipends; contact site personnel for verification of completion of work and for proper accounting charges; prepare time sheets and process according to established procedures. E
- Monitor changes in payroll-related data; prepare changes, corrections or adjustments as necessary; notify proper authorities; calculate retroactive pay for employees following union negotiations as directed. E
- Maintain records of individual earnings, deductions and related data; process new-hires, retirements and terminations as appropriate; verify documents for proper account codes, pay rates and related data. E
- Verify and maintain employee attendance records; verify and input individual sick leave and vacation allowances and usage; distribute related lists and notices as needed; prepare seniority lists and make related calculations; make related changes to employee earnings cards. E
- Verify off-time due to workers compensation; verify benefits received from workers compensation carrier; deduct benefits from employees' taxable income. E
- Respond to questions or complaints from employees regarding pay, benefits, deductions, sick leave, vacation and other payroll information; answer phones. E
- Receive, sort and distribute paychecks and warrants according to established procedures and guidelines. E
- Open, verify, balance and adjust accounts; reconcile payroll suspense accounts; generate checks for payments needed to relieve accrued expenses and liability; prepare and post journal entries to correct irregularities. E
- Prepare and maintain files of records and documents relating to work performed; prepare special reports as assigned; prepare various spreadsheets. E

- Provide employment verifications. E
- Operate a variety of office equipment including typewriter, calculator, copier, computer terminal; input financial and statistical information into an automated accounting system; train others in the proper use of the payroll software system. E
- Oversee and participate in various activities including destruction of outdated documents; reviewing new salary schedules, coordinating new positions to files, preparing verification of employment for the housing authority and other activities and special projects as assigned.
- Attend meetings as assigned.
Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE OF:

- Principles and techniques involved in payroll preparation, monitoring and control.
- Practices and procedures of payroll record-keeping and filing.
- Tax withholding, voluntary deductions, garnishments and fringe benefits.
- Principles and practices of training and supervision.
- Modern office practices, procedures and equipment.
- Applicable sections of State Education Code and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Operation of a computer terminal and other office equipment.

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

- Plan, organize and oversee the payroll functions and activities of the District.
- Prepare and submit quarterly and other required reports.
- Develop and revise payroll policies and procedures.
- Perform complex payroll record-keeping duties.
- Train and evaluate assigned staff.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Process payroll and related records for assigned payrolls.
- Use business math.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.
- Maintain records and prepare reports.
- Operate a computer and standard office equipment.
- Work independently with little direction.

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:

College-level course work in Bachelor's degree in business administration, accounting, finance or a related field.

EXPERIENCE:

Four years of experience in financial record-keeping and bookkeeping including two years in a payroll environment.

SUBSTITUTION:

An additional four (4) years of payroll experience may be substituted for the Bachelor's degree requirement.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information in person and on the telephone.

Sitting for extended periods of time.

CLASSIFICATION		RECRUITMENT					
Job Title	Exam Plan #	Assigned Technician	Recruitment Type	Date Posted	Date Closed	Days Posted	Certification Type
IA-Behavior Support	2021-E23-ND	Natalie	Open	7/15/21	8/5/21	21	Open
IA-Medically Fragile	2021-EM3-ND	Natalie	Open	7/22/21	8/12/21	21	Open
IA-Visually Impaired	2021-IA-VI-ND	Natalie	Open	7/22/21	8/12/21	21	Open
IA-SAI	2021-E24-ND	Natalie	Open	7/22/21	8/12/21	21	Open
Campus Safety Aide (Female)	2021(1)-N02F-MD	Maryam	Open	7/26/21	8/16/21	21	Open
Driver Instructor	2021-R02-MD	Maryam	Open	7/29/21	8/19/21	21	Open
Senior Warehouse Worker	2021-W02-MD	Maryam/Michelle	Open	4/15/21	8/19/21	126	Dual Cert
Sign Language Interpreter	2021-E13-ND	Natalie	Open	8/24/21	9/29/21	36	Open
Grounds Maintenance Worker	2020-O10-MD	Maryam/Michelle	Promotional	2/6/2020	6/27/2021	507	Promotional
IA-Adult Transition	2021-ET3-ND	Natalie	Open	8/27/21	9/19/21	23	Open
IA-Specialized Academic Instruction	2021(2)-E24-ND	Natalie	Open	8/31/21	9/21/21	21	Open
Food Services Production Center Lead	2021-F17-MS	Michelle	Open	9/8/21	9/29/21	21	Dual Cert
Transportation Dispatcher	2021-R05-MD	Maryam	Promotional	9/10/21	10/3/21	23	Promotional
Secretary School Support/Program Support	2021(2)-SBP-MS	Michelle	Open	9/10/21	10/3/21	23	Open/Promo
Instructional Assistant/Medically Fragile-Orthopedically Impaired	2021(2)-EM3-ND	Natalie	Open	9/23/21	10/14/21	21	Open
Operations Supervisor	2021-O05-MD	Maryam	Open	9/24/21	10/17/21	23	Open
Instructional Assistant - Behavioral Support	2021(2)-E23-ND	Natalie	Open	9/28/21	10/19/21	21	Open
Technology Services Technician	2021-I19-MD	Maryam	Open	10/6/21	10/27/21	21	Open
Custodian	2021-O04-MD	Maryam	Open	10/13/21	11/3/21	21	Open
IA-Specialized Academic Instruction	2021(3)-E24-ND	Natalie	Open	10/29/21	11/21/21	23	Open
School Community Liaison (Spanish)	2021(2)-E18S-ND	Natalie	Open	11/16/21	12/7/21	21	Open
Sign Language Interpreter	2021-E13-ND	Natalie	Open	11/30/21	Continuous		Open
Instructional Assistant - Specialized Academic Instruction	2021(4)-E24-ND	Natalie	Open	12/7/21	1/9/22	33	Open
Instructional Assistant - Bilingual (Spanish) - Substitute	2021(2)-ES2-ND	Natalie	Open	12/7/21	1/9/22	33	Open
Athletic Trainer	2021(2)-AT-MD	Maryam	Open	12/9/21	1/12/22	34	Open
Secretary-Attendance (Bilingual)	2021(2)-SBA-MD	Maryam	Open	12/22/21	1/18/22	27	Dual Cert
Clerical/Secretary Series (Substitute)	2022-CLER-SUB-MD	Maryam	Open	1/6/22	1/30/22	24	Substitute
Contact Tracer - Temporary (Daytime)	2022-H06-ND	Natalie	Open	1/7/22	1/30/22	23	Open
Substitute Instructional Assistant (SYS-SERIES)	2022-SYS-SUB-ND	Natalie	Open	1/7/22	1/30/22	23	Open
Custodian (Substitute)	2022-O04(Sub)-MD	Maryam	Open	1/12/22	2/3/22	22	Substitute
Campus Safety Aide (Substitute)	2022-N02(Sub)-MD	Maryam	Open	1/12/22	2/3/22	22	Substitute
Translator/Interpreter- Spanish (Substitute)	2022-S15-ND	Natalie	Open	1/25/22	2/15/22	21	Substitute

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
2021-2022															
7/13/21	6/21/2021	Publications Technician	12	8	CSEA-51	4	\$3,599	\$20.44	\$4,047	\$22.99	\$42,516	\$47,820	\$2,55	\$442	\$5,304
7/13/21	7/1/2021	Locksmith	12	8	AFSCME-59	6	\$4,374	\$24.86	\$5,321	\$30.23	\$51,710	\$62,879	\$5,37	\$931	\$11,170
7/13/21	7/1/2021	HVAC	12	8	AFSCME-64	7	\$4,946	\$28.53	\$6,136	\$35.40	\$59,343	\$73,633	\$6,87	\$1,191	\$14,290
7/13/21	7/1/2021	Custodian	12	8	AFSCME - 48	3	\$3,531	\$20.06	\$3,804	\$21.62	\$41,725	\$44,970	\$1,56	\$270	\$3,245
7/13/21	7/6/2021	Sec- Registrar/Records Bil	11.5	8	CSEA- 53	4	\$3,906	\$22.19	\$4,386	\$24.93	\$44,233	\$49,695	\$2,74	\$475	\$5,462
7/13/21	7/1/2021	Custodian	12	8	AFSCME - 48	2	\$3,531	\$20.06	\$3,671	\$20.86	\$41,725	\$43,389	\$0.80	\$139	\$1,664
7/13/21	8/10/2021	TST	12	8	AFSCME - 58	4	\$4,308	\$24.50	\$4,837	\$27.50	\$50,961	\$57,201	\$3.00	\$520	\$6,240
7/13/21	6/28/2021	Secretary - Program Support	12	8	CSEA - 51	4	\$3,716	\$21.96	\$4,179	\$23.74	\$45,678	\$49,380	\$1.78	\$309	\$3,702
7/13/21	7/1/2021	TST II	12	8	AFSCME - 60	9	\$5,630	\$32.49	\$5,976	\$34.48	\$67,580	\$71,720	\$1.99	\$345	\$4,139
7/13/21	7/19/2021	Carpenter	12	8	AFSCME - 59	7	\$4,517	\$25.67	\$5,604	\$31.22	\$53,394	\$64,939	\$5.55	\$962	\$11,544
7/13/21	6/21/2021	Payroll Supervisor	12	8	MGMT - 16	7	\$6,355	\$36.66	\$7,856	\$45.32	\$76,261	\$94,273	\$8.66	\$1,501	\$18,012
7/13/21	7/12/2021	Executive Director, Fiscal Service	12	8	ADMN - 40	5	\$13,101	\$75.06	\$13,903	\$80.21	\$156,127	\$166,839	\$5.15	\$893	\$10,712
8/10/21	7/16/2021	ASB Accounting Tech	11	8	CSEA - 55	3	\$4,098	\$23.31	\$4,429	\$25.17	\$44,445	\$47,992	\$1.86	\$322	\$3,546
8/10/21	8/2/2021	Office Assiant	10	8	CSEA - 43	4	\$3,053	\$17.35	\$3,441	\$19.54	\$30,074	\$33,870	\$2.19	\$380	\$3,796
8/10/21	8/9/2021	Bus Driver	9	5	AFSCME- 55	3	\$4,098	\$23.31	\$4,429	\$25.17	\$22,728	\$24,541	\$1.86	\$202	\$1,814
8/10/21	8/9/2021	Bus Driver	9	5	AFSCME- 55	3	\$4,098	\$23.31	\$4,429	\$25.17	\$22,728	\$24,541	\$1.86	\$202	\$1,814
8/10/21	8/9/2021	Office Assiant	10	8	CSEA- 43	5	\$3,053	\$17.35	\$3,578	\$20.33	\$30,074	\$35,239	\$2.98	\$517	\$5,165
8/10/21	08/05/21	CSA	9	7	CSA- 41	5	\$2,909	\$16.51	\$3,403	\$19.34	\$22,536	\$26,400	\$2.83	\$429	\$3,863
9/16/21	8/23/2021	Office Asst. Bilingual	10	8	CSEA - 47	7	\$3,366	\$19.11	\$4,181	\$23.75	\$33,125	\$41,167	\$4.64	\$804	\$8,043
9/16/21	8/23/2021	IA-Behavioral Support	9	6	CSEA- 51	3	\$3,716	\$21.11	\$4,023	\$23.74	\$24,699	\$27,776	\$2.63	\$342	\$3,077
9/16/21	9/13/2021	Athletic Facilities Worker II	12	8	AFSCME - 52	7	\$3,743	\$21.26	\$4,654	\$26.47	\$44,221	\$55,058	\$5.21	\$903	\$10,837
9/16/21	8/30/2021	College & Career Readiness Spec.	11	8	CSEA- 51	3	\$3,716	\$21.11	\$4,023	\$23.74	\$40,250	\$45,265	\$2.63	\$456	\$5,015
9/16/21	8/24/2021	College & Career Readiness Spec.	11	8	CSEA- 51	3	\$3,716	\$21.11	\$4,023	\$23.74	\$40,250	\$45,265	\$2.63	\$456	\$5,015
9/16/21	9/1/2021	IA-Behavoral Support	9	6	CSEA- 51	3	\$3,716	\$21.11	\$4,023	\$22.85	\$24,699	\$26,735	\$1.74	\$226	\$2,036
9/16/21	9/3/2021	IA-SAI	9	5,75	CSEA-43	4	\$3,053	\$17.35	\$3,441	\$19.54	\$19,454	\$21,910	\$2.19	\$273	\$2,456
9/16/21	9/20/2021	IA-Behavoral Support	9	6	CSEA-51	2	\$3,716	\$21.11	\$3,861	\$21.96	\$24,699	\$25,694	\$0.85	\$111	\$995
9/16/21	9/9/2021	IA-Behavoral Support	9	6	CSEA-51	3	\$3,716	\$21.11	\$4,023	\$22.85	\$24,699	\$26,735	\$1.74	\$226	\$2,036
10/12/21	9/20/2021	CSA	9	7	CSA - 41	4	\$2,909	\$16.51	\$3,274	\$18.59	\$22,536	\$25,376	\$2.08	\$315	\$2,839
10/12/21	10/1/2021	College & Career Readiness Spec.	11	8	CSEA- 51	4	\$3,716	\$21.11	\$4,179	\$23.74	\$40,250	\$45,265	\$2.63	\$456	\$5,015
10/12/21	10/4/2021	Instructional Materials Specialist	12	8	CSEA- 51	4	\$3,716	\$21.11	\$4,179	\$23.74	\$43,909	\$49,380	\$2.63	\$456	\$5,470
11/9/21	10/25/2021	IA-SAI	9	5,75	CSEA- 43	3	\$3,053	\$17.35	\$3,312	\$18.81	\$19,454	\$21,091	\$1.46	\$182	\$1,637
11/9/21	9/7/2021	LVN	10	8	CSEA-51	4	\$4,098	\$23.31	\$4,606	\$26.18	\$40,405	\$45,379	\$2.87	\$497	\$4,975
11/9/21	11/09/21	St. Warehouse Worker	12	8	AFSCME - 55	7	\$4,098	\$23.31	\$5,079	\$28.87	\$48,486	\$60,051	\$5.56	\$964	\$11,565
12/16/21	10/15/2021	Office Assistant Bilingual	10	8	CSEA - 47	2	\$3,366	\$19.11	\$3,504	\$19.91	\$33,125	\$34,511	\$0.80	\$139	\$1,387
12/16/21	11/3/21	Office Assistant	10	8	CSEA - 43	7	\$3,053	\$17.35	\$3,797	\$21.58	\$30,074	\$37,406	\$4.23	\$733	\$7,332
12/16/21	11/16/2021	IA-Behavioral Support	9	6	CSEA-51	5	\$3,716	\$21.11	\$4,349	\$24.72	\$24,699	\$28,923	\$3.61	\$469	\$4,224
2/8/22	1/24/2022	CSA	9	7	CSA-41	2	\$2,909	\$16.51	\$3,026	\$17.18	\$22,536	\$23,451	\$0.67	\$102	\$915
2021-2022 TOTAL FISCAL IMPACT											\$186,492				

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

	<u>Location:</u>	<u>Effective</u>
Correa, Juana Food Services Assistant I	Dale Jr. High School	12/17/2021
Galindo, Sergio Instructional Assistant - Bilingual	Western High School	12/13/2021
Gonzalez, Chynna Instructional Assistant – Specialized Academic Instruction	Katella High School	11/30/2021
Gutierrez, Marisela Instructional Assistant – Behavioral Support	Western High School	01/03/2022
Lowe, Rosemary Health Services Technician	Western High School	12/29/2021
Luisjuan, Maria Instructional Assistant – Behavioral Support	Katella High School	12/17/2021
Mapula, Lee Custodian	Maintenance Department	12/03/2021
Morillon, Crystal Instructional Assistant – Behavioral Support	Hope School	01/12/2022
Neri, Yazmin Office Assistant - Bilingual	Savanna High School	01/07/2021
Pizano, Jennifer Licensed Vocational Nurse	Sycamore Jr. High School	11/17/2021
Saucedo, Nancy Assessment & Evaluation Technician	Research & Evaluation Department	01/14/2022
Scott, Tracy Custodian	Lexington Jr. High School	12/01/2021
Thomas, Matthew Director of Transportation	Transportation Department	01/03/2022
Thompson, Robert Food Services Assistant I	Savanna High School	11/30/2021
Villagomez, Berenice Food Services Assistant I	Food Services Department	06/08/2021
Wagner, Alan Grounds Maintenance Worker	Maintenance Department	01/03/2022

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

	<u>Range/Step:</u>	<u>Effective:</u>
Permanent Employees:		
Arias, Eduardo Instructional Assistant – Specialized Academic Instruction	43/01	12/16/2021
Burdick, Brandon Campus Safety Aide	41/01	12/07/2021
Carreno, Gary Credentials Technician	57/01	12/20/2021
Cuevas, Stephanie Secretary – Attendance (Bilingual)	53/01	12/06/2021
Duque Orozco, Rafael Bus Driver	55/01	01/03/2022
Ganda, Fatima College & Career Readiness Specialist	51/01	12/08/2021
Garcia, Edgar Food Services Manager I	03/04	12/06/2021
Guzman, Liliana Family and Community Engagement Specialist	56/01	12/13/2021
Jimenez, Margarita Food Services Production Lead	55/01	12/13/2021
Tran, Honey Instructional Assistant – Adult Transition	51/03	12/13/2021
Vazquez Zuazo, Miguel Campus Safety Aide	41/01	12/13/2021
Weinraub, Erika Translator/Interpreter	53/04	12/13/2021
Winston, Jerome Instructional Assistant – Behavioral Support	51/01	12/01/2021
Promotions:		
Baltazar, Alexis Secretary – Registrar/Records	51/01	01/11/2022

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Borbon DeMarco, Anna Marie Secretary – Attendance	51/10	01/10/2022
Carranza, Maria Sr. Administrative Assistant – School Support	59/06	01/18/2022
Gonzales, Manuel Jr. Athletic Facilities Worker II	52/10	12/13/2021
Quintana, Orlando Grounds Maintenance Worker	49/09	12/15/2021
Reyes-Palacios, Julio Plant Manager I	02/04	12/01/2021
Rodriguez, Andrea Family and Community Engagement Specialist	56/01	12/10/2021
Rodriguez, Gladys Secretary – Registrar/Records (Bilingual)	53/10	01/17/2022
Substitute Employees:		
Almaraz, Robert Substitute Campus Safety Aide	41/01	01/03/2022
Ammari, Georget AVID Tutor	\$14.53/Hr.	12/08/2021
Anderson, Simon Substitute Custodian	48/01	12/10/2021
Avalos, Rocio Substitute Bus Driver	55/01	12/15/2021
Bartolo, Dianne Substitute Instructional Assistant – Adult Transition	51/01	12/01/2021
Bartolo, Dianne Substitute Instructional Assistant – Behavioral Support	51/01	12/01/2021
Bartolo, Dianne Substitute Instructional Assistant – Medically Fragile	51/01	12/01/2021
Cuellar, Mikari Contact Tracer	51/01	12/06/2021
De Anda, Dulce Substitute Bus Driver	55/01	12/14/2021

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Fields, Robert IV Substitute Campus Safety Aide	41/01	12/03/2021
Flores, Sofia Substitute Health Services Technician	51/01	12/06/2021
Gonzalez, Anthony Tutor	\$14.53/Hr.	12/09/2021
Hipolito, Eric Substitute Health Services Technician	51/01	12/06/2021
Jasso, Neal Substitute Instructional Assistant – Adult Transition	51/01	12/06/2021
Jasso, Neal Substitute Instructional Assistant – Behavioral Support	51/01	12/06/2021
Jasso, Neal Substitute Instructional Assistant – Medically Fragile	51/01	12/06/2021
Linder, Cynthia Substitute Office Assistant	43/01	12/15/2021
Lucio, Michael Substitute Office Assistant	43/01	12/15/2021
Mahand, Karlie Substitute Office Assistant	43/01	12/14/2021
Main, Jennie Substitute Office Assistant	51/01	12/10/2021
Mapula, Lee Substitute Custodian	48/01	12/04/2021
Martinez Ortiz, Estephania Substitute Bus Driver	55/01	12/03/2021
Millican, Colleen Substitute Office Assistant	43/01	12/07/2021
Pham, Huan Substitute Office Assistant	51/01	12/07/2021
Rivera, Hiram VAPA Percussion/Drum Lead	\$40/Hr.	12/06/2021

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Scott, Tracy Jr. Substitute Custodian	48/01	12/02/2021
Torres, Lorena Substitute Office Assistant	43/01	12/15/2021
Trinidad, Adrianna Substitute Office Assistant	43/01	01/03/2022
Vega Krebs, Christopher VAPA Choreography Technician II	\$25/Hr.	12/10/2021
Villa, Angelica Substitute Bus Driver	55/01	12/03/2021

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

Effective

Arevalo, Eric	01/04/2022
Barnes, Annie	12/01/2021
Bedolla, Miranda	12/07/2021
Benatz, Emily	12/06/2021
Gonzales-Wright, Arianna	01/04/2022
Jimenez, Diego	12/07/2021
Pena, Aaron	12/07/2021
Sackett, Joshua	01/05/2022
Soberano, Nicholas	01/02/2022
Verzani, Amanda	01/03/2022

4. **Food Service Student Workers**

Effective

Rafael, Bryant	12/01/2021
Sanchez, Ariana	12/01/2021