



AGENDA

REGULAR MEETING

April 18, 2023 @ 3:30 p.m.

District Office, Board Room

This meeting will be digitally recorded

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

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

I. General Functions:

A. Call to Order: Regular Meeting of the Personnel Commission, April 18, 2023.

B. Roll Call:

C. Pledge of Allegiance:

D. Approval of Agenda for Regular Meeting on April 18, 2023

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

E. Approval of Minutes for Regular Meeting on March 14, 2023 *Exhibit A*

F. Report from the Director of Classified Personnel:

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

- General Comments

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

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

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

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

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

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

*Moved:
Seconded:
Vote:*

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

<u>List Establishment</u>	<u># Eligibles</u>	
Administrative Assistant	11	<i>Exhibit B</i>
Administrative Assistant – Bilingual	11	<i>Exhibit B</i>
Business Technician	08	<i>Exhibit B</i>
Equipment Repair Mechanic	12	<i>Exhibit B</i>
Instructional Assistant – Bilingual (Arabic)	07	<i>Exhibit B</i>
Instructional Assistant – Bilingual (Spanish)	15	<i>Exhibit B</i>
Instructional Assistant – Specialized Academic Instruction (Bilingual)	02	<i>Exhibit B</i>
Licensed Vocational Nurse	12	<i>Exhibit B</i>
Licensed Vocational Nurse	06	<i>Exhibit B</i>
Payroll Technician	10	<i>Exhibit B</i>
School Community Liaison (Korean)	06	<i>Exhibit B</i>
Secretary – Attendance	21	<i>Exhibit B</i>

Secretary – Attendance	04	<i>Exhibit B</i>
Secretary – Registrar/Records (Bilingual)	11	<i>Exhibit B</i>
Senior Budget Technician	04	<i>Exhibit B</i>
Substitute Custodian	29	<i>Exhibit B</i>
Substitute Health Services Technician	05	<i>Exhibit B</i>
Substitute Technology Services Technician	03	<i>Exhibit B</i>

<u>List Abolishment</u>	<u># Eligibles</u>
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Instructional Assistant - Deaf/Hard of Hearing	04
Licensed Vocational Nurse	12

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

None

III. Action/Discussion Items/or Other Information:

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

- Preliminary 2023/24 Personnel Commission Budget *Exhibit C*

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 Campus Safety Aide within the Student Services job family, effective 5/1/2023. *Exhibit D*

*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 E*
2. Advanced Step Placement Status Report *Exhibit F*
3. Items Submitted for Board Approval – March *Exhibit G*

IV. Next Regular Personnel Commission Meeting:

Tuesday, May 9, 2023, at 3:30 p.m. – *Board Room*

V. Closed Session:

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

None

VI. Adjournment:

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

A. Approval of meeting adjournment at: _____

Moved:
Seconded:
Vote:

Submitted by:

Brandon Tietze
Secretary to the Personnel Commission
Executive Director, Classified

**ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION**

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

MINUTES

REGULAR MEETING

March 14, 2023 @ 3:30 p.m.

District Office, Board Room

Electronically Recorded

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

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

I. General Functions:

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

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

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

D. Motion to Approve Agenda: April 18, 2023

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

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

E. Motion to Approve Minutes: March 14, 2023

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

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

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

- *Executive Director of Classified Personnel, Brandon Tietze, updated the Commissioners regarding recruitments and the work being done in Human Resources – Classified.*
- *Mr. Tietze updated the Commissioners about Human Resources' ongoing transition to several new systems being implemented by the department, and thanked Human Resources Analyst, Eugene Gorenshteyn for his work on this project.*
- *Mr. Tietze noted the newly approved State holiday, "Juneteenth," which will be celebrated each year on June 19th. AUHSD will be closed for this holiday.*
- *Mr. Tietze announced that the Board of Trustees took action at their meeting on March 7th to eliminate certain Classified positions due to an expiration of specific funds. Mr. Tietze explained the effects of these layoffs on Classified staff, including options for reemployment.*
- *Mr. Tietze mentioned the upcoming New Employee Orientation scheduled to take place on March 17th.*
- *Mr. Tietze noted a change to Exhibit D related to Action Item 1.a. He noted that the job title for this new classification should be Agriculture Specialist, not Agriculture Engineer.*

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

None

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

1. AFSCME Report

None

2. Board of Trustees/Superintendent Report

None

3. Middle Managers Association Report

None

4. CSEA Report

None

5. Assistant Superintendent of Human Resources Report

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):

List Establishment

Eligibles

Grounds Maintenance Worker

27

Senior Buyer

06

Technology Services Technician II

04

List Abolishment

Eligibles

Warehouse Worker

03

List Extension

Eligibles

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

Athletic Trainer

01

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. New classification(s):

Recommendation: *Approve*

- a. Approval of the new classification of Agriculture Engineer within the Facility Services job family.

It was moved and seconded to approve Action Item 1 as amended. 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 – February
4. Eligibility List Expiration – March

List Expiration # Eligibles

School Community Liaison (Spanish) 09

IV. Next Regular Personnel Commission Meeting:

Tuesday, April 18, 2023, at 3:30 p.m. – *District Office Board Room*

V. Closed Session:

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

None

VI. Adjournment:

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

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

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

TIME ADJOURNED: 4:02 p.m.

Audrey Cherep
Chairperson, Personnel Commission
Anaheim Union High School District

UNLIMITED YOU**ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY • ANAHEIM, CA • 92801

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

HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022-S01-TM

POSITION: Administrative Assistant Non-Bilingual

RECRUITMENT TYPE: PROMOTIONAL

CERTIFICATION TYPE: PROMOTIONAL

DATE ADVERTISED: 06/10/2022 – 9/18/2022

NUMBER OF APPLICATIONS RECEIVED:	172
NUMBER OF QUALIFIED APPLICANTS:	38
<u>WRITTEN EXAM: 10/04/2022, 0% WEIGHT</u>	
NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	38
NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	22
<u>PERFORMANCE EXAM: 10/12/2022, 0% WEIGHT</u>	
NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	22
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	15
<u>STRUCTURED INTERVIEW: 10/23/2022, 100% WEIGHT</u>	
NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	15
NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	11

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

 3/16/23
 DATE

 CERTIFICATION DATE: 11/29/2022
 EXPIRATION DATE: 12/14/2023
 EXTENDED EXPIRATION DATE:

UNLIMITED YOU**ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801

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

HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022-S01-TM

POSITION: Administrative Assistant Bilingual

RECRUITMENT TYPE: PROMOTIONAL

CERTIFICATION TYPE: PROMOTIONAL

DATE ADVERTISED: 06/10/2022 - 9/18/2022

NUMBER OF APPLICATIONS RECEIVED:	172
NUMBER OF QUALIFIED APPLICANTS:	38

WRITTEN EXAM: 10/04/2022, 0% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	38
NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	22

PERFORMANCE EXAM: 10/12/2022, 0% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	22
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	15

STRUCTURED INTERVIEW: 10/23/2022, 100% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	15
NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	11

BILINGUAL EXAM: 11/09/2022,

NUMBER OF APPLICANTS PARTICIPATING IN BILINGUAL EXAM	15
NUMBER OF APPLICANTS PASSING BILINGUAL EXAM	05

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

3/16/23

DATE

CERTIFICATION DATE: 11/29/2022

EXPIRATION DATE: 12/14/2023

EXTENDED EXPIRATION DATE:

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HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022-64B-TM

POSITION: BUSINESS TECHNICIAN
RECRUITMENT TYPE: OPEN
CERTIFICATION TYPE: OPEN/PROMOTIONAL

DATE ADVERTISED: 10/28/2022 - 11/07/2022

NUMBER OF APPLICATIONS RECEIVED:	38
NUMBER OF QUALIFIED APPLICANTS:	25

<u>MULTIPLE CHOICE EXAM: 11/29/2022, 0% WEIGHT</u>	
NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	25
NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	14

<u>PERFORMANCE EXAM: 12/7/2022, 0% WEIGHT</u>	
NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	14
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	10

<u>STRUCTURED INTERVIEW: 01/03/2023, 100% WEIGHT</u>	
NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	10
NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	05

TOTAL NUMBER CERTIFIED ON OPEN ELIGIBILITY LIST:	03
TOTAL NUMBER CERTIFIED ON PROMOTIONAL ELIGIBILITY LIST:	05



 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

3/20/23

 DATE

CERTIFICATION DATE: 01/19/2023
 EXPIRATION DATE: 02/14/2024
 EXTENDED EXPIRATION DATE:

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ANAHEIM UNION HIGH SCHOOL DISTRICT
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HUMAN RESOURCES, CLASSIFIED

**ANAHEIM UNION HIGH SCHOOL DISTRICT
 PERSONNEL COMMISSION**

ELIGIBILITY LIST NO. 2022-M20-MD

POSITION: Equipment Repair Mechanic
RECRUITMENT TYPE: OPEN
CERTIFICATION TYPE: OPEN, DUAL CERTIFICATION

DATE ADVERTISED: 10/12/22 - 11/02/22

NUMBER OF APPLICATIONS RECEIVED:	44
NUMBER OF QUALIFIED APPLICANTS:	27

MULTIPLE CHOICE EXAM: 11/28/2022, 0% WEIGHT	
NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	27
NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	16

STRUCTURED INTERVIEW: 12/08/2022, 100% WEIGHT	
NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	13
NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	12

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	12
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 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

3/20/23

 DATE

CERTIFICATION DATE: 01/17/2023
 EXPIRATION DATE: 01/17/2024
 EXTENDED EXPIRATION DATE:

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HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2023-EA2-ND

POSITION: INSTRUCTIONAL ASSISTANT-BILINGUAL (ARABIC)

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 1/27/23 – 02/19/23

NUMBER OF APPLICATIONS RECEIVED:	29
NUMBER OF QUALIFIED APPLICANTS:	25

MULTIPLE CHOICE EXAM: 3/12/23, 100% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	15
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NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	09
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STRUCTURED INTERVIEW: 4/3/23, 0% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	09
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NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	07
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TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	07
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 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

4/7/23
 DATE

CERTIFICATION DATE: 4/18/2023
 EXPIRATION DATE: 4/18/2024
 EXTENDED EXPIRATION DATE:

UNLIMITED YOU**ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801

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

HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022(2)-ES2-ND

POSITION: INSTRUCTIONAL ASSISTANT-BILINGUAL SPANISH

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 10/4/22 - 10/25/22

NUMBER OF APPLICATIONS RECEIVED:	47
NUMBER OF QUALIFIED APPLICANTS:	31

MULTIPLE CHOICE EXAM: 11/2/22, 80% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	26
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NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	19
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BILITERACY EXAM: 11/13/22, 20% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN BILINGUAL EXAM	19
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NUMBER OF APPLICANTS PASSING BILINGUAL EXAM	15
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TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	15
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 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

 4/7/23
 DATE

 CERTIFICATION DATE: 12/14/2022
 EXPIRATION DATE: 12/14/2023
 EXTENDED EXPIRATION DATE:

UNLIMITED YOU**ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801

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HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022(3)-E24B-ND

POSITION: INSTRUCTIONAL ASSISTANT- SPECIALIZED ACADEMIC INSTRUCTION/BILINGUAL

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 10/04/22 - 11/08/22

NUMBER OF APPLICATIONS RECEIVED:	20
NUMBER OF QUALIFIED APPLICANTS:	09

MULTIPLE CHOICE EXAM: 12/18/22, 100% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	07
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NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	06
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BILINGUAL MULTIPLE CHOICE EXAM: 12/11/22, 0% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN BILINGUAL EXAM	06
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NUMBER OF APPLICANTS PASSING BILINGUAL EXAM	02
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TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	02
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 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

 4/7/23
 DATE

CERTIFICATION DATE: 3/14/2023

EXPIRATION DATE: 3/14/2024

EXTENDED EXPIRATION DATE:

UNLIMITED YOU

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

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022(2)-H04-ND

POSITION: LICENSED VOCATIONAL NURSE
RECRUITMENT TYPE: OPEN
CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 11/15/22 - 12/11/22

NUMBER OF APPLICATIONS RECEIVED:	27
NUMBER OF QUALIFIED APPLICANTS:	16

TRAINING & EXPERIENCE (T&E) EVALUATION: 12/16/22, 100% WEIGHT	
NUMBER OF APPLICANTS PARTICIPATING IN T&E EVALUATION	16
NUMBER OF APPLICANTS PASSING T&E EVALUATION	12

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	12
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BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

4/7/23
DATE

CERTIFICATION DATE: 2/14/2023
EXPIRATION DATE: 2/14/2024
EXTENDED EXPIRATION DATE:

UNLIMITED YOU**ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801

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

HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2023-H04-ND

POSITION: LICENSED VOCATIONAL NURSE

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 2/10/23 - 3/12/23

NUMBER OF APPLICATIONS RECEIVED:

31

NUMBER OF QUALIFIED APPLICANTS:

22

STRUCTURED INTERVIEW: 3/23/23, 100% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW

19

NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW

06

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:**06**

 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

 4/13/23
 DATE

CERTIFICATION DATE: 4/18/2023

EXPIRATION DATE: 10/18/2023

EXTENDED EXPIRATION DATE:

UNLIMITED YOU**ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY • ANAHEIM, CA • 92801

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

HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022-B09-TM

POSITION: Payroll Technician

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 09/28/2022 – 10/19/2022

NUMBER OF APPLICATIONS RECEIVED:	110
NUMBER OF QUALIFIED APPLICANTS:	39

MULTIPLE CHOICE EXAM: 12/07/2022, 0% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	39
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NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	15
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STRUCTURED INTERVIEW: 12/07/2022, 100% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	15
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NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	10
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TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	10
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BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

3/20/23

DATE

CERTIFICATION DATE: 12/22/2022

EXPIRATION DATE: 01/17/2024

EXTENDED EXPIRATION DATE:

UNLIMITED YOU**ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801

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

HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022-E18K-ND

POSITION: SCHOOL COMMUNITY LIAISON (KOREAN)

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 11/02/22 - 11/23/22

NUMBER OF APPLICATIONS RECEIVED:	18
NUMBER OF QUALIFIED APPLICANTS:	08

MULTIPLE CHOICE EXAM: 12/18/22, 100% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	08
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NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	06
---	----

BILINGUAL MULTIPLE CHOICE EXAM: 12/26/22, 0% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN BILINGUAL EXAM	06
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NUMBER OF APPLICANTS PASSING BILINGUAL EXAM	06
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TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	06
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 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

4/7/23
 DATE

CERTIFICATION DATE: 2/14/2023
 EXPIRATION DATE: 2/14/2024
 EXTENDED EXPIRATION DATE:

UNLIMITED YOU**ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY • ANAHEIM, CA • 92801

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

HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022-SBA(B)-TM

POSITION: Secretary – Attendance Non-Bilingual

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: DUAL CERT

DATE ADVERTISED: 09/08/2022 – 09/29/2022

NUMBER OF APPLICATIONS RECEIVED:	138
NUMBER OF QUALIFIED APPLICANTS:	42
<u>MULTIPLE CHOICE EXAM: 10/31/2022, 50% WEIGHT</u>	
NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	35
NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	33
<u>PERFORMANCE EXAM: 11/17/2022, 50% WEIGHT</u>	
NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	33
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	30
<u>STRUCTURED INTERVIEW: 11/17/2022, 0% WEIGHT</u>	
NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	30
NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	27
<u>BILINGUAL EXAM: 11/17/2022, 0% WEIGHT</u>	
NUMBER OF APPLICANTS PARTICIPATING IN BILINGUAL EXAM	27
NUMBER OF APPLICANTS FAILING BILINGUAL EXAM	04

TOTAL NUMBER CERTIFIED ON OPEN ELIGIBILITY LIST:	4
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BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

3/20/23
DATE

CERTIFICATION DATE: 12/23/2022
 EXPIRATION DATE: 02/14/2024
 EXTENDED EXPIRATION DATE:

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HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022-SBA-TM

POSITION: Secretary – Attendance

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: DUAL CERT

DATE ADVERTISED: 09/13/2022 – 10/04/2022

NUMBER OF APPLICATIONS RECEIVED:	179
NUMBER OF QUALIFIED APPLICANTS:	47
<u>MULTIPLE CHOICE EXAM: 11/06/2022, 50% WEIGHT</u>	
NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	47
NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	35
<u>PERFORMANCE EXAM: 11/17/2022, 50% WEIGHT</u>	
NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	35
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	31
<u>STRUCTURED INTERVIEW: 11/17/2022, 0% WEIGHT</u>	
NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	31
NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	21

TOTAL NUMBER CERTIFIED ON OPEN ELIGIBILITY LIST:	21
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 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL


 DATE

 CERTIFICATION DATE: 12/23/2022
 EXPIRATION DATE: 02/14/2024
 EXTENDED EXPIRATION DATE:

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HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. [2022-S1RB-TM]

POSITION: Secretary – Registrar / Records- Bilingual

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 08/16/2022 – 09/06/2022

NUMBER OF APPLICATIONS RECEIVED:	135
NUMBER OF QUALIFIED APPLICANTS:	24

MULTIPLE CHOICE EXAM: 10/12/2022, 0% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	24
--	----

NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	20
---	----

PERFORMANCE EXAM: 10/23/2022, 0% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	20
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NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	14
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BILINGUAL EXAM: 11/9/2022, 0% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	14
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NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	13
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STRUCTURED INTERVIEW: 10/23/2023, 100% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	13
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NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	11
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TOTAL NUMBER CERTIFIED ON OPEN ELIGIBILITY LIST:	11
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 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL


 DATE

CERTIFICATION DATE: 11/29/2022
 EXPIRATION DATE: 12/14/2023
 EXTENDED EXPIRATION DATE:

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 HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
 PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022-64B18-TM

POSITION: SENIOR BUDGET TECHNICIAN
 RECRUITMENT TYPE: OPEN
 CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 12/16/2022 – 01/08/2023

NUMBER OF APPLICATIONS RECEIVED:	13
NUMBER OF QUALIFIED APPLICANTS:	08

PERFORMANCE EXAM: 02/01/2023, 0% WEIGHT	
NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	08
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	06

STRUCTURED INTERVIEW: 02/13/2023, 100% WEIGHT	
NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	06
NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	04

TOTAL NUMBER CERTIFIED ON OPEN ELIGIBILITY LIST:	04
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 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

3/20/23
 DATE

CERTIFICATION DATE: 03/03/2023
 EXPIRATION DATE: 04/18/2024
 EXTENDED EXPIRATION DATE:

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501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801

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HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022(4)-N02(Sub)-MD

POSITION: Campus Safety Aide (Substitute)

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: Substitute List

DATE ADVERTISED: 07/22/22 - 08/14/22

NUMBER OF APPLICATIONS RECEIVED:	23
NUMBER OF QUALIFIED APPLICANTS:	20

MULTIPLE CHOICE EXAM: 08/21/2022, 100% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	16
--	----

NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	09
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TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	02
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 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

3/20/23
 DATE

CERTIFICATION DATE: 08/23/2022
 EXPIRATION DATE: 08/23/2023
 EXTENDED EXPIRATION DATE:

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HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022(4)-004(Sub)-MD

POSITION: Custodian (Substitute)

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: Substitute List

DATE ADVERTISED: 12/15/22 - 01/08/23

NUMBER OF APPLICATIONS RECEIVED:	52
NUMBER OF QUALIFIED APPLICANTS:	48

MULTIPLE CHOICE EXAM: 01/23/2023, 100% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	29
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NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	29
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TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	29
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BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

3/20/23

DATE

CERTIFICATION DATE: 02/14/2023

EXPIRATION DATE: 02/14/2024

EXTENDED EXPIRATION DATE:

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HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022(3)-H01(Sub)-ND

POSITION: HEALTH SERVICES TECHNICIAN (SUBSTITUTE)

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 10/4/22 – 11/21/22

NUMBER OF APPLICATIONS RECEIVED:	19
NUMBER OF QUALIFIED APPLICANTS:	15

MULTIPLE CHOICE EXAM: 10/21/22, 100% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	12
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NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	05
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TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	05
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 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

4/7/23
 DATE

CERTIFICATION DATE: 12/14/2022
 EXPIRATION DATE: 12/14/2023
 EXTENDED EXPIRATION DATE:

UNLIMITED YOU**ANAHEIM UNION HIGH SCHOOL DISTRICT**

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

HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2023-I19(Sub)-MD

POSITION: Technology Services Technician I (Substitute)

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: SUBSTITUTE

DATE ADVERTISED: 03/02/23 - 03/23/23

NUMBER OF APPLICATIONS RECEIVED:	13
NUMBER OF QUALIFIED APPLICANTS:	05

MULTIPLE CHOICE EXAM: 04/02/2023, 100% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	03
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NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	03
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TOTAL NUMBER CERTIFIED ON SUBSTITUTE ELIGIBILITY LIST:	03
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BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

4/5/23
DATE

CERTIFICATION DATE: 04/18/2023

EXPIRATION DATE: 04/18/2024

EXTENDED EXPIRATION DATE:

**PERSONNEL COMMISSION
ANAHEIM UNION HIGH SCHOOL DISTRICT
Regular Meeting: Tuesday, April 18, 2023**

SUBJECT: 2023-2024 Preliminary Personnel Commission Budget Report

BACKGROUND INFORMATION:

Each year the Personnel Commission (PC) is required to submit a budget for approval to the Board of Education. The Education Code 45253 clarifies the process:

1. The PC prepares a proposed budget based on anticipated needs
2. The PC conducts a public hearing regarding the proposed budget by May 30th
3. The PC shall fully consider views of the public and school board prior to adoption of its budget
4. IN ORANGE COUNTY: The Superintendent is asked to sign a form indicating whether there is any reason to not incorporate the PC budget into the district's general operating budget.
5. The PC then forwards the proposed budget materials to the Orange County Department of Education.
6. If the County Superintendent proposes to reject the budget: The County will conduct a public hearing at AUHSD regarding the rejection of the budget within 30 days of the day submitted by the PC. The County Superintendent may either reject or amend the proposed budget. If the PC and County Superintendent cannot reach agreement on the budget, the preceding year budget will serve as the proposed budget.
7. If the County Superintendent does reject the budget: The county shall contract with the Office of Administrative Hearings for an administrative law judge to conduct a public hearing on the proposed rejection. The judge will render a decision and the PC will be able to accept or reject the findings. If the PC rejects the findings, the preceding year's budget will serve as the proposed budget.

This public hearing is an important opportunity for all stakeholders to provide feedback for the Commission to consider. The proposed budget is attached.

METHODOLOGY:

In preparing the proposed 2023-2024 budget, staff has conducted the following activities:

- Reviewed previous and current year budget data
- Projected final expenditures for the current fiscal year
- Estimated unique expenses anticipated in the following year
- Adjusted the budget format to reconcile local AUHSD and OCDE budget line codes

DISCUSSION:

The District has historically been very accommodating of necessary adjustments and increases to the PC budget. In turn, the PC has continuously aimed to keep expenses low wherever possible; almost always ending the year below budget. The proposed budget represents a few notable adjustments:

- AUHSD-2309/2433/2446/2447 Classified Salaries: All PC staff received an 8% increase in salary based on salary negotiations between AUHSD and bargaining units. The 23/24 budget includes additional funding for a 10-month Office Assistant. This increase in staffing is based on market analysis showing that the AUHSD HR-Classified department is understaffed by around two staff members. Notably, in the last 7 years the PC has reduced by two (2) positions (Associate HR Analyst, HR Technician). As the workload and demand on HR has consistently increased during this same period, the loss in staff has created workload and productivity concerns for HR. The addition of an Office Assistant is a minimal attempt to provide needed staff support.
- AUHSD-5810/5880: HR-Classified and HR-Certificated are now splitting the cost of a contract with NEOGOV that will provide modernized HR tools for recruiting, hiring, and evaluating all District staff. Though the increase in cost is significant, the benefits of the new systems are anticipated to warrant the investment.
- The total 2023-2024 budget amount represents an increase of 8.7% over the previous year.
- PC staff will continue to work to find savings and return unused funds to the District for the health of the overall organization.

RECOMMENDATION:

The Director recommends that the Commission discuss the preliminary proposed 2023-2024 budget and provide feedback to the Director for modification to the final budget proposal at the next PC meeting and included public hearing.

Annual Budget of Personnel Commission Fiscal Year 2023-2024 (PRELIMINARY) <u>Anaheim Union High School District</u>			<u>Column I</u> 2021-22 Actuals (\$ only)	<u>Column II</u> 2022-23 Actuals or Estimate (\$ only)	<u>Column III</u> 2023-24 Budget (\$ only)
OCDE	AUHSD	Classified Salaries¹			
2300	2348 2447	Classified Supervisors & Administrators	179,211	186,495	195,000
	2310	Commission Members ²	1,950	1,560	2,000
	2309	Director	176,130	175,906	182,000
2400	2433 2446 2470	Clerical, Technical & Office Staff	308,141	277,222	350,000
	2275 2277	Secretaries, Clerks	850	1,980	2,000
		<i>SUBTOTAL (2000 CLASS.)</i>	<i>666,282.00</i>	<i>643,163.00</i>	<i>731,000.00</i>
OCDE	AUHSD	Employee Benefits			
3101		State Teachers Retirement System – Certificated			
3102		State Teachers Retirement System – Classified			
3201		Public Employees’ Retirement System- Certificated			
3202	3202	Public Employees’ Retirement System- Classified	144,797	162,339	165,000
3301		OASDI/Medicare – Certificated			
3302	3314 3356	OASDI/Medicare – Classified	48,722	46,096	50,000
3401		Health & Welfare Benefits – Certificated			
3402	3402	Health & Welfare Benefits – Classified	166,936	160,243	168,000
3501		Unemployment Insurance – Certificated			
3502	3502	Unemployment Insurance – Classified	3,340	3,187	3,400
3601		Workers’ Compensation Insurance – Certificated			
3602	3602	Workers’ Compensation Insurance – Classified	16,846	16,394	17,000
3801		PERS Reduction – Certificated			
3802		PERS Reduction - Classified			
3901		Other Benefits – Certificated			
3902		Other Benefits – Classified			
		<i>SUBTOTAL (3000 CLASS.)</i>	<i>380,641.00</i>	<i>388,259.00</i>	<i>403,400.00</i>
OCDE	AUHSD	Books and Supplies			
4200	4210	Books & Reference Materials	0	193	500
		Literature, Periodicals			

Annual Budget of Personnel Commission Fiscal Year 2023-2024 <u>Anaheim Union High School District</u>			<u>Column I</u> 2021-22 Actuals (\$ only)	<u>Column II</u> 2022-23 Actuals or Estimate (\$ only)	<u>Column III</u> 2023-24 Budget (\$ only)
4300	4310	Materials & Supplies (<\$500)			
	4320				
	4390		16,172	23,923	25,000
	4410	Office Supplies (>\$500)	1,847	1,964	2,000
		<i>SUBTOTAL (4000 CLASS.)</i>	<i>18,019.00</i>	<i>26,080.00</i>	<i>27,500.00</i>
OCDE	AUHSD	Services & Other Operating Expenditures			
5200	5210	Travel & Conferences	1,464	2,277	3,500
		Expense Allowances			
	5220	Mileage			
	5298		2,100	3,336	3,500
		Conferences			
5300	5310	Dues and Memberships	4,100	4,920	5,000
5400		Insurance			
		Fire and Theft			
		Liability			
5500		Operations and Housekeeping Services ³			
		Utilities			
5600	5610	Rentals, Leases & Repairs			
	5620		0	0	
5700		Direct Cost Transfers			
	5712	Printing & Forms	304	54	200
5800	5810	Prof/Consulting Services & Operating Expenditures			
	5880		39,278	100,130	100,000
		Examinations			
		Advertising			
	5821	Professional Assistance (Screening Committee, Consultants, Analysis Surveys)	12,362	60	2,000
5900		Communications			
	5910	Postage	577	357	500
	5918	Telephone	323	0	350
		<i>SUBTOTAL (5000 CLASS.)</i>	<i>60,508.00</i>	<i>111,134.00</i>	<i>115,050.00</i>
OCDE	AUHSD	Capital Outlay			
6400		Equipment			
		Office Equipment			
6500		Replacement of Equipment			
		<i>SUBTOTAL (6000 CLASS.)</i>	<i>-</i>	<i>-</i>	<i>-</i>
		TOTAL EXPENDITURES	1,125,450.00	1,168,636.00	1,276,950.00

**PERSONNEL COMMISSION
ANAHEIM UNION HIGH SCHOOL DISTRICT
Regular Meeting: Tuesday, April 18, 2023**

SUBJECT: Classification Revisions – Campus Safety Aide

BACKGROUND INFORMATION:

District Administration requested HR staff to perform a compensation analysis for the Campus Safety Aide position to determine whether the current compensation for this position was below average compared to similar positions in the current market.

Under the supervision of the principal or designee, the **Campus Safety Aide** performs a wide variety of entry-level security services at District high schools, junior high schools and other sites to ensure the safety of persons, protect property of various kinds, maintain order, and enforce rules and regulations governing student conduct.

METHODOLOGY:

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

- Reviewed the Campus Safety Aide classification specification.
- Gathered input from the Director of Student Support Services.
- Collected and reviewed similar job descriptions within the external market regarding qualifications, duties performed, and salary.
- Conducted statistical analysis of the collected data to determine relative placement and competitiveness of the Campus Safety Aide's salary in the local market.

DISCUSSION:

Upon completion of the statistical analysis, it was determined that the position was barely above market (1.7%) with total compensation factored in. Notably, the position was below market (-.2%) at minimum step where substitute Campus Safety Aides are typically paid. An accelerated hiring rate to Step 3 was approved by the Personnel Commission and Board of Trustees earlier this school year, which has helped to counterbalance the low market placement to a small extent. However, HR-Classified has continued to experience severe difficulties in hiring substitute Campus Safety Aides, which is having a negative impact on the District's ability to support student safety.

Based on the less competitive salary placement observed in the market analysis and the difficulties experienced with hiring substitute staff even after the implementation of the accelerated hiring rate, it is now necessary to approve an increase in salary to improve the District's ability to attract qualified applicants for both substitute and permanent Campus Safety Aide assignments. A two range, or approximately 5%, increase in salary along with a continuation of the accelerated hiring rate to Step 3 is anticipated to improve hiring outcomes, though staff cautions that additional salary increases or actions may be necessary in the future to adequately support the District's student safety goals.

RECOMMENDATION:

It is recommended that the Personnel Commission approve the recommendation to the Board of Trustees for a salary modification to the Campus Safety Aide from range 41 to range 43 on the CSEA salary schedule, effective 5/1/23.

CLASSIFICATION		POSTING/SCREENING						
Job Title	Exam Plan #	Assigned Technician	Recruitment Type	Certification Type	Date Posted	[SORT BY]	Calendar Days Posted	*DELAY* TRACKER
						Date Closed		Date Final Screening Fail Notice Sent
Substitute Instructional Assistant (SYS-SERIES)	2022(3)-SYS-SUB-ND	Natalie	Open	Substitute	6/17/22	7/24/22	37	N/A
Licensed Vocational Nurse (Substitute)	2022-SUBH04-ND	Natalie	Open	Substitute	6/17/22	7/31/22	44	NS
Instructional Assistant - Behavioral Support	2022(2)-E23-ND	Natalie	Open	Open	7/12/22	8/2/22	21	NS
Instructional Assistant - Specialized Academic Instruction	2022-E24-ND	Natalie	Open	Open	8/1/22	10/4/22	64	
Family and Community Engagement Specialist (Vietnamese)	2022-FACES(V)-ND	Natalie	Open	Dual Cert	10/24/22	11/6/22	13	
Instructional Assistant - Visually Impaired	2022-IA-VI-ND	Natalie	Open	Open	11/15/22	1/31/23	77	
Food Services Assistant I (Permanent & Substitute)	2022(5)-F02-TM	Tatiana	Open	Open	11/21/22	12/12/22	21	
Medi-Cal Billing Specialist	2022-MBS-ND	Natalie	Open	Open	12/16/22	3/5/23	79	
Campus Safety Aide (Substitute)	2022(6)-N02(Sub)-MD	Maryam	Open	Substitute	12/23/22	1/15/23	23	
Instructional Assistant/Medically Fragile-Orthopedically Impaired	2023-EM3-ND	Natalie	Open	Open	1/11/23	2/1/23	21	
Instructional Assistant - Specialized Academic Instruction/Bilingual	2023-E24B-ND	Natalie	Open	Open	1/11/23	2/1/23	21	
Health Services Technician (Substitute)	2023-H01(Sub)-ND	Natalie	Open	Substitute	1/18/23	2/8/23	21	
Network Technician	2023-I06-MD	Maryam	Open	Open/Promo	1/18/23	2/8/23	21	
Clerical/Secretary Series (Substitute)	2023-CLER-SUB-TM	Tatiana	Open	Substitute	1/19/23	2/12/23	24	
Warehouse Worker - Nutrition & Central Services (Substitute)	2023-W06-MD	Maryam	Open	Substitute	1/24/23	2/14/23	21	
Babysitter	2023-BBY-TM	Tatiana	Open	Open	1/31/23	2/21/23	21	
Food Services Assistant I (Permanent & Substitute) - 6 MONTH	2023-F02-TM	Tatiana	Open	Open	2/7/23	2/28/23	21	
Bus Driver (Substitute)	2023-SUBR01-MD	Maryam	Open	Substitute	2/15/23	5/15/23	89	
Warehouse Worker - Nutrition & Central Services	2023-W06-MD	Maryam	Open	Open	3/3/23	3/26/23	23	
Bus Driver (Open)	2023-R01-MD	Maryam	Open	Open	3/6/23	3/27/23	21	
Buyer	2023-B14-MD	Maryam	Open	Open	3/7/23	3/28/23	21	
Technology Services Technician I	2023-I19-MD	Maryam	Open	Open	3/7/23	3/28/23	21	
Bus Driver Training Course	2023-BusTrain-MD3	Maryam	Open	Open	3/8/23	4/9/23	32	
Summer Assignment - IA - HOPE SCHOOL (Promotional Only)	2023 SUMMER IA - HOPE - ND	Natalie	Summer	Summer	3/13/23	4/3/23	21	
Summer Assignment - IA - GILBERT/SAVANNA HS (Promotional Only)	2023 SUMMER IA-GILBERT/SA	Natalie	Summer	Summer	3/13/23	4/3/23	21	
Summer Assignment - Custodian (Promotional Only)	2023 SUMMER - CUSTODIAN -	Maryam	Summer	Summer	3/13/23	4/3/23	21	
Summer Assignment - Office Assistant (Bilingual & Non-Bilingual)	2023Summer-S05-TM	Tatiana	Summer	Summer	3/15/23	4/5/23	21	
Summer Assignment - Senior Admin. Assist. - School Support (Bilingu	2023 SUMMER - SEN ADMN -	Tatiana	Summer	Summer	3/15/23	4/5/23	21	
Agricultural Specialist	2023-AgriSpec-MD	Maryam	Open	Open	3/16/23	4/6/23	21	
Secretary - School Support/Program Support (Bilingual & Non-Bilingu	2023-SBP-TM	Tatiana	Open	Dual Cert	3/17/23	4/7/23	21	
Custodian	2023-O04-MD	Maryam	Open	Open	3/17/23	4/9/23	23	
Campus Safety Aide (Male & Female)	2023-N02-MD	Maryam	Open	Open	3/17/23	4/9/23	23	
Instructional Assistant - Deaf/Hard of Hearing	2023-EV3-ND	Natalie	Open	Open	3/28/23	4/18/23	21	
Instructional Assistant - Visually Impaired	2023-IA-VI-ND	Natalie	Open	Open	3/28/23	Continuous	N/A	
Food Services Assistant I (Permanent & Substitute)	2023(2)-F02-TM	Tatiana	Open	Open	3/28/23	Continuous	N/A	

ADVANCED STEP PLACEMENT REPORT															
PC Meeting Date	Effective Date	Classification	MO	HR	Salary Range	Adv Step	Step 1 Monthly Rate	Step 1 Hourly Rate	Adv Step Monthly Rate	Adv Step Hourly Rate	Annual Cost at Step 1	Annual Cost at Adv Step	Amount Change by Hour	Amount Change by Month	Amount Change by Year
2022-2023															
6/14/22	7/18/2022	Athletic Trainer	11	8	CSEA-57	6	\$4,308	\$24.48	\$5,229	\$29.71	\$46,676	\$56,648	\$5.23	\$907	\$9,972
7/19/22	8/8/2022	IA-Deaf/Hard of Hearing	9	6	CSEA-51	4	\$3,846	\$21.85	\$4,325	\$24.57	\$25,565	\$28,747	\$2.72	\$354	\$3,182
7/19/22	8/1/2022	TST	10	8	AFSCM- 57	7	\$4,308	\$24.50	\$5,339	\$30.33	\$42,467	\$52,573	\$5.83	\$1,011	\$10,105
7/19/22	8/1/2022	TST	10	8	AFSCM- 57	4	\$4,308	\$24.50	\$4,837	\$27.50	\$42,467	\$47,667	\$3.00	\$520	\$5,200
7/19/22	8/1/2022	TST	10	8	AFSCM- 57	4	\$4,308	\$24.50	\$4,837	\$27.50	\$42,467	\$47,667	\$3.00	\$520	\$5,200
8/23/22	8/8/2022	Bus Driver	9	5	AFSCME- 55	4	\$4,098	\$23.31	\$4,606	\$26.20	\$22,728	\$25,545	\$2.89	\$313	\$2,818
8/23/22	8/8/2022	Bus Driver	9	5	AFSCME- 55	4	\$4,098	\$23.31	\$4,606	\$26.20	\$22,728	\$25,545	\$2.89	\$313	\$2,818
8/23/22	9/1/2022	Operations Manager	12	8	MGMT - 20	7	\$7,229	\$41.70	\$9,138	\$52.72	\$86,737	\$109,658	\$11.02	\$1,910	\$22,920
9/14/22	8/29/2022	Custodian	12	8	AFSCME - 48	3	\$3,531	\$20.06	\$3,804	\$21.62	\$41,725	\$44,970	\$1.56	\$270	\$3,245
9/14/22	8/24/2022	Custodian	12	8	AFSCME - 48	3	\$3,531	\$20.06	\$3,804	\$21.62	\$41,725	\$44,970	\$1.56	\$270	\$3,245
9/14/22	9/1/2022	IA-Medically Fragile	9	6	CSEA- 51	3	\$3,846	\$21.85	\$4,164	\$23.65	\$25,565	\$27,671	\$1.80	\$234	\$2,106
9/14/22	8/17/2022	Community Schools Coordinator	12	8	MGMT - 8	3	\$5,418	\$31.26	\$5,836	\$33.67	\$65,017	\$70,033	\$2.41	\$418	\$5,016
9/14/22	8/29/2022	Community Schools Coordinator	12	8	MGMT - 8	4	\$5,418	\$31.26	\$6,064	\$34.98	\$65,017	\$72,769	\$3.73	\$646	\$7,752
9/14/22	8/24/2022	Community Schools Coordinator	12	8	MGMT - 8	4	\$5,418	\$31.26	\$6,064	\$34.98	\$65,017	\$72,769	\$3.73	\$646	\$7,752
9/14/22	8/22/2022	Community Schools Coordinator	12	8	MGMT - 8	3	\$5,418	\$31.26	\$5,836	\$33.67	\$65,017	\$70,033	\$2.41	\$418	\$5,016
9/14/22	8/1/2022	Community Schools Coordinator	12	8	MGMT - 8	6	\$5,418	\$31.26	\$6,531	\$37.68	\$65,017	\$78,373	\$6.42	\$1,113	\$13,356
9/14/22	8/1/2022	Community Schools Coordinator	12	8	MGMT - 8	2	\$5,418	\$31.26	\$5,625	\$32.45	\$65,017	\$67,501	\$1.19	\$207	\$2,484
9/14/22	8/1/2022	Community Schools Coordinator	12	8	MGMT - 8	2	\$5,418	\$31.26	\$5,625	\$32.45	\$65,017	\$67,501	\$1.19	\$207	\$2,484
9/14/22	8/1/2022	Community Schools Coordinator	12	8	MGMT - 8	2	\$5,418	\$31.26	\$5,625	\$32.45	\$65,017	\$67,501	\$1.19	\$207	\$2,484
9/14/22	8/18/22	Sign Language Interpreter	9	6	CSEA- 60	7	\$4,790	\$27.22	\$5,944	\$33.77	\$31,848	\$39,512	\$6.55	\$852	\$7,664
9/14/22	8/31/2022	IA-Behavioral Support	9	6	CSEA- 51	2	\$3,846	\$21.9	\$3,996	\$23	\$25,565	\$26,595	\$0.88	\$114	\$1,030
9/14/22	8/8/2022	IA-Behavioral Support	9	6	CSEA - 51	2	\$3,846	\$21.9	\$3,996	\$23	\$25,565	\$26,595	\$0.88	\$114	\$1,030
9/14/22	8/8/2022	IA-Behavioral Support	9	6	CSEA-51	2	\$3,846	\$21.9	\$3,996	\$23	\$25,565	\$26,595	\$0.88	\$114	\$1,030
9/14/22	8/8/2022	IA-Behavioral Support	9	6	CSEA-51	2	\$3,846	\$21.9	\$3,996	\$23	\$25,565	\$26,595	\$0.88	\$114	\$1,030
9/14/22	8/8/2022	IA-Behavioral Support	9	6	CSEA-51	3	\$3,846	\$21.9	\$4,164	\$24	\$25,565	\$27,671	\$1.80	\$234	\$2,106
9/14/22	8/8/2022	IA-Behavioral Support	9	6	CSEA - 51	3	\$3,846	\$21.9	\$4,164	\$24	\$25,565	\$27,671	\$1.80	\$234	\$2,106
10/11/22	9/26/2022	Warehouse Worker (Nutrition)	9	8	AFSCME-51	1	\$3,716	\$21.11	\$3,861	\$21.95	\$32,932	\$34,243	\$0.84	\$146	\$1,310
10/11/22	9/12/2022	School Community Liaison	10	8	CSEA-47	4	\$3,484	\$19.78	\$3,927	\$22.65	\$34,286	\$39,261	\$2.87	\$497	\$4,975
10/11/22	9/26/2022	IA-Behavioral Support	9	6	CSEA-51	5	\$3,846	\$21.85	\$4,501	\$25.59	\$25,565	\$29,941	\$3.74	\$486	\$4,376
11/8/22	10/20/2022	IA-Adult Transition	9	6	CSEA-51	2	\$3,846	\$21.85	\$3,996	\$22.73	\$25,565	\$26,595	\$0.88	\$114	\$1,030
11/8/22	7/15/2022	Secretary School Support Bilingual	11	8	CSEA-53	4	\$4,043	\$22.97	\$4,540	\$25.80	\$43,797	\$49,193	\$2.83	\$491	\$5,396
11/8/22	7/15/2022	College & Career Readiness Specialist	11	8	CSEA-51	7	\$3,846	\$21.85	\$4,767	\$27.10	\$41,661	\$51,671	\$5.25	\$910	\$10,010
11/8/22	8/15/2022	FSA I	9	3	CSEA-41	2	\$3,011	\$17.09	\$3,132	\$17.77	\$9,998	\$10,396	\$0.68	\$44	\$398
11/8/22	9/26/2022	Food Service Assistant III	9	6.5	AFSCME-50	4	\$3,810	\$21.64	\$4,269	\$24.25	\$27,429	\$30,737	\$2.61	\$368	\$3,308
11/8/22	10/24/2022	Food Service Site Manager I	10	8	AMMA-3	4	\$4,820	\$27.81	\$5,401	\$31.16	\$48,205	\$54,011	\$3.35	\$581	\$5,807
11/8/22	10/17/2022	Office Assistant Bilingual	10	8	CSEA-47	3	\$3,484	\$19.78	\$3,766	\$21.38	\$34,286	\$37,059	\$1.60	\$277	\$2,773
12/14/22	11/7/2022	IA-Behavioral Support	9	6	CSEA-51	3	\$3,846	\$21.85	\$4,164	\$23.65	\$25,565	\$27,671	\$1.80	\$234	\$2,106
12/14/22	11/7/2022	College & Career Readiness Specialist	11	8	CSEA-51	4	\$3,846	\$21.85	\$4,325	\$24.57	\$41,661	\$46,848	\$2.72	\$471	\$5,186
12/14/22	11/14/2022	CSA	9	7	CSEA- 41	7	\$3,011	\$17.09	\$3,737	\$21.25	\$23,328	\$29,007	\$4.16	\$631	\$5,678
12/14/22	11/28/2022	Office Assistant Bilingual	10	8	CSEA- 47	4	\$3,484	\$19.78	\$3,927	\$22.30	\$34,286	\$38,654	\$2.52	\$437	\$4,368
12/14/22	11/14/2022	College & Career Readiness Specialist	11	8	CSEA-51	3	\$3,846	\$21.85	\$4,164	\$23.65	\$41,661	\$45,093	\$1.80	\$312	\$3,432
12/14/22	11/28/2022	College & Career Readiness Specialist	11	8	CSEA-51	4	\$3,846	\$21.85	\$4,325	\$24.57	\$41,661	\$46,848	\$2.72	\$471	\$5,186
12/14/22	11/29/2022	FACES	12	8	CSEA-59	3	\$4,675	\$26.57	\$5,054	\$28.72	\$55,266	\$59,739	\$2.15	\$373	\$4,472
12/14/22	11/28/2022	Bus Driver	9	5	AFSCME - 55	3	\$4,241	\$24.13	\$4,584	\$26.05	\$23,527	\$25,399	\$1.92	\$208	\$1,872
12/14/22	12/12/2022	Secretary School Support	11	8	CSEA - 51	3	\$3,846	\$21.85	\$4,164	\$23.65	\$41,661	\$45,093	\$1.80	\$312	\$3,432
1/17/23	12/19/2022	IA-Specialized Academic Instruction	9	5.75	CSEA- 43	2	\$3,160	\$17.96	\$3,292	\$18.71	\$20,138	\$20,979	\$0.75	\$93	\$841
1/17/22	12/19/2022	College & Career Readiness Specialist	11	8	CSEA - 51	2	\$3,846	\$21.85	\$3,996	\$22.73	\$41,661	\$43,339	\$0.88	\$153	\$1,678
2/14/23	1/23/2023	Network Analyst (Promotion)	12	8	CSEA-75	6	\$6,904	\$39.24	\$8,400	\$47.72	\$81,620	\$99,259	\$8.48	\$1,470	\$17,639
2/14/23	1/19/2023	Custodian	12	8	AFSCME - 48	3	\$3,655	\$20.76	\$3,937	\$22.38	\$43,181	\$46,551	\$1.62	\$281	\$3,370
2/14/23	1/18/2023	IA-Bilingual Spanish	9	6	CSEA - 47	4	\$3,484	\$19.78	\$3,927	\$22.30	\$23,143	\$26,091	\$2.52	\$328	\$2,948
2/14/23	1/26/2023	IA-Specialized Academic Instruction	9	5.75	CSEA- 43	2	\$3,160	\$17.96	\$3,292	\$18.71	\$20,138	\$20,979	\$0.75	\$93	\$841
2/14/23	2/1/2023	IA-Behavioral Support	9	6	CSEA-51	3	\$3,846	\$21.85	\$4,164	\$23.65	\$25,565	\$27,671	\$1.80	\$234	\$2,106
2/14/23	2/14/2023	Child Welfare & Attendance Liaison	11	4	CSEA - 51	4	\$3,846	\$21.85	\$4,325	\$24.95	\$20,831	\$23,786	\$3.10	\$269	\$2,955
3/14/23	2/21/2023	IA-Behavioral Support	9	6	CSEA-51	4	\$3,846	\$21.85	\$4,325	\$24.57	\$25,565	\$28,747	\$2.72	\$354	\$3,182
3/14/23	2/28/2023	Sign Language Interpreter	9	5	CSEA-60	5	\$5,173	\$29.40	\$6,056	\$34.41	\$28,665	\$33,550	\$5.01	\$543	\$4,885
3/14/23	2/27/2023	IA-Behavioral Support	9	7	CSEA-51	7	\$4,154	\$23.60	\$5,148	\$29.27	\$32,214	\$39,954	\$5.67	\$860	\$7,740
3/14/23	3/13/2023	CSA	9	7	CSEA - 41	7	\$3,252	\$18.46	\$4,036	\$22.95	\$25,198	\$31,327	\$4.49	\$681	\$6,129
4/18/23	4/3/2023	IA-Behavioral Support	9	6	CSEA-51	4	\$4,154	\$23.60	\$4,671	\$26.54	\$27,612	\$31,052	\$2.94	\$382	\$3,440
4/18/23	4/3/2023	IA-Medically Fragile	9	6	CSEA-51	4	\$4,154	\$23.60	\$4,671	\$26.54	\$27,612	\$31,052	\$2.94	\$382	\$3,440
4/18/23	4/13/2023	IA-Specialized Academic Instruction	9	5.75	CSEA-51	2	\$3,413	\$19.40	\$3,555	\$20.21	\$21,753	\$22,661	\$0.81	\$101	\$908
2022-2023 TOTAL FISCAL IMPACT \$96,348															

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

	<u>Location:</u>	<u>Effective</u>
Brown, Emmanuel Campus Safety Aide	Katella High School	02/23/2023
Cochran, Briana Instructional Assistant – Specialized Academic Instruction	Magnolia High School	02/10/2023
Corrales, Cristalle Licensed Vocational Nurse	Sycamore Jr. High School	02/17/2023
Jones, Terry Athletic Facilities Worker II	Oxford Academy	02/03/2023
Riggin, Jennifer Sr. Administrative Assistant – Program Support	Food Services Department	04/21/2023

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

	<u>Range/Step:</u>	<u>Effective:</u>
Permanent Employees:		
Aguilar, Maryorit ASB Accounting Technician	55/01	02/15/2023
Bautista, Rocio Instructional Assistant – Adult Transition	51/02	02/06/2023
Bravo, Jordy Instructional Assistant – Behavioral Support	51/04	02/21/2023
Canero, Katherine Instructional Assistant – Behavioral Support	51/01	02/16/2023
Choi, Yoonhee School Community Liaison	47/01	02/15/2023
Cordova-Redford, Le Anne Instructional Assistant – Specialized Academic Instruction	43/01	02/06/2023
Elias, Elise Instructional Assistant – Specialized Academic Instruction	43/01	02/06/2023
Fangmeyer, Jolane Food Services Assistant I	41/01	02/14/2023

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Lopez, Ashlee Instructional Assistant – Specialized Academic Instruction	43/01	02/06/2023
Mejia, Brenda Secretary – Attendance	51/03	02/06/2023
Morales, Fabiola Instructional Assistant – Specialized Academic Instruction	43/01	02/21/2023
Navarro, Edward Instructional Assistant – Behavioral Support	51/01	02/23/2023
Pierson, Judith Instructional Assistant – Behavioral Support	51/01	02/21/2023
Ramirez, Karla Secretary – Attendance (Bilingual)	53/01	02/21/2023
Rodriguez, Maritza Child Welfare & Attendance Liaison	51/04	02/14/2023
Sanchez Jojola, Alyssa Instructional Assistant – Specialized Academic Instruction	43/01	02/14/2023
Santos, Eduardo Campus Safety Aide	41/03	02/06/2023
Stewart, Michelle Instructional Assistant – Specialized Academic Instruction	43/01	02/06/2023
Walters, Cambrieah Instructional Assistant – Behavioral Support	51/01	03/01/2023

Promotions:

Guyer, Kathleen Payroll Technician	57/10	02/21/2023
Paniagua, Edgar Athletic Facilities Worker II	52/07	02/14/2023
Vazquez, Stephanie Business Technician	57/01	02/02/2023

Substitute Employees:

Ali, Jawad Substitute Technology Services Technician	57/01	02/07/2023
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Arellano, Jonathan Substitute Instructional Assistant – Adult Transition	51/01	02/22/2023
Arellano, Jonathan Substitute Instructional Assistant – Behavioral Support	51/01	02/22/2023
Arellano, Jonathan Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	02/22/2023
Arellano, Jonathan Substitute Instructional Assistant – Specialized Academic Instruction	43/01	02/22/2023
Cardenas, Emmanuel Substitute Custodian	48/01	02/16/2023
Cruz, Michael Substitute Custodian	48/01	02/23/2023
Garibay, Julio Substitute Custodian	48/01	02/21/2023
Gutierrez Velasquez, Oscar Substitute Custodian	48/01	02/17/2023
Ibarra, Omar Substitute Custodian	48/01	02/23/2023
Janec, Rosabell Substitute Instructional Assistant – Adult Transition	51/01	02/07/2023
Janec, Rosabell Substitute Instructional Assistant – Behavioral Support	51/01	02/07/2023
Janec, Rosabell Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	02/07/2023
Janec, Rosabell Substitute Instructional Assistant – Specialized Academic Instruction	43/01	02/07/2023
Jimenez, Johnny Substitute Custodian	48/01	02/21/2023
Ledesma, Leslie Adult Transition	51/01	02/24/2023

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Ledesma, Leslie Substitute Instructional Assistant – Behavioral Support	51/01	02/24/2023
Ledesma, Leslie Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	02/24/2023
Ledesma, Leslie Substitute Instructional Assistant – Specialized Academic Instruction	43/01	02/24/2023
Ly, Lien Adult Transition	51/01	02/24/2023
Ly, Lien Substitute Instructional Assistant – Behavioral Support	51/01	02/24/2023
Ly, Lien Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	02/24/2023
Ly, Lien Substitute Instructional Assistant – Specialized Academic Instruction	43/01	02/24/2023
Morales Torres, Felix Substitute Custodian	48/01	02/16/2023
Noory, Mohammad Adult Transition	51/01	02/06/2023
Noory, Mohammad Substitute Instructional Assistant – Behavioral Support	51/01	02/06/2023
Noory, Mohammad Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	02/06/2023
Noory, Mohammad Substitute Instructional Assistant – Specialized Academic Instruction	51/01	02/06/2023
Ortiz, Michelle Substitute Office Assistant	43/01	02/24/2023
Ortiz, Michelle Substitute Office Assistant - Bilingual	47/01	02/24/2023

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Ortiz, Michelle Substitute Secretary	51/01	02/24/2023
Ortiz, Michelle Substitute Secretary - Bilingual	53/01	02/24/2023
Pastelin, Victoria AVID Tutor	\$16.00/Hr.	02/09/2023
Pelt, Derak Substitute Custodian	48/01	02/02/2023
Razo, Noemy Substitute Office Assistant	43/01	02/24/2023
Razo, Noemy Substitute Office Assistant	43/01	02/24/2023
Roa, Susana Substitute Instructional Assistant – Specialized Academic Instruction	43/02	02/06/2023
Rodriguez, Ruth Adult Transition	51/01	02/22/2023
Rodriguez, Ruth Substitute Instructional Assistant – Behavioral Support	51/01	02/22/2023
Rodriguez, Ruth Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	02/22/2023
Segura, Ronnie Jr. Substitute Custodian	48/01	02/17/2023
Urzua, Lorena Substitute Custodian	48/01	02/02/2023
Varquez, Pauline Adult Transition	51/01	02/08/2023
Varquez, Pauline Substitute Instructional Assistant – Behavioral Support	51/01	02/08/2023
Varquez, Pauline Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	02/08/2023

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Varquez, Pauline Substitute Instructional Assistant – Specialized Academic Instruction	43/01	02/08/2023
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Vasquez, Phillip Substitute Custodian	48/01	02/22/2023
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3. **Workability, current minimum wage or stipend of \$256 effective as noted:**
(Workability Grant Funds)

Effective

Cantu, Albert	02/27/2023
Gomez, David	02/16/2023
Jimenez, Paola	02/06/2023

4. **Food Service Student Workers**

Effective

Gatonye, Samuel	02/23/2023
Miller, Allysa	02/23/2023
Miller, Danny	02/07/2023
Vargas, Brenda	02/23/2023