



AGENDA

REGULAR MEETING

May 9, 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, May 9, 2023.

B. Roll Call:

C. Pledge of Allegiance:

D. Approval of Agenda for Regular Meeting on May 9, 2023

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

E. Approval of Minutes for Regular Meeting on April 18, 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>	
Agricultural Specialist	03	<i>Exhibit B</i>
Bus Driver	03	<i>Exhibit B</i>
Instructional Assistant - Specialized Academic Instruction (Bilingual)	09	<i>Exhibit B</i>
Medi-Cal Billing Specialist	06	<i>Exhibit B</i>
Network Technician	13	<i>Exhibit B</i>
Warehouse Worker - Central Services	06	<i>Exhibit B</i>
Warehouse Worker - Nutritional Services	06	<i>Exhibit B</i>
<u>List Abolishment</u>	<u># Eligibles</u>	
Instructional Assistant - Visually Impaired (2022-IA-VI-ND)	02	
<u>List Extension</u>	<u># Eligibles</u>	
(PC Rule §6.1.3.: <i>Duration of Eligibility Lists</i>)		
Athletic Facilities Worker I	19	<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. 2023/2024 Personnel Commission Budget Report *Exhibit D*

2. Approval to open a public hearing, to discuss the 2023/2024 Personnel Commission budget. *Exhibit D*

Open public hearing at: _____ p.m.

*Moved:
Seconded:
Vote:*

Close public hearing at: _____ p.m.

*Moved:
Seconded:
Vote:*

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

1. Budget Approval
Recommendation: *Approve*

a. Approval of the Personnel Commission Budget for the 2023/2024 fiscal year. *Exhibit D*

*Moved:
Seconded:
Vote:*

2. Approval of Regular Personnel Commission meeting dates for the 2023/2024 fiscal year. *Exhibit E*

*Moved:
Seconded:
Vote:*

3. New Classification(s):
Recommendation: *Approve*

a. Approval of the new classification of Director of Arts Education within the Student Support Services job family. *Exhibit F*

*Moved:
Seconded:
Vote:*

4. Professional Memberships
Recommendation: *Approve*

a. Approval of the expenditure of Personnel Commission funds, in the amount of \$1,200.00, for membership in the California School Personnel Commissioners Association (CSPCA) for the '23-'24 school year. *Exhibit G*

*Moved:
Seconded:
Vote:*

b. Approval of the expenditure of Personnel Commission funds, in the amount of \$3,000.00, for membership in the Cooperative Organization for the Development of Employee Selection Procedures (CODESP) for the '23-'24 school year. *Exhibit H*

*Moved:
Seconded:
Vote:*

c. Approval of the expenditure of Personnel Commission funds, in the amount of \$100.00, for membership in the Personnel Commission Association of Southern California (PCASC) for the '23-'24 school year. *Exhibit I*

*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 | <i>Exhibit J</i> |
| 2. Advanced Step Placement Status Report | <i>Exhibit K</i> |
| 3. Items Submitted for Board Approval – April | <i>Exhibit L</i> |

IV. Next Regular Personnel Commission Meeting:
Tuesday, June 13, 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
April 18, 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 and Baltazar 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 noted that some of the eligibility lists submitted for approval on the agenda were older lists that should have been submitted at previous meetings.*
- *Mr. Tietze provided an update regarding the status of summer assignments being coordinated by Human Resources.*
- *Mr. Tietze discussed the recent New Employee Orientation.*
- *Mr. Tietze noted the upcoming Classified Employee of the Year Awards to be held on May 11th at the District Office.*
- *Mr. Tietze announced that the 2023/24 Reasonable Assurance letters were sent out to all Classified employees working less than 12 months per year.*
- *Mr. Tietze discussed the yearly project of coordinating and communicating which Classified employees are due for a performance evaluation.*
- *Mr. Tietze discussed the upcoming Reduction in Force and the steps being taken by HR to provide other job opportunities for those being impacted.*

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):

<u>List Establishment</u>	<u># Eligibles</u>
Administrative Assistant	11
Administrative Assistant – Bilingual	11
Business Technician	08
Equipment Repair Mechanic	12
Instructional Assistant – Bilingual (Arabic)	07
Instructional Assistant – Bilingual (Spanish)	15
Instructional Assistant – Specialized Academic Instruction (Bilingual)	02
Licensed Vocational Nurse	12
Licensed Vocational Nurse	06
Payroll Technician	10
School Community Liaison (Korean)	06
Secretary – Attendance	21
Secretary – Attendance	04
Secretary – Registrar/Records (Bilingual)	11
Senior Budget Technician	04
Substitute Custodian	29
Substitute Health Services Technician	05

Substitute Technology Services
Technician
04

03

List Abolishment**# Eligibles**

Instructional Assistant -
Deaf/Hard of Hearing

04

Licensed Vocational Nurse

12

List Extension**# Eligibles**

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

None

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.

- Preliminary 2023/24 Personnel Commission Budget

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.

It was moved and seconded to approve Action Item 1 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 – March

IV. Next Regular Personnel Commission Meeting:Tuesday, May 9, 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: 4:14 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. 2023-AgriSpec-MD

POSITION: Agricultural Specialist
RECRUITMENT TYPE: OPEN
CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 03/16/2023 – 04/06/2023

NUMBER OF APPLICATIONS RECEIVED:	22
NUMBER OF QUALIFIED APPLICANTS:	04

<u>TRAINING & EXPERIENCE (T&E) EVALUATION: 05/03/2023, 100% WEIGHT</u>	
NUMBER OF APPLICANTS PARTICIPATING IN T&E EVALUATION	04
NUMBER OF APPLICANTS PASSING T&E EVALUATION	03

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	03
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 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

5/5/23

 DATE

CERTIFICATION DATE: 05/09/2023
EXPIRATION DATE: 11/09/2023
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, CLASSIFIEDANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2023-R01-MD

POSITION: Bus Driver (Open)

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 03/06/2023 - 04/16/2023

NUMBER OF APPLICATIONS RECEIVED:	29
NUMBER OF QUALIFIED APPLICANTS:	04

PERFORMANCE EXAM: 05/02/2023, 100% WEIGHT	
NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	04
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	03

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	03
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 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

5/5/23
 DATE

CERTIFICATION DATE: 05/09/2023
 EXPIRATION DATE: 11/09/2023
 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. 2023-E24B-ND

POSITION: INSTRUCTIONAL ASSISTANT- SPECIALIZED ACADEMIC INSTRUCTION/BILINGUAL

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 1/11/23 - 2/01/23

NUMBER OF APPLICATIONS RECEIVED:	20
NUMBER OF QUALIFIED APPLICANTS:	18

MULTIPLE CHOICE EXAM: 2/12/23, 100% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	18
NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	12

BILINGUAL MULTIPLE CHOICE EXAM: 2/20/23, 0% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN BILINGUAL EXAM	12
NUMBER OF APPLICANTS PASSING BILINGUAL EXAM	09

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

 5/1/23
 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-MBS-ND

POSITION: MEDI-CAL BILLING SPECIALIST
RECRUITMENT TYPE: OPEN
CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 12/16/22 - 3/5/23

NUMBER OF APPLICATIONS RECEIVED:	47
NUMBER OF QUALIFIED APPLICANTS:	11

<u>MULTIPLE CHOICE EXAM: 3/30/23, 100% WEIGHT</u>	
NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	10
NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	06

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	06
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BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

4/18/23
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. 2023-I06-MD

POSITION: Network Technician
 RECRUITMENT TYPE: OPEN
 CERTIFICATION TYPE: OPEN & PROMOTIONAL

DATE ADVERTISED: 01/18/2023 – 02/08/2023

NUMBER OF APPLICATIONS RECEIVED:	69
NUMBER OF QUALIFIED APPLICANTS:	31

MULTIPLE CHOICE EXAM: 03/30/2023, 0% WEIGHT	
NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	19
NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	16

STRUCTURED INTERVIEW: 04/16/2023, 100% WEIGHT	
NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	15
NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	13

TOTAL NUMBER CERTIFIED ON OPEN ELIGIBILITY LIST:	09
TOTAL NUMBER CERTIFIED ON PROMOTIONAL ELIGIBILITY LIST:	04

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

5/1/23

DATE

CERTIFICATION DATE: 05/09/2023
 EXPIRATION DATE: 11/09/2023
 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. 2023-W06-MD

POSITION: Warehouse Worker – Central Services
 RECRUITMENT TYPE: OPEN
 CERTIFICATION TYPE: OPEN
 DATE ADVERTISED: 03/03/2023 – 03/26/2023

NUMBER OF APPLICATIONS RECEIVED:	133
NUMBER OF QUALIFIED APPLICANTS:	12

PERFORMANCE EXAM: 04/28/2023, 100% WEIGHT	
NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	08
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	06

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	06
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 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

5/4/23

 DATE

CERTIFICATION DATE: 05/09/2023
 EXPIRATION DATE: 11/09/2023
 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. 2023-W06-MD

POSITION: Warehouse Worker –Nutritional Services

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 03/03/2023 – 03/26/2023

NUMBER OF APPLICATIONS RECEIVED:	133
NUMBER OF QUALIFIED APPLICANTS:	12

PERFORMANCE EXAM: 04/28/2023, 100% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM 08

NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM 06

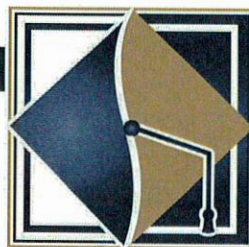
TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	06
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BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL5/4/23

DATECERTIFICATION DATE: 05/09/2023
EXPIRATION DATE: 11/09/2023
EXTENDED EXPIRATION DATE:

Learning With Purpose

ANAHEIM
UNION
HIGH
SCHOOL
DISTRICT

College and Career Ready

ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022-001-MD

POSITION: Athletic Facilities Worker I

DATE ADVERTISED: 02/18/22 – 3/21/22

NUMBER OF APPLICATIONS RECEIVED:	88
NUMBER OF APPLICANTS ADMITTED TO WRITTEN EXAM	38
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	27

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	27
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ORAL BOARD:

N/A

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 06/14/2022

EXPIRATION DATE: 06/14/2023

EXTENDED EXPIRATION DATE: 12/14/2023

Learning With Purpose

ANAHEIM
UNION
HIGH
SCHOOL
DISTRICT

College and Career Ready

ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022-E15-ND

POSITION: SPEECH-LANGUAGE PATHOLOGY ASSISTANT

DATE ADVERTISED: 04/13/22 – 05/04/22

<u>NUMBER OF APPLICATIONS RECEIVED:</u>	13
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STRUCTURED INTERVIEW/ORAL EXAM:

NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM	09
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NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	05
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TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	05
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ORAL BOARD:

PAUL MCGILL, SPEECH LANGUAGE PATHOLOGIST, ANAHEIM UNION HIGH SD
 LYNN RUTHENBECK, SPEECH LANGUAGE PATHOLOGIST, ANAHEIM UNION HIGH SD

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 6/14/2022
 EXPIRATION DATE: 6/14/2023
 EXTENDED EXPIRATION DATE: 12/14/2023

ANNUAL BUDGET OF PERSONNEL COMMISSION
FISCAL YEAR 2023-2024
(Education Code Section 45253)

Anaheim Union High School District, Orange County, California

NOTICE OF PUBLIC HEARING BY THE PERSONNEL COMMISSION

TO: The Governing Board and District Administration

The public hearing on this proposed budget will be held on **Tuesday, May 9, 2023 at 3:30 PM**

at the AUHSD District Office, Board Room, 501 N. Crescent Way, Anaheim, CA 92801

You are invited to attend and present your views.



Chairman or Director of Personnel Commission

5/5/23

Date

ADOPTED ANNUAL BUDGET OF PERSONNEL COMMISSION

TO: Dean West, Associate Superintendent, Business Services
Orange County Department of Education

This proposed budget was adopted subsequent to a public hearing by the Personnel Commission of the district.

DATE OF MEETING: May 9, 2023

REVIEWED BY THE DISTRICT SUPERINTENDENT

Superintendent

Date

Chairman or Director of Personnel Commission

Date

APPROVAL OF ANNUAL BUDGET OF PERSONNEL COMMISSION

TO: The Governing Board and Personnel Commission

This report has been examined and approved by the ORANGE COUNTY SUPERINTENDENT OF SCHOOLS.

Al Mijares, Ph.D.
County Superintendent of Schools

_____, 2023

_____, Deputy

Dean West, CPA
Associate Superintendent, Business Services

**PERSONNEL COMMISSION
ANAHEIM UNION HIGH SCHOOL DISTRICT
Regular Meeting: Tuesday, May 9, 2023**

SUBJECT: 2023-2024 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 to fill a currently unfilled HR Technician. 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 left two (2) positions (Associate HR Analyst, HR Technician) unfilled. 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.
- 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.
- TOTAL BUDGET: The total represents an increase of 6% over the previous year. Market analysis shows that the requested increase to the budget would place AUHSD's Personnel Commission budget in line with the trendline of where it should be based on a comparison of District ADA (average daily attendance) and PC budget amounts for other merit system districts in Southern California.
- PC staff will continue to work to find savings and return unused funds to the District for the financial health of the overall organization.

RECOMMENDATION:

The Director recommends that the Commission approve the proposed 2023-2024 budget as submitted.

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)
OCDE	AUHSD	Classified Salaries¹			
2300	2348 2447	Classified Supervisors & Administrators	179,211	186,495	202,000
	2310	Commission Members ²	1,950	1,560	2,000
	2309	Director	176,130	175,906	190,000
2400	2433 2446 2470	Clerical, Technical & Office Staff	308,141	277,222	368,000
	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>764,000.00</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	175,000
3301		OASDI/Medicare – Certificated			
3302	3314 3356	OASDI/Medicare – Classified	48,722	46,096	55,000
3401		Health & Welfare Benefits – Certificated			
3402	3402	Health & Welfare Benefits – Classified	166,936	160,243	175,000
3501		Unemployment Insurance – Certificated			
3502	3502	Unemployment Insurance – Classified	3,340	3,187	36,000
3601		Workers’ Compensation Insurance – Certificated			
3602	3602	Workers’ Compensation Insurance – Classified	16,846	16,394	18,000
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>459,000.00</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	105,000
		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>120,050.00</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	1,370,550.00

Proposed 2023-'24 Regular Personnel Commission Meetings

Tuesday, July 11, 2023
Tuesday, August 8, 2023
Tuesday, September 12, 2023
Tuesday, October 10, 2023
Tuesday, November 14, 2023
Tuesday, December 12, 2023
*Tuesday, January 16, 2024
Tuesday, February 13, 2024
Tuesday, March 12, 2024
Tuesday, April 9, 2024
Tuesday, May 14, 2024
Tuesday, June 11, 2024

* = The meeting is scheduled for a different day than the usual standard of the second Tuesday of the month.

**PERSONNEL COMMISSION
ANAHEIM UNION HIGH SCHOOL DISTRICT
Special Meeting: Tuesday, May 9, 2023**

SUBJECT: New Classification Specification – Director of Arts Education

BACKGROUND INFORMATION:

The Executive Director of Classified Personnel was requested by administration to create a new director-level administrator position to oversee major areas regarding the District's arts education instruction and implementation at all grade levels and on all campuses. The position is designed to have the following basic function:

Under the direction of the Assistant Superintendent of Educational Services, the **Director of Arts Education** plans, implements, supervises, coordinates, and evaluates arts education instruction throughout the district; understands and supports implementation of California Arts Standards and Frameworks for all grade levels. oversees professional learning, and assists in development, implementation and evaluation of curriculum and instruction in the arts in all grades at all campuses.

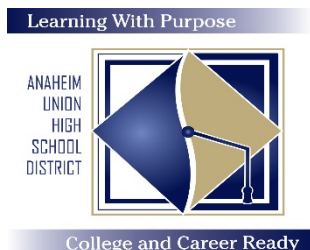
METHODOLOGY:

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

- Collected job descriptions from state-wide agencies that aligned with the desired role for the position.
- Created a classification using comparable job descriptions from local agencies and feedback from the Assistant Superintendent of Education.
- Used market data from comparable job descriptions, feedback from management regarding available funding, and analysis of internal alignment to recommend salary placement.

RECOMMENDATION:

It is recommended that the Personnel Commission approve the classification of Director of Arts Education and its salary placement on range 35 on the Administrators Salary Schedule, as provided.



CLASSIFICATION SUMMARY	
JOB TITLE	Director of Arts Education
JOB FAMILY	Student Services
JOB SUB-FAMILY	Instructional Support
EVALUATED BY	Assistant Superintendent of Educational Services
SALARY RANGE	ADMN 35
LAST UPDATED	5/9/23

DIRECTOR OF ARTS EDUCATION

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Educational Services, plans, implements, supervises, coordinates, and evaluates arts education instruction throughout the district; understands and supports implementation of California Arts Standards and Frameworks for all grade levels; oversees professional learning, and assists in development, implementation and evaluation of curriculum and instruction in the arts in all grades at all campuses.

Note: The duties below are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities.

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

- Provides direction and assists in the development, implementation, and evaluation of curriculum and instruction in arts education.
- Ensures that District arts programs align with District mission, goals, core values, the Career Preparedness Systems Framework (CPSF), and the District's Strategic Plan for Arts Education.
- Improves access to arts education for all students through collaboration with Education Division and site leadership staff to examine district wide student data around enrollment and persistence to help determine proposed courses of action.
- Manages, in collaboration with the Cabinet and Business Services, approximately \$5 Million in annual Proposition 28 funding for staffing, materials, and equipment
- Coordinates with principals and teaching staff to ensure horizontal and vertical continuity and articulation of Arts Education instruction throughout the district
- Supervises, directs, and evaluates the arts Curriculum Specialists
- Responsible for development, implementation, and evaluation of the AUHSD Youth Voices in the Arts (YVA) arts advocacy through civic engagement program
- Collaborates with the Education Division and site administrators to develop innovative, transformative program expansion in arts courses and programs
- Serves as district wide point of contact for site administrators in arts education issues.
- Prepares, in collaboration with all site principals, the Proposition 28 expenditure report for publication on both the district and CA Department of Education websites
- Prepares annual arts education report for the Board of Trustees including the Proposition 28 allocations as well as a district wide overview and site highlights
- Directs classified employees hired using Proposition 28 funding to support arts programs
- Assists principals by providing content area-specific feedback for formal evaluations for all arts teachers with 3 or fewer years of experience in AUHSD or by request of a site administrator.
- Facilitates and models effective collaborative communication to support professional learning communities
- Supports arts curriculum specialists in research and implementation strategies for arts integration into other content areas
- Coordinates with site principals and the Director(s) of Human Resources in the recruitment and hiring of new certificated teachers for arts courses and programs
- Develops, in collaboration with the Coordinator of Professional Learning and Arts Curriculum Specialists, arts professional learning opportunities and materials for arts teachers, which are aligned with state arts content standards and framework, the SEL competencies, the District Strategic Arts plan, and District arts curriculum.
- Develops programming and directs staff for the annual Summer Arts Academy
- Creates, develops, and leverages relationships with community and corporate partners.
- Coordinates grant opportunities within the arts

- Increases public visibility and awareness of arts learning across AUHSD and in the community through social media, website content, and district and community events
- Coordinates with classified Maintenance and Operations staff to develop goals, objectives, processes, standards, and procedures regarding district performance venues as well as best practices for classified auditorium staff and instrument repair staff
- Collaborates with the Coordinator of 21st Century Career Readiness to support and develop CTE courses and instruction in the Arts, Media, and Entertainment CTE pathway
- Expands workforce development in the arts through partnerships and development of additional AIME partners within the Creative Economy
- Attends professional learning and conference opportunities and events related to visual and performing arts, educational research, and general leadership
- Serves as liaison and participates with curriculum leaders at the local, county, state, and/or national level

GENERAL ESSENTIAL DUTIES (Also performed in other classifications):

- Meet monthly with Arts chairpersons
- Attends district-level arts events
- Publicizes arts events, and/or notify Board of Trustees of all major VAPA events
- Coordinates District's participation in OCDE's Orange County Music and Arts Administrators (OCMAA) Awards
- Attends monthly OCMAA meetings at OCDE
- Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

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

- Best principles, practices, methods, and techniques used in the consistent and effective administration and advancement of specified arts projects.
- Appropriate curricula and instructional programs for all students.
- District's organization, operations, policies, and objectives.
- Current applicable laws, regulations, codes, policies, and procedures.
- Principles and practices of cultural, visual and performing arts standards, development and administration.
- Principles and practices of program development and administration.
- Recent and on-going developments, current literature, and sources of information related to cultural, visual, and performing arts planning and administration.
- Demonstrated skills in working respectfully with people regardless of race, ethnicity, cultural affiliation, age, disability, gender identity, socio-economic status, religion or language.
- Principles and procedures of implementing and directing public arts and cultural service programs and the development of such programs through community participation.
- Principles and practices of governmental agency budget development, administration, implementation and reporting.
- Principles and practices of grant writing, fundraising and contract management.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Records management principles and practices.
- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone, often where relations may be confrontational or strained.

SKILL IN (Typically attained through formal training or practice):

- Project management.
- Strategic planning
- Interpersonal skills, conflict resolution strategies and procedures, and team management building methods and techniques.
- Managing, developing and implementing a comprehensive arts and culture tourism program.
- Participating in the development and administration of goals, objectives and procedures.
- Preparing and administering grant proposals, reports and letters of inquiry.
- Understanding and implementing oral and written directions in an independent and effective manner.
- Managing facilities and/or use permits.

- Conducting meetings and facilitating communications in a clear, concise and positive manner.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Researching, analyzing and evaluating new service delivery methods and techniques.
- Coordinating multiple projects and complex tasks simultaneously.
- Interpreting, applying and explaining complex federal, state and local laws, regulations and policies related to the areas of responsibility.
- Using initiative and independent judgment within general policy guidelines.
- Ensuring proper authorization and documentation for disbursements and other transactions.
- Preparing narrative and statistical reports.

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

- Communicate effectively, both orally and in writing.
- Establish and maintaining effective work relationships with staff, contractors, lodging properties, arts and culture organizations and the public.
- Work cooperatively and effectively with administrators, colleagues, teachers, parents, students, and the community.
- Effectively advocate for the District's goals in arts education.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Accurately analyze situations and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with minimal direction.
- Plan prioritize and organize tasks with respect to importance and deadlines

MINIMUM QUALIFICATIONS

EDUCATION:

Graduation with a Bachelor's Degree from a recognized college or university with a major in Art, Arts Education, or a closely related area, is required. A Master's degree in Art or Arts Education, is desirable.

EXPERIENCE:

Four (4) years of experience managing a program for students focused on arts education is required. Experience managing a school district arts program is preferred.

LICENSES AND OTHER REQUIREMENTS:

A valid Class C California Driver's License and use of a private automobile may be required for some positions that require driving. For positions that drive, evidence of insurability at standard rates must be submitted in the form of a DMV printout.

WORKING CONDITIONS:

ENVIRONMENT:

Employees in this classification work alone, inside, in direct contact with the other District staff, with high work volume and tight deadlines, continually changing priorities and constant interruptions, exposure to minor contagious diseases (colds, flu, etc.), inadequate lighting, poor ventilation, loud noises and odors.

PHYSICAL DEMANDS:

Employees in this classification use fingers repetitively, use twisting or pressure repetitively involving wrists or hands, use both hands simultaneously, have rapid mental/muscular coordination, speak clearly, hear normal voice conversation, use a computer and a telephone, have depth perception, have color vision and be able to distinguish shades, see small details, sit, walk, maintain balance, stand, push, pull, bend repeatedly, reach overhead, climb stairs, and stoop/bend.



California School Personnel Commissioners Association
Supporting Education Through Merit

Annual Association Dues Invoice

Invoice # 2-2023-24

Date: April, 2023

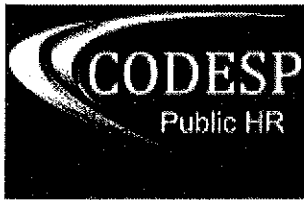
Bill To:	Send Payment To:
Anaheim UHSD 501 North Crescent Way Anaheim, CA 92801 Director: Brandon Tietze Email: <u>tietze_b@auhsd.k12.ca.us</u> (714) 999-5667 HR Assist. Jeff Gilbert Email: <u>gilbert_j@auhsd.us</u>	CSPCA Treasurer BethAnn Arko 9588 El Tambor Ave. Fountain Valley, CA 92708 Email: <u>CSPCA.arko@gmail.com</u> Phone: 760.415.5909 Note new contact information

Please pay by check payable to CSPCA and include a copy of this invoice.

Dues Year	Number of Classified Employees	Dues Amount
2023-24	1,150	\$1,200.00

Please update any of the above information for your district.

Thank you for your continued membership with CSPCA.



CODESP
714-374-8644
20422 Beach Blvd. Suite 400
Huntington Beach, CA 92648

Billed To
Brandon Tietze
Anaheim Union High
501 Crescent Way
Anaheim 92803-3520

Date of Issue
03/24/2023

Due Date
09/01/2023

Invoice Number
0005672

Amount Due (USD)
\$3,000.00

Description	Rate	Qty	Line Total
Annual Membership Fee - 1,001-2,000 FTE Basic products and services beginning July 1, 2023 and ending June 30, 2024 for 1,001 to 2,000 FTE employees.	\$3,000.00	1	\$3,000.00

Subtotal 3,000.00

Tax 0.00

Total 3,000.00

Amount Paid 0.00

Amount Due (USD) \$3,000.00

Terms

NET 45 days from July 1

Taxpayer ID No. 54-2166843

No additional fees for taxes required; CODESP is a Public Agency.

Make all checks payable to CODESP.

THANK YOU FOR YOUR BUSINESS!

Contact us: E: codesp@codesp.com P: (714) 374-8644 W: www.codesp.com

Please note that our address has changed – we are now in Suite 400.

Help us go green - Rather than fax, please scan and email documents to codesp@codesp.com



PCASC ANNUAL MEMBERSHIP INVOICE

Invoice Number: FY2023/24-001

April 22, 2023

Attention: Mr Brandon Tietze, Executive Director, Human Resources Classified
Anaheim UHSD
501 N. Crescent Way
Anaheim, CA 92801

<u>DESCRIPTION</u>	<u>UNIT PRICE</u>
Annual Membership: Personnel Commissioners Association of Southern California (PCASC)	\$100.00

Checks Only (No purchase orders, please) payable to:
Personnel Commissioners Association of Southern California (PCASC)

Mailing Instructions:
Please, send check with copy of invoice to:

PCASC, Treasurer J Sergio Garcia
13759 Ramona Ave
Hawthorne CA, 90250

For more information visit pcasc.meritsystem.org or email pcascsecretary@gmail.com
[Tax ID: 80-0925314]-TIN

CLASSIFICATION		POSTING/SCREENING					
						[SORT BY]	
Job Title	Exam Plan #	Assigned Technician	Recruitment Type	Certification Type	Date Posted	Date Closed	Calendar Days Posted
Substitute Instructional Assistant (SYS-SERIES)	2022(3)-SYS-SUB-ND	Natalie	Open	Substitute	6/17/22	7/24/22	37
Licensed Vocational Nurse (Substitute)	2022-SUBH04-ND	Natalie	Open	Substitute	6/17/22	7/31/22	44
Instructional Assistant - Behavioral Support	2022(2)-E23-ND	Natalie	Open	Open	7/12/22	8/2/22	21
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
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
Health Services Technician (Substitute)	2023-H01(Sub)-ND	Natalie	Open	Substitute	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
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
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 (Bilingual & Non-Bilingual)	2023 SUMMER - SEN ADMN -	Tatiana	Summer	Summer	3/15/23	4/5/23	21
Secretary - School Support/Program Support (Bilingual & Non-Bilingual)	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
Mechanic	2023-R04-MD	Maryam	Open	Open	4/21/23	5/14/23	23
Licensed Vocational Nurse	2023(2)-H04-ND	Natalie	Open	Open	4/21/23	5/14/23	23

ADVANCED STEP PLACEMENT REPORT																
PC Meeting Date	Effective Date	Classification	MO	HR	Salary Range	Adv Step	Step 1 Monthly Rate	Step 1 Hourly Rate	Adv Step Monthly Rate	Adv Step Hourly Rate	Annual Cost at Step 1	Annual Cost at Adv Step	Amount Change by Hour	Amount Change by Month	Amount Change by Year	
2022-2023																
6/14/22	7/18/2022	Athletic Trainer	11	8	CSEA-57	6	\$4,308	\$24.48	\$5,229	\$29.71	\$46,676	\$56,648	\$5.23	\$907	\$9,972	
7/19/22	8/8/2022	IA-Deaf/Hard of Hearing	9	6	CSEA-51	4	\$3,846	\$21.85	\$4,325	\$24.57	\$25,565	\$28,747	\$2.72	\$354	\$3,182	
7/19/22	8/1/2022	TST	10	8	AFSCM- 57	7	\$4,308	\$24.50	\$5,339	\$30.33	\$42,467	\$52,573	\$5.83	\$1,011	\$10,105	
7/19/22	8/1/2022	TST	10	8	AFSCM- 57	4	\$4,308	\$24.50	\$4,837	\$27.50	\$42,467	\$47,667	\$3.00	\$520	\$5,200	
7/19/22	8/1/2022	TST	10	8	AFSCM- 57	4	\$4,308	\$24.50	\$4,837	\$27.50	\$42,467	\$47,667	\$3.00	\$520	\$5,200	
8/23/22	8/8/2022	Bus Driver	9	5	AFSCM- 55	4	\$4,098	\$23.31	\$4,606	\$26.20	\$22,728	\$25,545	\$2.89	\$313	\$2,818	
8/23/22	8/8/2022	Bus Driver	9	5	AFSCME- 55	4	\$4,098	\$23.31	\$4,606	\$26.20	\$22,728	\$25,545	\$2.89	\$313	\$2,818	
8/23/22	9/1/2022	Operations Manager	12	8	MGMT - 20	7	\$7,229	\$41.70	\$9,138	\$52.72	\$86,737	\$109,658	\$11.02	\$1,910	\$22,920	
9/14/22	8/29/2022	Custodian	12	8	AFSCME - 48	3	\$3,531	\$20.06	\$3,804	\$21.62	\$41,725	\$44,970	\$1.56	\$270	\$3,245	
9/14/22	8/24/2022	Custodian	12	8	AFSCME - 48	3	\$3,531	\$20.06	\$3,804	\$21.62	\$41,725	\$44,970	\$1.56	\$270	\$3,245	
9/14/22	9/1/2022	IA-Medically Fragile	9	6	CSEA- 51	3	\$3,846	\$21.85	\$4,164	\$23.65	\$25,565	\$27,671	\$1.80	\$234	\$2,106	
9/14/22	8/17/2022	Community Schools Coordinator	12	8	MGMT - 8	3	\$5,418	\$31.26	\$5,836	\$33.67	\$65,017	\$70,033	\$2.41	\$418	\$5,016	
9/14/22	8/29/2022	Community Schools Coordinator	12	8	MGMT - 8	4	\$5,418	\$31.26	\$6,064	\$34.98	\$65,017	\$72,769	\$3.73	\$646	\$7,752	
9/14/22	8/24/2022	Community Schools Coordinator	12	8	MGMT - 8	4	\$5,418	\$31.26	\$6,064	\$34.98	\$65,017	\$72,769	\$3.73	\$646	\$7,752	
9/14/22	8/22/2022	Community Schools Coordinator	12	8	MGMT - 8	3	\$5,418	\$31.26	\$5,836	\$33.67	\$65,017	\$70,033	\$2.41	\$418	\$5,016	
9/14/22	8/1/2022	Community Schools Coordinator	12	8	MGMT - 8	6	\$5,418	\$31.26	\$6,531	\$37.68	\$65,017	\$78,373	\$6.42	\$1,113	\$13,356	
9/14/22	8/1/2022	Community Schools Coordinator	12	8	MGMT - 8	2	\$5,418	\$31.26	\$5,625	\$32.45	\$65,017	\$67,501	\$1.19	\$207	\$2,484	
9/14/22	8/1/2022	Community Schools Coordinator	12	8	MGMT - 8	2	\$5,418	\$31.26	\$5,625	\$32.45	\$65,017	\$67,501	\$1.19	\$207	\$2,484	
9/14/22	8/1/2022	Community Schools Coordinator	12	8	MGMT - 8	2	\$5,418	\$31.26	\$5,625	\$32.45	\$65,017	\$67,501	\$1.19	\$207	\$2,484	
9/14/22	8/18/22	Sign Language Interpreter	9	6	CSEA- 60	7	\$4,790	\$27.22	\$5,944	\$33.77	\$31,848	\$39,512	\$6.55	\$852	\$7,664	
9/14/22	8/31/2022	IA-Behavioral Support	9	6	CSEA- 51	2	\$3,846	\$21.9	\$3,996	\$23	\$25,565	\$26,595	\$0.88	\$114	\$1,030	
9/14/22	8/8/2022	IA-Behavioral Support	9	6	CSEA - 51	2	\$3,846	\$21.9	\$3,996	\$23	\$25,565	\$26,595	\$0.88	\$114	\$1,030	
9/14/22	8/8/2022	IA-Behavioral Support	9	6	CSEA-51	2	\$3,846	\$21.9	\$3,996	\$23	\$25,565	\$26,595	\$0.88	\$114	\$1,030	
9/14/22	8/8/2022	IA-Behavioral Support	9	6	CSEA-51	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	
05/09/23	4/17/2023	Senior Admin Assistant Program Support	12	8	CSEA-59	7	\$5,049	\$28.70	\$6,264	\$35.60	\$59,697	\$74,049	\$6.90	\$1,196	\$14,352	
5/9/23	4/24/2023	Sr. Payroll Tech	12	8	CSEA-59	4	\$5,049	\$28.70	\$5,676	\$32.26	\$59,697	\$67,102	\$3.56	\$617	\$7,405	
5/9/23	4/28/2023	Custodian	12	8	AFSCME	48	\$3,947	\$22.42	\$4,252	\$24.17	\$46,634	\$50,274	\$1.75	\$303	\$3,640	
2022-2023 TOTAL FISCAL IMPACT															\$96,348	

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

	<u>Location:</u>	<u>Effective</u>
Aguilar, Maryorit ASB Accounting Technician	Katella High School	03/10/2023
Alvarez, Randy Instructional Assistant – Behavioral Support	Hope School	03/14/2023
Cardenas, Christina Campus Safety Aide	Orangeview Jr. High School	03/17/2023
Castaneda, Karen Secretary – Program Support	Maintenance & Operations	04/06/2023
Castaneda, Vincent Instructional Assistant – Behavioral Support	Hope School	03/10/2023
Castleman, Tonya Instructional Assistant – Specialized Academic Instruction	Sycamore Jr. High School	05/25/2023
Coles, Carlo Technology Services Technician	Education and Information Technology Department	03/30/2023
Cruz, Lisa Sr. Administrative Assistant – School Support	Savanna High School	06/30/2023
Daggett, Kelly Sr. Payroll Technician	Payroll Department	03/06/2023
Hernandez, Adriana Instructional Assistant – Adult Transition	Savanna High School	03/22/2023
Huerta, Joseph Instructional Assistant – Specialized Academic Instruction	Dale Jr. High School	04/14/2023
Lavamaki, Linda Sr. Administrative Assistant – Program Support	Special Programs Department	07/03/2023
Lindsey, Melissa Instructional Assistant – Behavioral Support	Dale Jr. High School	03/24/2023
Martinez Chavez, Beatriz Food Services Manager I	Cypress High School	03/30/2023
Montes, Michelle Secretary – Program Support	Special Youth Services Department	04/11/2023

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Morales Cerron, Diego Instructional Assistant – Behavioral Support	Hope School	04/03/2023
Olmedo-Ramirez, Alan Community Schools Coordinator	Ball Jr. High School	03/24/2023
Ortiz, Jocelyn Instructional Assistant – Specialized Academic Instruction	Savanna High School	02/17/2023
Rodriguez, Soraya Food Services Assistant I	Ball Jr. High School	03/03/2023
Smith, Sandra Technology Services Technician	Orangeview Jr. High School	03/06/2023
Torres, Korina Instructional Assistant – Behavioral Support	Hope School	01/30/2023
Vazquez, Karina Instructional Assistant – Visually Impaired	Anaheim High School	03/08/2023
Veliz, Lilibeth Instructional Assistant – Behavioral Support	Savanna High School	04/12/2023

2. **Leaves of Absence:**

Banderas, Veronica, for health reasons, without pay and without health benefits from 3/3/23 through the end of the working day on 4/28/23.

Bravo, Belinda, for educational purposes, without pay and without health benefits from 3/4/23 through the end of the working day on 4/21/23.

Fria, Omar, for educational purposes, without pay and without health benefits from 1/23/23 through the end of the working day on 5/12/23.

Rodriguez, Nancy, for personal necessity, without pay and without health benefits from 12/13/22 through the end of the working day on 4/14/23.

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

	<u>Range/Step:</u>	<u>Effective:</u>
Permanent Employees:		
Barron, Lucy Instructional Assistant – Specialized Academic Instruction (Bilingual)	47/01	03/13/2023

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Calleros, Adriana Instructional Assistant – Specialized Academic Instruction	43/01	03/06/2023
Carrillo, Gloria Food Services Assistant I	41/04	03/20/2023
Castro, Alex Campus Safety Aide	41/07	03/23/2023
Escoto, Vanessa Campus Safety Aide	41/03	03/20/2023
Guerra, Anthony Custodian	48/01	03/01/2023
Hipolito, Eric Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/04	04/03/2023
Howard, Madison Campus Safety Aide	41/03	03/21/2023
Macias Escobedo, Leidy Secretary – Attendance (Bilingual)	53/01	03/28/2023
Nguyen, John Instructional Assistant – Behavioral Support	51/06	03/15/2023
Noory, Mohammad Instructional Assistant – Behavioral Support	51/03	03/16/2023
Paniagua, Samantha Instructional Assistant – Bilingual (Spanish)	47/01	03/06/2023
Solano, Carmen Instructional Assistant – Specialized Academic Instruction	43/01	04/04/2023
Sotelo Lucas, Corayma Instructional Assistant – Behavioral Support	51/07	02/27/2023
Van-Kellogg, Breanna Instructional Assistant – Behavioral Support	51/04	04/03/2023
Villaluz, Mahogany Sign Language Interpreter	60/05	02/28/2023
Walters, Cambrieah Instructional Assistant – Behavioral Support	51/01	03/03/2023

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Promotions:

Carrillo, Pedro Grounds Maintenance Worker	49/10	03/06/2023
Gangnath, Todd Sr. Buyer	66/08	03/01/2023
Nguyen Tuan Technology Services Technician II	60/05	03/20/2023

Substitute Employees:

Acosta, Maria Substitute Office Assistant	43/01	02/28/2023
Acosta, Maria Substitute Office Assistant - Bilingual	47/01	02/28/2023
Acosta, Maria Substitute Secretary	51/01	02/28/2023
Acosta, Maria Substitute Secretary – Bilingual	53/01	02/28/2023
Barreto, Mary Substitute Office Assistant	43/01	02/27/2023
Barreto, Mary Substitute Office Assistant - Bilingual	47/01	02/27/2023
Barreto, Mary Substitute Secretary	51/01	02/27/2023
Barreto, Mary Substitute Secretary – Bilingual	53/01	02/27/2023
Cansler, Stephanie Substitute Instructional Assistant – Specialized Academic Instruction	43/01	03/01/2023
Cansler, Stephanie Substitute Instructional Assistant – Adult Transition	51/01	03/01/2023
Cansler, Stephanie Substitute Instructional Assistant – Behavioral Support	51/01	03/01/2023
Cansler, Stephanie Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	03/01/2023

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Duran, Diana Substitute Office Assistant – Bilingual	47/01	02/28/2023
Frias, David Substitute Bus Driver	55/01	03/21/2023
Garcia, Jose Substitute Office Assistant	43/01	02/27/2023
Garcia, Jose Substitute Office Assistant - Bilingual	47/01	02/27/2023
Garcia, Jose Substitute Secretary	51/01	02/27/2023
Garcia, Jose Substitute Secretary – Bilingual	53/01	02/27/2023
Gonzales, Jeremiah Substitute Instructional Assistant – Specialized Academic Instruction	43/01	02/27/2023
Gonzales, Jeremiah Substitute Instructional Assistant – Adult Transition	51/01	02/27/2023
Gonzales, Jeremiah Substitute Instructional Assistant – Behavioral Support	51/01	02/27/2023
Gonzales, Jeremiah Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	02/27/2023
Han, Johnny Substitute Payroll Technician	55/01	03/13/2023
Harris, Amarlei Substitute Instructional Assistant – Specialized Academic Instruction	43/01	04/03/2023
Harris, Amarlei Substitute Instructional Assistant – Adult Transition	51/01	04/03/2023
Harris, Amarlei Substitute Instructional Assistant – Behavioral Support	51/01	04/03/2023
Harris, Amarlei Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	04/03/2023

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Laines, Connor Substitute Instructional Assistant – Specialized Academic Instruction	43/01	03/02/2023
Ledesma, Leslie Substitute Office Assistant	43/01	02/24/2023
Ledesma, Leslie Substitute Secretary	51/01	02/24/2023
Lozada, Irene Substitute Office Assistant	43/01	02/27/2023
Lozada, Irene Substitute Office Assistant - Bilingual	47/01	02/27/2023
Lozada, Irene Substitute Secretary	51/01	02/27/2023
Lozada, Irene Substitute Secretary – Bilingual	53/01	02/27/2023
Ly, Lien Substitute Office Assistant	43/01	02/24/2023
Ly, Lien Substitute Secretary	51/01	02/24/2023
Ortiz, Michelle Substitute Office Assistant	43/01	02/24/2023
Ortiz, Michelle Substitute Office Assistant - Bilingual	47/01	02/24/2023
Ortiz, Michelle Substitute Secretary	51/01	02/24/2023
Ortiz, Michelle Substitute Secretary – Bilingual	53/01	02/24/2023
Razo, Noemy Substitute Office Assistant	43/01	02/24/2023
Razo, Noemy Substitute Secretary	51/01	02/24/2023
Reyes, Armando Substitute Auditorium Operations Technician	53/01	03/01/2023
Salto, Maria Substitute Office Assistant	43/01	03/06/2023

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Salto, Maria Substitute Office Assistant - Bilingual	47/01	03/06/2023
Salto, Maria Substitute Secretary	51/01	03/06/2023
Salto, Maria Substitute Secretary – Bilingual	53/01	03/06/2023
Soulong, Yazid AVID Tutor	\$16/Hr.	02/27/2023
Truong, Anh Substitute Bus Driver	55/01	03/21/2023
Velasquez, Ilene Substitute Office Assistant	43/01	03/06/2023
Velasquez, Ilene Substitute Secretary	51/01	03/06/2023
Vu, Linh Substitute Office Assistant	43/01	02/27/2023
Vu, Linh Substitute Secretary	51/01	02/27/2023

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

Effective

Bautista, Ruben	05/28/2023
Cabrera, Areli	05/28/2023
Cantu, Albert	02/27/2023
Cornell, Christopher	05/28/2023
Corona, Jasmine	05/28/2023
Cruz Lopez, Jehison	05/28/2023
Estrada Becerra, Ricardo	05/28/2023
Guerrero, Jenny	05/28/2023
Magana, Martin	03/13/2023
Mora Perla	02/27/2023
Renteria Chavez, Yordi	03/17/2023
Sobrero Barboza, Tabare	02/27/2023
Valle Canul, Christian	05/28/2023
Villarreal, Emilia	05/28/2023

5. **Food Service Student Workers**

Effective

Arrieta, Brianna	03/15/2023
Foong, Elenea	02/28/2023
Hernandez, Christian	03/09/2023

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Kim, Gavin	03/08/2023
Ruelas, Abraham	02/28/2023
Vargas, Nathalia	03/09/2023