



AGENDA

REGULAR MEETING

March 15, 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, March 15, 2022.**
- B. Roll Call:**
- C. Pledge of Allegiance:**
- D. Approval of Agenda for Regular Meeting on March 15, 2022**
- E. Approval of Minutes for Regular Meeting on February 8, 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>	
School Community Liaison	09	<i>Exhibit B</i>
Substitute Athletic Facilities Worker II	05	<i>Exhibit B</i>
Substitute Campus Safety Aide	04	<i>Exhibit B</i>
Substitute Clerical/Secretary Series	28	<i>Exhibit B</i>
Substitute Clerical/Secretary Series (Bilingual)	11	<i>Exhibit B</i>
Substitute Custodian	33	<i>Exhibit B</i>
Substitute Health Services Technician	33	<i>Exhibit B</i>
Substitute Translator/Interpreter	01	<i>Exhibit B</i>
<u>List Abolishment</u>	<u># Eligibles</u>	
Athletic Facilities Worker I	05	
Athletic Facilities Worker II	06	
Athletic Facilities Worker II (Female)	07	
Athletic Trainer	04	

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

Plant Manager I	10	<i>Exhibit C</i>
Plant Manager II	11	<i>Exhibit C</i>

III. Action/Discussion Items/or Other Information:

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

- 1. AB 2045 Letter of Support Discussion *Exhibit D*
- 2. Classified Employee of the Year Event Discussion

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 Family and Community Engagement Specialist within the Student Support Services job family. *Exhibit E* *Moved:
Seconded:
Vote:*
- 2. Approval of 2022 AUHSD Classified Workforce Salary Study Findings & Recommendations (Administration, Management, and Confidential Employee Groups) *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 – February *Exhibit I*
- 4. Eligibility List Expiration – March

List Expiration **# Eligibles**

Food Services Assistant II	11
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IV. Next Regular Personnel Commission Meeting:

Tuesday, April 12, 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.

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

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

Electronically Recorded

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

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

I. General Functions:

- A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 3:50 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: February 8, 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: January 21, 2022**

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

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

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

- *Executive Director of Classified Personnel, Brandon Tietze, updated the Commissioners regarding the work being done in the Human Resources – Classified department.*
- *Mr. Tietze noted that Human Resources has begun preparations for staffing of the various upcoming summer programs.*
- *Mr. Tietze stated his intention to bring updated salary recommendations to the Commission for approval at the March Personnel Commission meeting.*
- *Mr. Tietze announced that Human Resources will soon be soliciting vendors for a new web-based applicant tracking and employee onboarding system.*
- *Mr. Tietze mentioned that Human resources will soon begin the process of transitioning from physical to digital personnel files.*
- *Mr. Tietze expressed his condolences regarding the recent passing of CSEA President, Jackie Brock.*

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 Commissioner Chairperson, Paul Andresen also expressed his condolences regarding Ms. Brock.*
- *Mr. Andresen announced that he will be representing AUHSD at an upcoming CSPCA conference.*

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

1. AFSCME Report

None

2. Board of Trustees/Superintendent Report

None

3. Middle Managers Association Report

None

4. CSEA Report

None

5. Assistant Superintendent of Human Resources Report

None

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

None

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

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

<u>List Establishment</u>	<u># Eligibles</u>
Athletic Trainer	04
Custodian	42
Instructional Assistant - Adult Transition	40
Instructional Assistant - Behavioral Support	154
Instructional Assistant - Behavioral Support	39
Instructional Assistant - Medically Fragile/ Orthopedically Impaired	08
Instructional Assistant - Medically Fragile/ Orthopedically Impaired	08
Instructional Assistant - Specialized Academic Instruction	39
Instructional Assistant - Specialized Academic Instruction	29
Instructional Assistant - Visually Impaired	02
Instructional Materials Specialist	07
Secretary – Program Support	27
Secretary – Program Support (Bilingual)	07
Technology Services Technician	18

List Abolishment

Eligibles

None

List Extension

Eligibles

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

Sr. Administrative Assistant - Series

16

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 District & Community Use Manager within the Facility Services job family.
- b. Approval of the revised classification of Operations Supervisor within the Facility Services job family.
- c. Approval of the revised classification of Payroll Supervisor within the Fiscal Support Services job family.

It was moved and seconded to approve all action items as submitted. 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 – January

4. Eligibility List Expiration – February

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

IV. Next Regular Personnel Commission Meeting:

Friday, March 11, 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.

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: 4:33 p.m.
- B. Regular Meeting reconvened at: 5:15 p.m.
- C. Report of any action taken during closed session

VI. Adjournment:

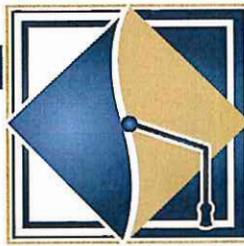
There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned

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: 5:16 p.m.

 Audrey Cherep
 Chairperson, Personnel Commission
 Anaheim Union High School District



ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION
ELIGIBILITY LIST NO. 2021(2)-E18S-ND

POSITION: SCHOOL COMMUNITY LIAISON (SPANISH)

DATE ADVERTISED: 11/16/21 – 12/07/21

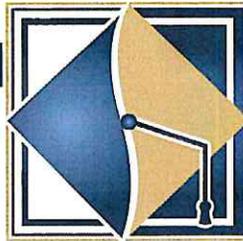
NUMBER OF APPLICATIONS RECEIVED:	74
NUMBER OF APPLICANTS ADMITTED TO WRITTEN EXAM	32
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	24
BILITERACY WRITTEN EXAM:	
NUMBER OF APPLICANTS PARTICIPATING IN BILITERACY EXAM	24
NUMBER OF APPLICANTS PASSING BILITERACY EXAM	15
BILITERACY ORAL EXAM:	
NUMBER OF APPLICANTS PARTICIPATING IN BILITERACY EXAM	15
NUMBER OF APPLICANTS PASSING BILITERACY EXAM	09

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	09
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BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 03/15/2022
EXPIRATION DATE: 03/15/2023
EXTENDED EXPIRATION DATE:

Learning With Purpose

ANAHEIM
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SCHOOL
DISTRICT

College and Career Ready

ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2021-OF2(Sub)-MD

POSITION: Athletic Facilities Worker II (Substitute)

DATE ADVERTISED: 12/18/2021 – 01/09/2022

NUMBER OF APPLICATIONS RECEIVED:	17
NUMBER OF APPLICANTS ADMITTED TO WRITTEN EXAM	14
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	05

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	05
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ORAL BOARD:

Not Applicable

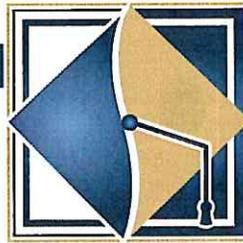
BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 03/15/2022

EXPIRATION DATE: 03/15/2023

EXTENDED EXPIRATION DATE:

Learning With Purpose

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College and Career Ready

ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022-N02(Sub)-MD

POSITION: Campus Safety Aide (Substitute)

DATE ADVERTISED: 01/12/2022 – 02/03/2022

NUMBER OF APPLICATIONS RECEIVED:	12
NUMBER OF APPLICANTS ADMITTED TO WRITTEN EXAM	12
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	06
OTHER:	
NUMBER OF APPLICANTS WHO SUBMITTED CERTIFICATION	04

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	04
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ORAL BOARD:

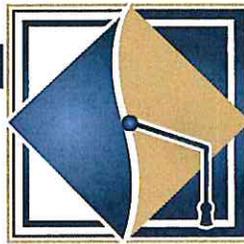
Not Applicable

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 03/15/2022

EXPIRATION DATE: 03/15/2023

EXTENDED EXPIRATION DATE:



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022-CLER-SUB-MD

POSITION: SECRETARY – Clerical/Secretary Series (Substitute) Non-Bilingual

DATE ADVERTISED: 01/06/2022 – 01/30/2022

NUMBER OF APPLICATIONS RECEIVED:	83
NUMBER OF APPLICANTS ADMITTED TO WRITTEN EXAM	74
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	39

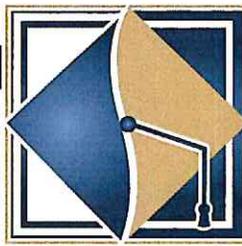
TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	28
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BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 03/15/2022

EXPIRATION DATE: 03/15/2023

EXTENDED EXPIRATION DATE:



ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION
ELIGIBILITY LIST NO. 2022-CLER-SUB-MD

POSITION: SECRETARY – Clerical/Secretary Series (Substitute) Bilingual

DATE ADVERTISED: 01/06/2022 – 01/30/2022

NUMBER OF APPLICATIONS RECEIVED:	83
NUMBER OF APPLICANTS ADMITTED TO WRITTEN EXAM	74
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	39
BILITERACY EXAM:	
NUMBER OF APPLICANTS PARTICIPATING IN BILITERACY EXAM	30
NUMBER OF APPLICANTS PASSING BILITERACY EXAM	11

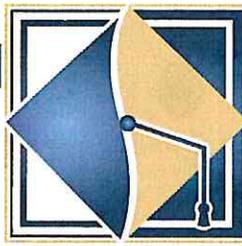
TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	11
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BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 03/15/2022

EXPIRATION DATE: 03/15/2023

EXTENDED EXPIRATION DATE:



ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION
ELIGIBILITY LIST NO. 2022-004(Sub)-MD

POSITION: Custodian (Substitute)

DATE ADVERTISED: 01/12/2022 – 02/03/2022

NUMBER OF APPLICATIONS RECEIVED:	77
NUMBER OF APPLICANTS ADMITTED TO WRITTEN EXAM	72
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	33

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	33
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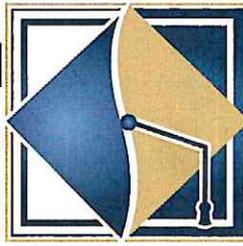
ORAL BOARD:
Not Applicable


BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 03/15/2022

EXPIRATION DATE: 03/15/2023

EXTENDED EXPIRATION DATE:



ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION
ELIGIBILITY LIST NO. 2021-H01(Sub)-ND

POSITION: HEALTH SERVICES TECHNICIAN (SUBSTITUTE)

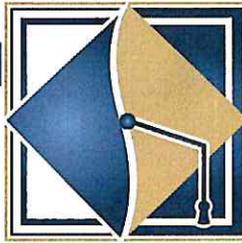
DATE ADVERTISED: 09/13/21 - 11/17/21

NUMBER OF APPLICATIONS RECEIVED:	77
NUMBER OF APPLICANTS ADMITTED TO WRITTEN EXAM	65
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	33

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	33
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BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 03/15/2022
EXPIRATION DATE: 03/15/2023
EXTENDED EXPIRATION DATE:



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022-S15-ND

POSITION: TRANSLATOR/INTERPRETER-SPANISH (SUBSTITUTE)

DATE ADVERTISED: 01/25/22 – 02/15/22

NUMBER OF APPLICATIONS RECEIVED: 13

BILITERACY ORAL EXAM:

NUMBER OF APPLICANTS PARTICIPATING IN BILITERACY EXAM 05

NUMBER OF APPLICANTS PASSING BILITERACY EXAM 01

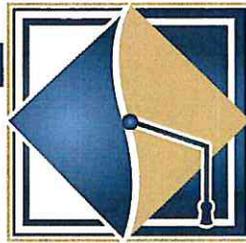
TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	01
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BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 03/15/2022

EXPIRATION DATE: 03/15/2023

EXTENDED EXPIRATION DATE:



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2020-027-MD

POSITION: Plant Manager I (Promotional Only)

DATE ADVERTISED: 12/15/2020 – 01/11/2021

<u>NUMBER OF APPLICATIONS RECEIVED:</u>	24
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STRUCTURED INTERVIEW/PERFORMANCE EXAM:

NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	11
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NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW/PERFORMANCE EXAM	11
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TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	11
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ORAL BOARD:

David Pittman, Area Custodial Manager, LBUSD

Luis Estrada, Assistant Director MOT, LUSD

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 03/09/2021

EXPIRATION DATE: 03/09/2022

EXTENDED EXPIRATION DATE: 09/09/2022

ANAHEIM
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DISTRICT



ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION
ELIGIBILITY LIST NO. 2020-027-MD

POSITION: Plant Manager II (Promotional Only)

DATE ADVERTISED: 11/10/2020 – 12/06/2020

NUMBER OF APPLICATIONS RECEIVED: 33

STRUCTURED INTERVIEW/PERFORMANCE EXAM:
NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW 11

NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW/PERFORMANCE EXAM 11

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST: 11

ORAL BOARD:
David Pittman, Area Custodial Manager, LBUSD
Luis Estrada, Assistant Director MOT, LUSD

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 03/09/2021

EXPIRATION DATE: 03/09/2022

EXTENDED EXPIRATION DATE: 09/09/2022

**PERSONNEL COMMISSION
ANAHEIM UNION HIGH SCHOOL DISTRICT
Regular Meeting: Tuesday, March 15, 2022**

SUBJECT: AB 2045 Letter of Support Discussion

BACKGROUND INFORMATION:

The Los Angeles County Office Education (LACOE) has recently been coordinating with other merit system associations and Personnel Commission Directors on a proposal to modify the rule of three ranks defined in Education Code 45272. The AUHSD PC is being asked to support Assembly Bill (AB) 2045, which outlines a new way to define what eligibility list ranks are provided to hiring managers for selection.

DISCUSSION:

The following background is provided in the AB 2045 handout proposed by LACOE. Please note that the full handout and a separate power point presentation are attached.

Since 1975, California LEAs have used the "Rule of 3 Ranks" to hire candidates based upon their scores from the employment examination process. Classified positions are any positions that do not require credential. This system rounds each candidate's score from the examination process to the nearest percentage point and ranks those scores by one percent intervals. For example, only the top three candidates would be eligible for hire if candidates score 97%, 95%, 94%, and 93%. If there is a tie among the three top scores, any candidates that have a score in the top three would be eligible for hire. Until the top ranks are exhausted, no one else on the list may be considered. While intended to prevent nepotism or bias in hiring, this current system has its own set of challenges. The 1% distinction between ranks is so narrow that it limits the ability for hiring committees to select well qualified candidates that may excel in other job-related factors along with high test scores that are not within the top three ranks. The "Rule of 3 Ranks" system also causes confusion for candidates, as their rank can shift wildly throughout the life of a hiring list. This 1% distinction also increases the effects of unconscious bias in hiring by denying access to candidates based on unreasonably small differences between scores in the testing process. This unconscious bias is similar to that observed in standardized tests like the SAT or ACT for college admissions. Other civil service systems have begun allowing for a more flexible ranking of candidates, such as the Banding system used by the County of Los Angeles since 1988.

AB 2045 will allow LEAs to opt into a banding system that groups candidates by 6% intervals in place of the "Rule of 3 Ranks." Specifically, this bill will allow for a grouping tier system that would have candidates that score in the range of 100% - 95% to be placed in Group 1, 94% - 89% to be included in Group 2, and the rest of the list would follow the same format. Additionally, this version of a merit system creates a minimum of five people that can be considered for hire. If there are not five candidates in Group 1, the list will add the entirety of Group 2 and continue adding the next group until there are at least five eligible candidates. This flexible merit system will allow LEAs to hire from a more diverse and inclusive list of candidates. If enacted, AB 2045 will help alleviate the issue of staff shortages as well combat the lack of adequate representation.

RECOMMENDATION:

It is recommended that the Commissioners discuss the proposed AB 2045 Bill in terms of the benefits and burdens of adopting the new banded rank system. If the Commissioners show a willingness to adopt the system, the Director will place an action item on the April PC agenda to approve the endorsement of a letter of support for AB 2045 to be sent to the Assembly Member representing the Anaheim jurisdiction.



AB 2045: Classified Positions Hiring Flexibility Act

SUMMARY

AB 2045 will establish an optional alternative method of hiring for classified positions in K-12 and Community College local education agencies (LEAs).

BACKGROUND

Since 1975, California LEAs have used the "Rule of 3 Ranks" to hire candidates based upon their scores from the employment examination process. Classified positions are any positions that do not require credential. This system rounds each candidate's score from the examination process to the nearest percentage point and ranks those scores by one percent intervals. For example, only the top three candidates would be eligible for hire if candidates score 97%, 95%, 94%, and 93%. If there is a tie among the three top scores, any candidates that have a score in the top three would be eligible for hire. Until the top ranks are exhausted, no one else on the list may be considered.

While intended to prevent nepotism or bias in hiring, this current system has its own set of challenges. The 1% distinction between ranks is so narrow that it limits the ability for hiring committees to select well-qualified candidates that may excel in other job-related factors along with high test scores that are not within the top three ranks.

The "Rule of 3 Ranks" system also causes confusion for candidates, as their rank can shift wildly throughout the life of a hiring list. This 1% distinction also increases the effects of unconscious bias in hiring by denying access to candidates based on unreasonably small differences between scores in the testing process. This unconscious bias is similar to that observed in standardized tests like the SAT or ACT for college admissions. Other civil service systems have begun allowing for a more flexible ranking of candidates, such as the Banding system used by the County of Los Angeles since 1988.

THIS BILL

AB 2045 will allow LEAs to opt into a banding system that groups candidates by 6% intervals in place of the "Rule of 3 Ranks." Specifically, this bill will allow for a grouping tier system that would have candidates that score in the range of 100% - 95% to be placed in Group 1, 94% - 89% to be included in Group 2, and the rest of the list would follow the same format.

Additionally, this version of a merit system creates a minimum of five people that can be considered for hire. If there are not five candidates in Group 1, the list will add the entirety of Group 2 and continue adding the next group until there are at least five eligible candidates.

This flexible merit system will allow LEAs to hire from a more diverse and inclusive list of candidates. If enacted, AB 2045 will help alleviate the issue of staff shortages as well combat the lack of adequate representation in the education system.

SUPPORT

Los Angeles County Office Education (Sponsor)

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CA Assembly Bill 2045 – Current Text and Additional Information

March 7, 2022

Below is the current text of sections that would be added to California Education Code for merit system TK-12 Districts (§ 45272.5) and Community College Districts (§ 88091.5) in Assembly Bill 2045:

45272.5. [88091.5] (a) Upon majority vote of the commission, applicants shall be placed on eligibility lists in ranked groups according to their relative merit as determined by competitive examinations, in lieu of the individual ranking system prescribed in subdivision (a) of Section 45272 [88091].

(b) The passing candidates' final examination scores shall be rounded to the nearest whole percent and assembled into distinct groups with the following equivalent fixed ranges:

- (1) Group 1: 95 percent to 100 percent.
- (2) Group 2: 89 percent to 94 percent.
- (3) Group 3: 83 percent to 88 percent.
- (4) Group 4: 77 percent to 82 percent.
- (5) Group 5: 76 percent or below.

(c) All appointments shall be made from the highest ranking group described in subdivision (b) of an eligibility list, except when that group includes fewer than five persons who are ready and willing to accept the position. When a group includes fewer than five persons who are ready and willing to accept the position, an appointment shall be made from combining the next highest group or groups to include at least five persons ready and willing to accept the position.

(d) An eligibility list with fewer than five* viable candidates may be considered exhausted if the appointing authority requests additional eligible candidates be certified for hiring consideration.

* - **NOTE:** In order to ensure minimal disruption in Merit System practices for Personnel Commissions that opt-in to banding (using ED Code § 45272.5 or § 88091.5), the number included in subsection (d) will be amended from "five" to "three". This ensures that the minimum number of candidates on an active eligibility list remains at three candidates, similarly to the minimum of "three ranks" currently in practice under Ed Code §45272.

Banding Example:

Eligibility List	Total Score	Group	Rank
Candidate 1	96	1	1
Candidate 2	93	2	2
Candidate 3	89	2	3
Candidate 4	84	3	4
Candidate 5	80	4	5
Candidate 6	77	4	6
Candidate 7	76	5	7
Candidate 8	76	5	7
Candidate 9	74	5	8

KEY	
	Current Rankings
	Proposed Banding

Group 1	95% – 100%
Group 2	89% – 94%
Group 3	83% – 88%
Group 4	77% – 82%
Group 5	76% or Below

For more information about AB 2045, please complete the linked survey:



<https://forms.office.com/r/wZB1917cLJ>

Proposed Legislative Change Merit System: Top 3 Ranks to Banding

**Pam Gibbs, Eric Rowen, & Kenneth Kato
March 2022**



Los Angeles County Office of Education
Serving Students • Supporting Communities • Leading Educators



Today's Agenda

- Introduction & Background
- Legislative Process
- Rule of 3 Ranks & Related Challenges
- Proposed Update: Banding
- Anticipated Effects
- Next Steps & Questions



Introduction & Background



**Los Angeles County
Office of Education**

- **1975:** “Rule of 2” -> “Rule of 3 Ranks”
 - Response to changing workforce demographics
- **Spring 2020:** LACOE Legislative Proposal
 - LACOE Personnel Commission initiated a Legislative Position Recommendation to expand the “Rule of 3 Ranks”
 - **Goal 1:** Modernize Merit System to be more efficient, equitable, and sustainable
 - **Goal 2:** Ensure hiring process is competitive with the industry
- **August 2020 & February 2022:** LACOE Board of Education approves Proposal
- **LACOE Government Relations and Personnel Commission begin outreach**
 - LBUSD Personnel Commission Executive Officer joins efforts
 - Meetings with legislators, directors, local union leadership
 - Meetings with representatives of CSEA, SEIU, ACSA, CSBA, CSPCA, and PCASC

Legislative Process – Current Status



- AB 2045 (Jones-Sawyer) was introduced on February 14, 2022
- Information about the author, current bill status, and next steps
- Why we chose the author (Assemblymember Jones-Sawyer’s background)
- Committee process, building support (letters), hearings in April/May

What is the Rule of 3 Ranks?

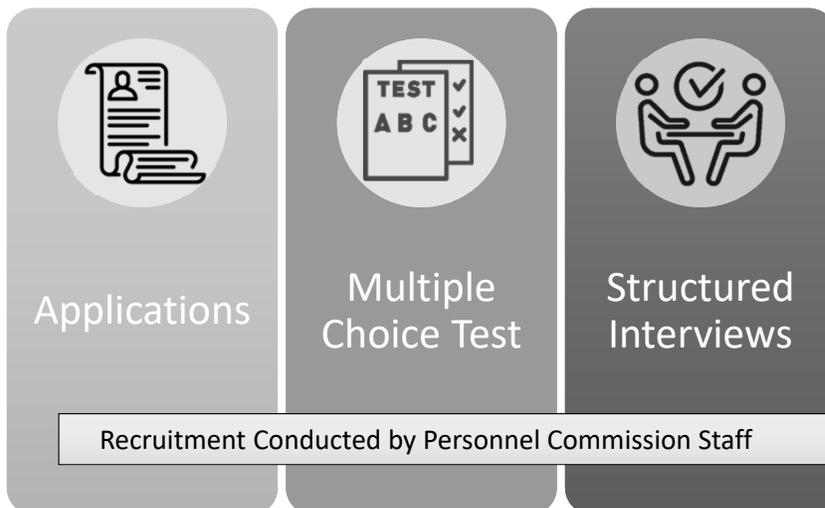
- CA Education Code § 45272* regarding Merit System hiring currently reads as follows:

...The final scores of candidates shall be **rounded to the nearest whole percent** for all eligibles. All eligibles with the same percentage score will be considered as having the same rank. Appointments shall be made from the eligibles having the **first three ranks** on the list who are ready and willing to accept the position...



** Proposed changes would also apply to community college sections of CA Ed Code, including EDC § 88091*

What is the Rule of 3 Ranks? (cont.)



Eligibility List	
Name	Score
Candidate 1	96
Candidate 2	94
Candidate 3	92
Candidate 4	92
Candidate 5	87
Candidate 6	86
Candidate 7	83
Candidate 8	77
Candidate 9	72
Candidate 10	70

What is the Rule of 3 Ranks? (cont.)

Sample Eligibility List		
Name	Score	Rank
Candidate 1	96	1
Candidate 2	94	2
* Candidate 3	92	3
Candidate 4	92	3
Candidate 5	87	4
Candidate 6	86	5
Candidate 7	83	6
Candidate 8	77	7
Candidate 9	72	7
Candidate 10	70	8

Top 3 Ranks = 4 Candidates

- All qualified candidates compete in examination process; passing candidates are added to eligibility list for hiring consideration, ranked by scores (%)
- Hiring Managers may only select from the **top 3 ranks** to fill a vacancy
- In most cases, only 3 candidates may be considered for each vacancy
 - Only exception is tied scores*
- Lower ranks cannot be chosen until higher ranks are exhausted

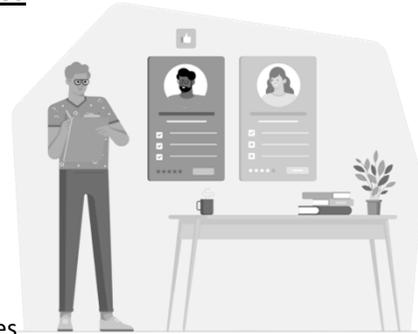
Challenges for Rule of 3 Ranks



- **1%** distinction between ranks is too narrow:
 - Does not reflect **accuracy** of our measurement tools
 - **Well-qualified** candidates may be *close*, but not among top 3 ranks
 - Employers are considering other additional job-related factors
- Ranks can be **confusing** for candidates
 - Candidates move from one rank to another while list is viable
 - Scores do not always match ranks across exams
- Merit Systems **compete** with more flexible hiring processes
 - Other civil service systems allow expanded options
 - Recent challenges expanding Merit System into new districts
- Potential to promote **unconscious bias**
 - Similar to standardized testing, or SATs for college admissions

Proposed Update to Merit System: Banding

- **Group** similarly qualified candidates by a range of scores
- Maintains the **merit principles**
 - Job-related examinations and a score are required
 - Highest-scoring group(s) remain at the top
 - Other candidates available only after the top are considered through triggers
 - Mandates choosing from the list if candidates remain
- Increases **flexibility** of hiring system
 - Provide more opportunities for promotions
 - Increase access to a **diverse** group of well-qualified candidates
 - Give hiring managers more choices
- Allows to “opt in” by **local control** of choosing a hiring system, based on Personnel Commission decision



Banding Example: County of Los Angeles

LA County implemented banding in 1988, as outlined in its Code of Ordinances (Title 5, Appendix 1, Rule 11)

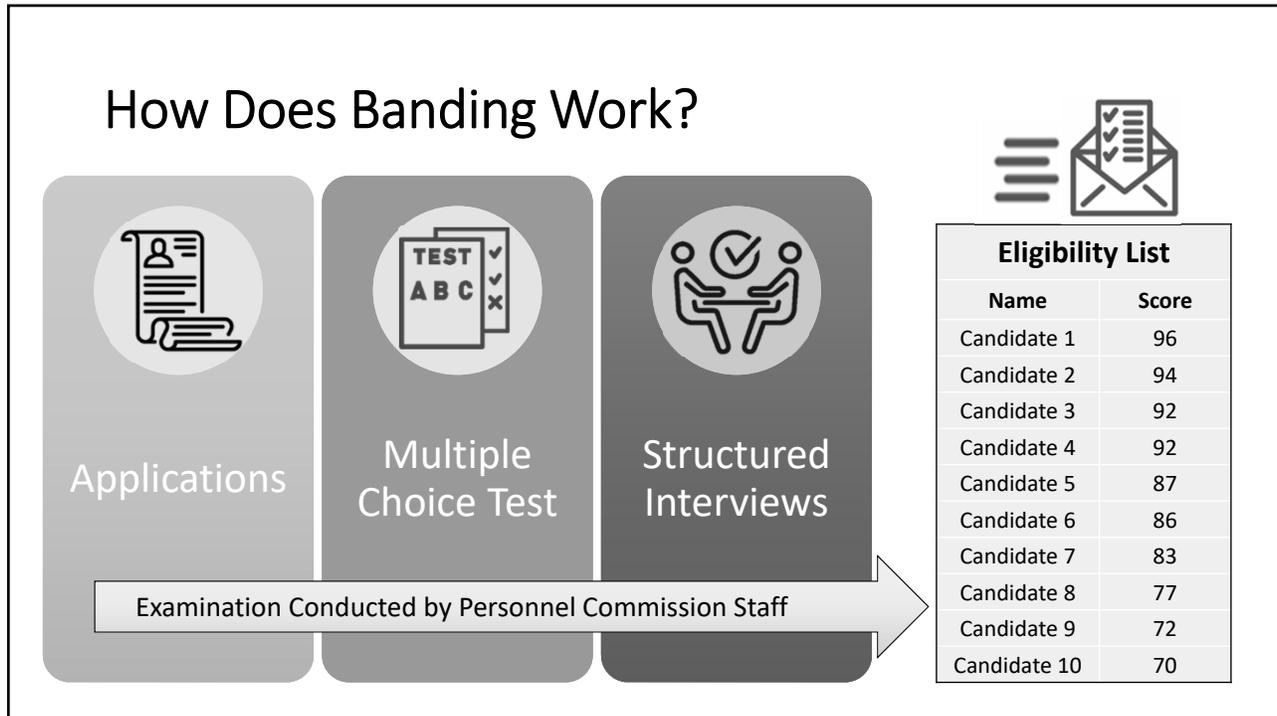
Principles:

- Candidates are placed into **groups** based on their weighted total score
- Scores shall be rounded to the nearest whole number
- All appointments are made from the **highest ranking group**
- When fewer than five candidates remain, include the next highest group or groups for a total of **at least five persons**
- The distinct **groups** having **fixed ranges:**



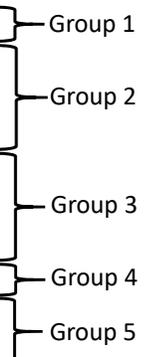
Group 1	95%—100%
Group 2	89%—94%
Group 3	83%—88%
Group 4	77%—82%
Group 5	70%—76%

How Does Banding Work?



How Does Banding Work? (cont.)

Eligibility List	
Name	Score
Candidate 1	96
Candidate 2	94
Candidate 3	92
Candidate 4	92
Candidate 5	87
Candidate 6	86
Candidate 7	83
Candidate 8	77
Candidate 9	72
Candidate 10	70



- The merit-based examination **remains the same** until certification step
- Candidates are gathered into **ranked groups** based on their passing examination scores
- Modeled after LA County’s system, similarly qualified candidate groups are based on **6%** increments:

Group 1	95% – 100%
Group 2	89% – 94%
Group 3	83% – 88%
Group 4	77% – 82%
Group 5	76% or Below

How Does Banding Work? (cont.)

Accountant Eligibility List		
Name	Score	Group
Candidate 1	96	1
Candidate 2	94	2
Candidate 3	92	2
Candidate 4	92	2
Candidate 5	87	3
Candidate 6	86	3
Candidate 7	83	3
Candidate 8	77	4
Candidate 9	72	5
Candidate 10	70	5

Top Group(s) = 7 Candidates

- All qualified candidates compete in examination process; passing candidates are added to eligibility list by their scores **in ranked groups** (6% wide)
- Hiring Managers may select from the **top group(s)** that **contain 5 or more qualified candidates**
- Maintains integrity of Merit System while increasing flexibility
- More candidates -> More opportunities for diverse hiring

How Would Banding Impact Hiring? (cont.)

In reviewing past eligibility lists from LACOE and Long Beach USD, this change would **also** provide increased promotional opportunities among historically underrepresented groups:

KEY
Current Rankings
Proposed Banding

Group 1	95% – 100%
Group 2	89% – 94%
Group 3	83% – 88%
Group 4	77% – 82%
Group 5	76% or Below

Maintenance Manager (2020)

Ethnicity	Gender	Total Score	Rank
White (not of Hispanic origin)	Male	89	1
Black (not of Hispanic origin)	Male	88	2
Asian	Male	85	3
White (not of Hispanic origin)	Male	84	4
Hispanic	Male	80	5
White (not of Hispanic origin)	Female	77	6
Decline to state	Male	77	6
White (not of Hispanic origin)	Male	76	7
Decline to state	Male	74	8

How Would Banding Impact Hiring? (cont.)

In reviewing past eligibility lists from LACOE and Long Beach USD, this change would substantially impact some recruitments more than others:

KEY
Current Rankings
Proposed Banding

Group 1	95% – 100%
Group 2	89% – 94%
Group 3	83% – 88%
Group 4	77% – 82%
Group 5	76% or Below

Intermediate Office Assistant (2022)

Ethnicity	Gender	Total Score	Rank
Hispanic	Male	98	1
Hispanic	Female	96	2
White (not of Hispanic origin)	Female	95	3
White (not of Hispanic origin)	Female	95	3
Asian	Female	94	4
Hispanic	Male	91	5
Hispanic	Female	91	5
Black (not of Hispanic origin)	Female	90	6
Hispanic	Female	90	6
Hispanic	Female	89	7
Hispanic	Female	89	7
Hispanic	Female	88	8
Decline to state	Decline	88	8
White (not of Hispanic origin)	Female	87	9

NOTE: List truncated w/ 43 more candidates

How Would Banding Impact Hiring?

Eligibility Lists w/ Top 3 Ranks (FY18-20)

Reachable Candidates by Ethnicity	Raw #	%
White	125	16.5%
African American	83	10.9%
Hispanic or Latino	264	34.8%
American Indian or Alaska Native	8	1.1%
Multiple ethnicities	42	5.5%
Declined to state	50	6.6%
Other	9	1.2%
Asian or Pacific Islander	138	18.2%
Filipino	40	5.3%
TOTAL	759	100%



Eligibility Lists w/ Banding (Ranked Groups, FY18-20)

Reachable Candidates by Ethnicity	Raw #	%	Change (#)	Change (%)
White	172	14.4%	+47	-2.1%
African American	135	11.3%	+52	+0.3%
Hispanic or Latino	422	35.2%	+158	+0.4%
American Indian or Alaska Native	11	0.9%	+3	-0.1%
Multiple ethnicities	59	4.9%	+17	-0.6%
Declined to state	83	6.9%	+33	+0.3%
Other	13	1.1%	+4	-0.1%
Asian or Pacific Islander	234	19.5%	+96	+1.4%
Filipino	69	5.8%	+29	+0.5%
TOTAL	1198	100%	+439	+57.8%

In a review of 3 years of LACOE eligibility lists, banding would increase the number of available candidates ¹ and provide more diverse hiring opportunities²

Summary

- Current merit system provides job-related employment exams, but have limited reliability and validity – not 1% accuracy
- Grouping candidates increases opportunities for both hiring managers and candidates
- Seeking to uphold merit principles:
 - Top candidates must be considered first
 - Lists still “viable” with 3 or more candidates
- Negative effects of adverse impact and implicit bias in examinations (e.g. multiple choice tests) can be reduced by using ranked groups
- Local control allows Merit Districts to “opt in” if they prefer Banding over Top 3 Ranks



Next Steps and Questions

- Continuing conversations with key partners and colleagues
- Building grass-roots support from LEAs, Personnel Commissions, and Union partners
- Reviewing districts’ hiring data to analyze effects
- Providing technical support to AB 2045’s author and legislative committees
- Additional Questions?



Submit Survey For More Information

- Need additional information about the proposal, legislative process, or its implementation?
- Questions about how this change would impact your organization?
- Interested in reviewing your eligibility list and hiring data?
- Need another presentation for your colleagues?



<https://forms.office.com/r/wZB1917cLJ>



**PERSONNEL COMMISSION
ANAHEIM UNION HIGH SCHOOL DISTRICT
Meeting: Tuesday, March 15, 2022**

SUBJECT: Classification Revision – Family and Community Engagement Specialist

BACKGROUND INFORMATION:

The Director of Curriculum & Instruction and CSEA leadership requested HR staff to implement revisions to the Family and Community Engagement Specialist (FACES) classification specification and to determine whether the current compensation for this position was below average compared to similar positions in the current market.

Under the general direction of a principal with support from the Family and Community Engagement Coordinator, the FACES coordinates with school staff and administration to plan, develop, implement, and evaluate parent education programs. Additionally, the Family & Community Engagement Specialist will serve as a liaison between the schools, parents, and community agencies/resources that support these groups; provides translations or interpretation services for limited and non-English speaking parents in designated target language; performs other related duties as assigned.

METHODOLOGY:

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

- Reviewed the FACES classification specification.
- Discussed necessary changes with the FACES incumbents, Director of Curriculum & Instruction, Family and Community Engagement Coordinator, and CSEA leadership.
- Compared current classification specifications against similar classification specifications in nearby school districts.
- Reviewed salary and qualification information of comparable external positions for the purpose of external alignment.

DISCUSSION:

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

- The revisions needed for the job description are as follows:
 - Raise the minimum qualifications from an Associate's Degree to a Bachelor's Degree, and from one year of experience to two years of experience
 - Remove translation and interpretation from the general essential duties
 - Upgrade the position from a 11-month to 12-month position

In addition to revising the FACES 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 3 similar positions were found. In order to generate an adequate sample size for the subsequent market statistical analysis, HR typically requires at least 5 comparable classifications to be identified in the market analysis, and 6 additional similar positions were identified in the "expanded" market.

Salary analysis encompassed total compensation beyond just base salary, including benefits (health, dental, vision insurance employee contributions) and longevity. The most recent comprehensive salary study performed in 2021 determined that AUHSD employees contribute around \$200 less per month on average for benefits than the local market agencies. Therefore, this figure was calculated into the larger total compensation analysis to determine if the position was still under market.

- Salary Modification
 - The current salary range for Family and Community Engagement Specialist is approximately - 8.1% below market average relative to the middle of its respective market when only looking at base salary, and -4.1% below average when considering total compensation. Therefore, it is recommended to increase the range from range 56 to range 59 based on the total compensation salary market analysis.
 - The Family and Community Engagement Specialist placement on AUHSD's CSEA Salary Schedule Range 59 (\$4,517 - \$5,945) will place it 2.8% above the market with total compensation (see

attached), which will better support AUHSD being able to attract and retain sufficiently qualified individuals in the position.

The following significant job description revisions are needed:

REVISION - MODIFICATIONS		
Current Language	Proposed Language	Purpose for Revision
An associate's degree with a major in communications, social services, career development, counseling, education or a closely related field.	A Bachelor's degree with a major in communications, social services, career development, counseling, education or a closely related field.	More closely align the required education, experience, and needs of the position with other nearby school districts.
One year of experience developing and administering parent training programs, facilitating school relationships with community groups, and connecting families with community service agencies. Two years of related experience is highly desirable.	Two years of experience developing and administering parent training programs, facilitating school relationships with community groups, and connecting families with community service agencies.	
Additional experience may be substituted for the required education on a two years of experience for one year of education basis.	Additional experience may be substituted for the required education on a one year of experience for one year of education basis.	
Publicizes parent events; prepares news releases on upcoming parent events; assists in the maintenance of school's social media accounts.	Publicizes parent events through newsletters, weekly announcements, school's website, and social media	
Translates and interprets for non-English speaking parents and students in designated target language; interprets to individuals and groups attitudes, needs, and desires and they related to the local educational process; prepares and delivers correspondence, notifications, and presentations in secondary language; assists in recording message related to duties in a secondary language.	Prepares and delivers correspondence, notifications, and presentations in English and a designated secondary target language; assists in recording messages related to duties in the target language.	

REVISION - ADDITIONS	
Proposed Language	Purpose for Addition
Develop and maintain positive and nurturing relationships with families and the community.	More closely align the duties and abilities to the needs of the position and with other nearby school districts.
Creates, facilitates, and evaluates parent workshops and education programs.	

REVISION - REMOVALS	
Current Language	Purpose for Removal
Assists with enrollment, registration, and recording or daily attendance as needed to assure smooth and efficient school office operations.	Duty being removed does not closely align with the scope of the position

RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Family and Community Engagement Specialist classification as provided, including the salary modification from Range 56 to Range 59 on the CSEA Salary Schedule, effective 10/1/2021.



CLASSIFICATION SUMMARY	
JOB TITLE	Family & Community Engagement Specialist
JOB FAMILY	Student Services
JOB SUB-FAMILY	Guidance Support
EVALUATED BY	Administrator
SALARY RANGE	CSEA - 5956
LAST UPDATED	12/16/21 12/15/22

FAMILY & COMMUNITY ENGAGEMENT SPECIALIST

BASIC FUNCTION:

Under general direction, the Family & Community Engagement Specialist coordinates with school staff and administration to plan, develop, implement, and evaluate parent education programs. Additionally, the Family & Community Engagement Specialist will serve as a liaison between the schools, parents, and community agencies/resources that support these groups; provides translations or interpretation services for limited and non-English speaking parents in the designated target language; ~~performs~~ other related duties as assigned.

Note: The task 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.

SPECIALIZED ESSENTIAL DUTIES (Typically only performed in this classification):

- Connects students and parents directly with resources to assist with additional social, economic, and educational needs as necessary.
- Develops incentive programs and activities to encourage parent participation in school and district activities.
- Assists school principals and administrators in developing and monitoring site budgets related to family engagement.
- Creates, facilitates, and evaluates parent workshops and education programs site budgets.
- Maintains parent resource center by keeping updated community resources fliers and other related information updated and assisting parents in the use of accessing technology.

GENERAL ESSENTIAL DUTIES (Also performed in other classifications):

- Participates in meetings with students, parents, and community organizations regarding District policies, school programs, and their relationship to the community;
- Collaborates ~~assists~~ in the formulation of educational goals and objectives utilizing the participation of parents, community members, and school personnel.
- ~~Collaborates with school administrators to d~~ Designs and implements programs and trainings that involve parents in school activities such as ~~Parent Advisory Councils, advisory committees,~~ parent education programs, workshops, and social service programs.
- Provides program and logistical support to facilitators of state and federal county-wide parent meetings (PACsPTSA, SSC, ELAC, DELACs, SPAC) by ~~scheduling contributing to~~ program content and, coordinating translation ~~and transportation~~ services, arranging food refreshments, etc.
- Meets with parent groups, school administrators, county officials, and social service providers to provide technical trainings about developing parent education programs.
- Creates training content, activities, and ~~agendas, and advertisements~~ for parent workshops and education programs.
- Publicizes parent events through newsletters, weekly announcements, school's website, and social media; ~~prepares news releases on upcoming parent events; assists in the maintenance of school's social media accounts.~~
- Coordinates translation services, ~~transportation~~, and childcare to ensure parents have access to parent education events and services.
- Maintains records of parent attendance at meetings and workshops.
- Evaluates parent education programs and trainings; evaluates progress of parent skills and/or knowledge relevant to activities.
- Prepares agendas, takes notes, and prepares minutes following parent meetings.
- Identifies community resources; maintains records of resources.
- Networks and collaborates ~~Communicates~~ with community organizations and clubs.

- Makes referrals to community agencies for needs relating to counseling, Welfare, housing, employment, and job training, or other social service agencies; directly connects families to community resources; assists parents/students with applications for community and education services and public transportation.
- Communicates school and district news, opportunities for parent involvement, and program goals by hosting information sessions, sending out email blasts, making phone calls, and/or circulating parent-focused newsletters.
- ~~Communicates~~ Collaborates with feeder schools ~~community liaisons~~ to communicate information and plan events regarding ~~applicable family engagement activities events~~ such as orientations, and other similar events.
- ~~Translates and interprets for non-English speaking parents and students in designated target language; interprets to individuals and groups attitudes, needs, and desires and they related to the local educational process; prepares and delivers correspondence, notifications, and presentations in secondary language; assists in recording message related to duties in a secondary language.~~
- ~~Assists with enrollment, registration, and recording or daily attendance as needed to assure smooth and efficient school office operations.~~
- Prepares and delivers correspondence, notifications, and presentations in English and a designated secondary target language; assists in recording messages related to duties in the target language.
- In an effort to support the enrollment/registration process, develops instructional and marketing materials such as guided video tutorials, handouts, and flyers; facilitates informational parent workshops designed to build the capacity and empowerment of parents.
- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Community resource organizations including various Federal, State, and County agencies.
- Written and spoken English as well as a designated second language necessary to meet the needs of non-English speaking families.
- Principles and techniques of parent education and family involvement.
- Federal, state, and county resources including those agencies funded from government and private sources in the areas of health and education.
- Cultural backgrounds of socio-economic groups and individuals involved in the communities served.
- Parent education training and staff development.
- Laws, codes, rules, and regulations related to assigned activities.
- Telephone and office etiquette and procedures.
- Requirements of federal and state mandates for parent involvement meetings.
- Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

- Perform public relations and communications services.
- Develop and maintain positive and nurturing relationships with families and the community.
- Understand, interpret, and ensure compliance with laws and regulations.
- Maintain a positive demeanor.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Speak, read, and write in a designated secondary language.
- Maintain confidentiality of sensitive and privileged information.
- Speak in public.
- Prepare technical reports.
- Use modern office equipment and software applications.

MINIMUM QUALIFICATIONS

EDUCATION:

~~An associate's~~ A Bachelor's degree with a major in communications, social services, career development, counseling, education or a closely related field.

EXPERIENCE:

~~One~~ Two years of experience developing and administering parent training programs, facilitating school relationships with community groups, and connecting families with community service agencies. Two years of related experience is highly desirable.

SUBSTITUTION:

Additional experience may be substituted for the required education on a ~~two~~one years of experience for one year of education basis.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license and availability of private transportation or ability to obtain transportation between job sites ~~is~~are required.

Positions in this classification are required to speak, read and write in a designated second language.

WORKING CONDITIONS

ENVIRONMENT:

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

PHYSICAL DEMANDS:

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

**PERSONNEL COMMISSION
ANAHEIM UNION HIGH SCHOOL DISTRICT
Regular Meeting: Tuesday, March 15, 2022**

**SUBJECT: 2022 AUHSD Classified Workforce Salary Study Findings & Recommendations
(Administration, Management, and Confidential Employee Groups)**

BACKGROUND INFORMATION

Personnel Commission (PC) Rule 17.1.3 states that “the Director shall prepare recommendations for the allocation of classes to salary ranges for approval by the Commission.” The Director (and staff) determines recommendations by conducting a comprehensive total compensation salary study. Based on Rule 17.1.3, the salary analysis “may take into account...the wages and salaries paid for similar work in the recruitment area,...the principle of like pay for like work within the classified service,...appropriate salary differentials between related classes to reflect differences in duties and responsibilities as established in the classification plan,...[and] such other information as the Commission may require.” The primary goal of the salary study process is to ensure that salary rates in the AUHSD classified workforce are aligned externally with the competitive job market and internally across positions with similar levels of qualifications, difficulty, decision-making, supervision, scope of responsibility, and consequence of error.

The Board of Trustees recently approved a 3.5% salary increase for the administrative, management, and confidential employee groups at their board meeting on March 3, 2022. The current recommendations only pertain to classifications analyzed in these three groups who are still under market after the 3.5% increase is factored in. Further salary recommendations may be brought forward for other employee groups once the Board approves their pay increase percentage and PC staff may then assess which positions in those groups are still under market after the approved increase.

METHODOLOGY

To initiate the salary study, staff conducted the following activities:

- Defined the “market” as 27 agencies consisting of 26 school districts surrounding AUHSD and the City of Anaheim. The market has been defined as the same 27 agencies since 2015.
- Collected and reviewed current salary information for 27 agencies.
- Collected and reviewed current benefits information for 27 agencies.
- Collected longevity data from 27 agencies based on the average employee tenure at AUHSD, which is 10.7 years for non-management and 12.5 years for management.
- Reviewed job descriptions in great detail across the 27 agencies to identify appropriate comparable positions to the AUHSD positions being analyzed. Comparable positions were identified by reviewing job title, basic function, duty statements, and qualifications to determine similarity with AUHSD classifications.
- Collected experience and education minimum qualification information for comparable positions.

ANALYSIS

To analyze the collected data, staff conducted the following activities:

- Collected agency and position data from the 27 agency market for 127 AUHSD classifications. This resulted in analysis of 13,716 individual data points for the overall study (127 positions X 27 agencies X 2 salary indicators X 2 qualification indicators).
- Calculated the following statistical findings:

BASE SALARY ANALYSIS

- % of market agencies below AUHSD for salary and qualifications
- % AUHSD is from market average for salary and qualifications
- % AUHSD is from market median for salary and qualifications
- % AUHSD is from market combined average and median for salary and qualifications
- Overall combined % AUHSD is from the market for salary and qualifications
- The market combined minimum qualification (CMQ) for all observed positions

TOTAL COMPENSATION ANALYSIS

- Market average for health benefits, including single and family rates for HMO and PPO plans
- Market median for health benefits, including single and family rates for HMO and PPO plans
- Market average for dental and vision benefits, including single and family rates for HMO plan
- Market median for dental and vision benefits, including single and family rates for HMO plan

- o Market average for longevity % provided at 10.7 or 12.5 years
- o Market median for longevity % provided at 10.7 or 12.5 years
- o Market average for longevity amount provided at 10.7 or 12.5 years
- o Market median for longevity amount provided at 10.7 or 12.5 years
- o % of market agencies below AUHSD for salary
- o % AUHSD is from market average for salary
- o % AUHSD is from market median for salary
- o % AUHSD is from market combined average and median for salary and qualifications
- o Overall combined % AUHSD is from the market for salary

RESULTS

The results indicated that most of the classified workforce is above the middle of the market in terms of total compensation, which factors in the average employee cost for benefits in the market. Under market positions are those who are paid below the 50th percentile in their market whereby at least 50% of the market agencies pay more than AUHSD. Conversely, above market positions are those who are paid more by AUHSD than at least 50% of agencies in the market. When looking across all 127 analyzed positions as a whole, the classified workforce is paid 5.5% on average above market and above 69% of other agencies in the market (69th percentile). The AUHSD has done a great job in providing the majority of the classified workforce with a competitive salary. However, there are still classifications, especially among management, that remain under market.

EXTERNAL ALIGNMENT

There are currently four administrative positions and five management positions that are considered under market and recommended to receive a salary increase. For example, the Energy Manager is -4.5% under market; meaning that the salary needs to increase by 4.5% for the position to reach the 50th percentile in the market whereby at least 50% of agencies pay less than AUHSD for the comparable position. See below:

Classification	% Under Market	Work Unit	Current Range	Recommended Range	Estimated Maximum Cost to AUHSD
Asst. Director - Nutrition Services	-3.9%	MGMT	M24	M25	\$2,663
Director of M&O	-7.8%	ADMN	M37	M38	\$14,046
Director of Transportation	-7.7%	ADMN	M36	M36B	\$6,840
Director of Risk Management & Insurance	-6.4%	ADMN	M36	M36B	\$6,840
Controller	-4.5%	ADMN	M37B	M38	\$7,033
Energy Manager	-4.5%	MGMT	M21	M22	\$2,519
Family and Community Engagement Coordinator	-11.7%	MGMT	M8	M12	\$10,032
Graphic Production Manager	-4.2%	MGMT	M12	M13	\$2,758
HR Analyst	-6.4%	MGMT	M12	M14	\$5,967
TOTAL					\$58,698

INTERNAL ALIGNMENT

When analyzing how AUHSD salaries compare with the other agencies in the market, the PC is considering external alignment. Such analysis is strictly interested in comparing similar positions in the market with AUHSD positions. External alignment is most frequently used to justify salary increase recommendations. However, just as the PC Rule 17.1.3 notes, internal alignment factors regarding similarity between AUHSD positions may also be considered in the ultimate recommendations. Based on similarity of internal alignment factors, historical alignment, and discussion with District leadership, there are three positions recommended to receive a salary increase. See below:

Classification	Aligned with This Under Market Position	Work Unit	Current Range	Recommended Range	Estimated Maximum Cost to AUHSD
Director of Business Services	Controller	ADMN	M37B	M38	\$7,033
Employee Relations Analyst	HR Analyst	MGMT	M12	M14	\$5,967
Maintenance Manager	Energy Manager	MGMT	M17	M22	\$14,822
TOTAL					\$27,822

SALARY RANGE DISTRIBUTION ALIGNMENT

In addition to salary increase recommendations based on external and internal alignment, a third area of recommendation is proposed to improve a significant misalignment of salary range distribution on the administrative salary schedule. Between ranges M33 and M40, classified administrative positions average 4.91% between each range, though the amounts vary widely. For example, there is an 8.53% increase between range M32 and M33, but only a 3.60% increase between range M37B and M38. Notably, there is only a 1.93% increase between M39 and M40. Therefore, salary range M40 is recommended to be increased by 2.57% in order to be placed above M39 by 4.50% and to better align with the average of 4.91% between ranges. This increase would affect four positions at range M40. See below:

Classification	Work Unit	Current Range	Recommended % Increase	Estimated Maximum Cost to AUHSD
Chief Technology Officer	ADMN	M40	2.57%	\$5,508
Exec. Director of Facilities, Maintenance & Operations	ADMN	M40	2.57%	\$5,508
Exec. Director of Fiscal Services	ADMN	M40	2.57%	\$5,508
Exec. Director of Human Resources - Classified	ADMN	M40	2.57%	\$5,508
TOTAL				\$22,032

DISCUSSION

In order to attract and retain well-qualified employees, salaries must remain competitive in the local job market. The Executive Director recommends salary placement above the 60th percentile in the market as an acceptable competitive position. However, this particular study is only making recommendations to increase classifications to be above the 50th percentile, or the middle of their respective market, in order to be minimally competitive. The 50th percentile standard is based on a long-standing agreement between HR and Business leadership to focus recommendations on positions that are under market rather than positions that are already above market. Moreover, recent salary studies have been conducted during economic and budgetary downturns, leading to an emphasis on fiscal constraint and more conservative compensation placement. However, it will continue to remain important for the PC to remind the District that being above market and being competitive in the market are two different things.

The recommended increases provided herein will only place positions a little above the middle of their market, which raises two important discussion points. Firstly, positions receiving a recommended increase are not receiving an unfair advantage over other positions. Rather, they are merely catching up to the same place (above 50th percentile) that the majority of classifications have been at for a long time. While some employees will undoubtedly be frustrated that they are not receiving a recommended increase, it is important to note that those same employees are better paid according to their respective market than those receiving a recommendation. Secondly, these classifications may soon be under market again as other agencies continue to increase their salaries. As salaries are increased to be barely above the 50th percentile it is likely that these same positions will continue to receive future recommended increases as they inevitably struggle to remain above a 50th percentile line that is always slowly increasing due to market agencies implementing their own salary increases.

The estimated total maximum cost of all the salary recommendations is approximately \$108,552. This figure includes base salary at top step, taxes, benefits, and other costs associated with employee salary. By approving these recommended increases, the PC will meet its obligation in PC Rule 17.1.3 to recommend

salary increases that protect the goal of providing like pay for like work. More practically, the recommendations will support the organization's ability to successfully compete with other agencies for qualified job applicants.

RECOMMENDATION

It is recommended that the Commission approve recommending that the Board of Trustees approve the following salary range modifications, with an effective date of 4/1/2022:

1. Assistant Director – Nutrition Services; from M24 to M25
2. Chief Technology Officer; 2.57% increase to M40 rates
3. Controller; from M37B to M38
4. Director of Business; from M37B to M38
5. Director of M&O; from M37 to M38
6. Director of Risk Management & Insurance; from M36 to M36B
7. Director of Transportation; from M36 to M36B
8. Employee Relations Analyst; from M12 to M14
9. Energy Manager; from M21 to M22
10. Exec. Director of Facilities, Maintenance, & Operations; 2.57% increase to M40 rates
11. Exec. Director of Fiscal Services; 2.57% increase to M40 rates
12. Exec. Director of Human Resources - Classified; 2.57% increase to M40 rates
13. Family and Community Engagement Coordinator; from M8 to M12
14. Graphic Production Manager, from M12 to M13
15. HR Analyst, from M12 to M14
16. Maintenance Manager, from M17 to M22

CLASSIFICATION		RECRUITMENT					
Job Title	Exam Plan #	Assigned Technician	Recruitment Type	Date Posted	Date Closed	Days Posted	Certification Type
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
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
Operations Supervisor	2021-O05-MD	Maryam	Open	9/24/21	10/17/21	23	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
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
Director of Transportation	2022-S15-ND	Natalie	Open	1/26/22	2/17/22	22	Dual Cert
Babysitter	2022-BBY-TM	Tatiana	Open	1/28/22	2/20/22	23	Open
Instructional Assistant - Specialized Academic Instruction/Bilingual	2022-E24B-ND	Natalie	Open	1/27/22	2/20/22	24	Open
Campus Safety Aide (Male & Female)	2022-N02-MD	Maryam	Open	1/31/22	2/22/22	22	Open
Controller (Director of Business/Fiscal/Accounting)	2022-D01-TM	Tatiana	Open	2/1/22	3/1/22	28	Open
Warehouse Worker - Nutrition & Central Services (Substitute)	2022-W06-MD	Maryam	Open	2/9/22	3/3/22	22	Substitute
Health Services Technician (Substitute)	2022-H01(Sub)-ND	Maryam	Open	2/9/22	3/6/22	25	Substitute
Substitute Instructional Assistant (SYS-SERIES)	2022(2)-SYS-SUB-ND	Natalie	Open	2/9/22	3/6/22	25	Substitute
District & Community Use Manager	2022-O18-MD	Maryam	Open	2/10/22	3/6/22	24	Open
Operations Manager	2022-O05-MD	Maryam	Open	2/10/22	3/6/22	24	Open
Payroll Manager	2022-B08-TM	Tatiana	Open	2/11/22	3/7/22	24	Open
Athletic Trainer	2022-AT-MD	Maryam	Open	2/18/22	3/14/22	24	Open
Athletic Facilities Worker I	2022-O01-MD	Maryam	Open	2/18/22	3/21/22	31	Open/Promo
Athletic Facilities Worker II (Male & Female)	2022-OF2-MD	Maryam	Open	2/18/22	3/14/22	24	Open/Promo
School Library/Media Technician (Substitute)	2022-L03(Sub)-ND	Natalie	Open	2/18/22	3/14/22	24	Substitute
Food Services Assistant I (Permanent & Substitute)	2022-F02-TM	Tatiana	Open	2/18/22	3/14/22	24	Open
Campus Safety Aide (Substitute)	2022(2)-N02(Sub)-MD	Maryam	Open	2/24/22	3/17/22	21	Open
Secretary - Registrar/Records (Bilingual - Non-Bilingual)	2022-S1R-TM	Tatiana	Open	3/4/22	3/27/22	23	Open/Promo
Translator/Interpreter- Spanish (Substitute)	2022(2)-S15-ND	Natalie	Open	3/4/22	3/27/22	23	Open

ADVANCED STEP PLACEMENT REPORT

2021-2022

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
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	\$28.05	\$6,136	\$35.40	\$59,343	\$73,633	\$6.87	\$1,191	\$14,280
7/13/21	7/1/2021	Custodian	12	8	AFSCME-48	3	\$3,531	\$20.53	\$3,804	\$21.62	\$41,725	\$44,970	\$1.56	\$270	\$3,245
7/13/21	7/6/2021	Sec. Registrar/Records Bill	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 Services	12	8	ADNM - 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 Assistant	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 Assistant	10	8	CSEA-43	5	\$3,053	\$17.35	\$3,578	\$20.33	\$30,074	\$35,239	\$2.98	\$479	\$5,165
8/10/21	08/05/21	CSA	9	7	CSEA-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	JA-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	JA-Behavioral 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	JA-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	JA-Behavioral 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	JA-Behavioral 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	CSEA-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	JA-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	\$3.61	\$733	\$7,332
12/16/21	11/16/2021	JA-Behavioral Support	9	6	CSEA-51	5	\$3,716	\$21.11	\$4,349	\$24.72	\$24,699	\$28,923	\$3.49	\$469	\$4,224
2/8/22	1/24/2022	CSA	9	7	CSEA-41	2	\$2,909	\$16.51	\$3,026	\$17.18	\$22,536	\$23,451	\$0.67	\$102	\$915
2/8/22	1/18/2022	HR Technician	12	8	CSEA-57	4	\$4,308	\$24.48	\$4,837	\$27.50	\$50,919	\$57,201	\$3.02	\$523	\$6,282
03/15/2022	2/7/2022	Licensed Vocational Nurse	10	8	CSEA-51	7	\$4,098	\$23.31	\$5,079	\$28.87	\$40,405	\$50,042	\$5.56	\$964	\$9,637
03/15/2022	2/24/2022	Athletic Trainer	11	8	CSEA-57	6	\$4,308	\$24.48	\$5,229	\$29.71	\$46,676	\$56,648	\$5.23	\$907	\$9,972

2021-2022 TOTAL FISCAL IMPACT \$186,492

Human Resources Division, Classified Personnel

Board of Trustees
February 3, 2022

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

	<u>Location:</u>	<u>Effective</u>
Alfaro, Paola Instructional Assistant – Specialized Academic Instruction	Katella High School	01/14/2022
Burnett, Antonio Instructional Assistant – Specialized Academic Instruction	Gilbert High School	12/17/2021
Chhouk, Marilyn Instructional Assistant – Behavioral Support	Dale Jr. High School	01/20/2022
Garcia, Tracy Family and Community Engagement Specialist	Gilbert High School	01/26/2022
Jin, Soo Instructional Assistant – Specialized Academic Instruction	Western High School	01/14/2022
Lin, Chin Food Services Assistant I	Kennedy High School	05/07/2021
Maldonado-Rangel, Yuriko Family and Community Engagement Specialist	Anaheim High School	02/02/2022
Peralta, Johnny Custodian	Katella High School	12/27/2021
Roa, Susana Instructional Assistant – Specialized Academic Instruction	South Jr. High School	01/21/2022
Salcido, Phaedra Food Services Assistant I	Food Services Department	01/21/2022
Vangilder, Ruth Instructional Assistant – Specialized Academic Instruction	Loara High School	05/26/2022
Vanwell, John Jr. Custodian	Orangeview Jr. High School	01/06/2022

Human Resources Division, Classified PersonnelBoard of Trustees
February 3, 2022

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2. Employment, effective as noted:

	<u>Range/Step:</u>	<u>Effective:</u>
Permanent Employees:		
Alvarado, Geraldine Instructional Assistant – Behavioral Support	51/01	01/18/2022
Alvarez, Kristina Instructional Assistant – Specialized Academic Instruction	43/03	01/10/2022
Cervantes, Sally Campus Safety Aide	41/01	01/24/2022
Guzman, Mirella Instructional Assistant – Specialized Academic Instruction	43/01	01/07/2022
Imreish, Fawzia Instructional Assistant – Specialized Academic Instruction	43/03	01/10/2022
Jasso, Neal Instructional Assistant – Behavioral Support	51/01	01/10/2022
Licea, Andres Office Assistant – Bilingual	47/01	01/24/2022
Martinez-Centeno, Nery Instructional Assistant – Behavioral Support	51/01	01/12/2022
Moreno, Tatiana Human Resources Technician	57/04	01/18/2022
Rivera-Vazquez, Jrefugio Instructional Assistant – Behavioral Support	51/02	01/14/2022
Soto, Benjamin Jr. Grounds Maintenance Worker	49/05	01/24/2022
Promotions:		
Baltazar, Alexis Secretary – Registrar/Records	51/10	01/11/2022
Borbon-Demarco, Anna Marie Secretary – Attendance	51/10	01/10/2022
Carranza, Maria Sr. Administrative Assistant – School Support	59/06	01/18/2022

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Rodriguez, Gladys Secretary – Registrar/Records (Bilingual)	53/10	01/13/2022
Substitute Employees:		
Aguilar, Anthony Substitute Instructional Assistant – Adult Transition	51/01	01/11/2022
Aguilar, Anthony Substitute Instructional Assistant – Behavioral Support	51/01	01/11/2022
Aguilar, Anthony Substitute Instructional Assistant – Medically Fragile	51/01	01/11/2022
Alvarez, Carlos Substitute Contact Tracer	51/01	01/24/2022
Avila, Lourdes Office Assistant	43/01	01/19/2022
Avila, Lourdes Office Assistant – Bilingual	47/01	01/19/2022
Bell, Doneisha Substitute Custodian	48/01	01/06/2022
Boswell, Juwan Substitute Campus Safety Aide	41/01	01/24/2022
Collin, Justine Office Assistant	43/01	01/11/2022
Guerra, Anthony Substitute Custodian	48/01	01/18/2022
Li, Jason Substitute Instructional Assistant – Adult Transition	51/01	01/11/2021
Li, Jason Substitute Instructional Assistant – Behavioral Support	51/01	01/11/2021
Li, Jason Substitute Instructional Assistant – Medically Fragile	51/01	01/11/2021

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Limas-Gonzalez, Faviola Substitute Instructional Assistant – Adult Transition	51/01	01/12/2022
Limas-Gonzalez, Faviola Substitute Instructional Assistant – Behavioral Support	51/01	01/12/2022
Limas-Gonzalez, Faviola Substitute Instructional Assistant – Medically Fragile	51/01	01/12/2022
Mayorga, Cynthia Substitute Instructional Assistant – Adult Transition	51/01	01/19/2022
Mayorga, Cynthia Substitute Instructional Assistant – Behavioral Support	51/01	01/19/2022
Mayorga, Cynthia Substitute Instructional Assistant – Medically Fragile	51/01	01/19/2022
Melendez, Angelica Substitute Health Services Technician	51/01	01/10/2022
Navarro, Edward Substitute Contact Tracer	51/01	01/12/2022
Nguyen, Tina Substitute Office Assistant	43/01	01/24/2022
Perez, Jacob AVID Tutor	\$16.00/Hr.	01/13/2022
Poulter, Danielle Substitute Instructional Assistant – Adult Transition	51/01	01/14/2022
Poulter, Danielle Substitute Instructional Assistant – Behavioral Support	51/01	01/14/2022
Poulter, Danielle Substitute Instructional Assistant – Medically Fragile	51/01	01/14/2022
Rosales, Melissa Substitute Health Services Technician	51/01	01/10/2021

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Sanchez, Melissa Substitute Contact Tracer	51/01	01/21/2022
Solis, Jenny Substitute Contact Tracer	51/01	01/21/2022
Soriano, Daryl Substitute Office Assistant	43/01	01/10/2022
Soriano, Daryl Substitute Secretary	51/01	01/19/2022
Steele, Jocelyn Substitute Instructional Assistant – Adult Transition	51/01	01/20/2022
Steele, Jocelyn Substitute Instructional Assistant – Behavioral Support	51/01	01/20/2022
Steele, Jocelyn Substitute Instructional Assistant – Medically Fragile	51/01	01/20/2022
Zato, Jacob Substitute Instructional Assistant – Adult Transition	51/01	01/20/2022
Zato, Jacob Substitute Instructional Assistant – Behavioral Support	51/01	01/20/2022
Zato, Jacob Substitute Instructional Assistant – Medically Fragile	51/01	01/20/2022

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

Effective

Ayala, Alondra	01/26/2022
Flores Pineda, Emily	01/06/2022
Green, Courtney	01/15/2022
Hawari, Dany	02/28/2022
Pineda, Joe	01/20/2022
Rose, Joseph	01/20/2022
Salinas, Juan	01/26/2022
Solis, Luis	01/26/2022
Tafsse, Brook	01/26/2022
Valderrama, Bryan	01/26/2022

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4. **Food Service Student Workers****Effective**

Jaen, Zoharys	01/18/2022
Ruiz, Brooklyn	01/18/2022

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	\$9,368.38	12/01/2021