



## AGENDA

### REGULAR MEETING

June 18, 2024 @ 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, June 18, 2024.**

**B. Roll Call:**

**C. Pledge of Allegiance:**

**D. Approval of Agenda for Regular Meeting on June 18, 2024**

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

**E. Approval of Minutes for Regular Meeting on May 14, 2024**

*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.*

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

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

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

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

*Moved:  
Seconded:  
Vote:*

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

<u>List Establishment</u>	<u># Eligibles</u>
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Campus Safety Aide (Male)

03

*Exhibit B*

<u>List Abolishment</u>	<u># Eligibles</u>
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None

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

Behavior Intervention Specialist

15

*Exhibit C*

**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 Arts Assistant 1 within the Student Services job family. | <i>Exhibit D</i> | <i>Moved:<br/>Seconded:<br/>Vote:</i> |
| b. Approval of the new classification of Arts Assistant 2 within the Student Services job family. | <i>Exhibit D</i> | <i>Moved:<br/>Seconded:<br/>Vote:</i> |

2. 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 '24-'25 school year.                          | <i>Exhibit E</i> | <i>Moved:<br/>Seconded:<br/>Vote:</i> |
| b. Approval of the expenditure of Personnel Commission funds, in the amount of \$3,200.00, for membership in the Cooperative Organization for the Development of Employee Selection Procedures (CODESP) for the '24-'25 school year. | <i>Exhibit F</i> | <i>Moved:<br/>Seconded:<br/>Vote:</i> |
| 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 '24-'25 school year.                          | <i>Exhibit G</i> | <i>Moved:<br/>Seconded:<br/>Vote:</i> |

**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 H</i> |
| 2. Advanced Step Placement Status Report    | <i>Exhibit I</i> |
| 3. Items Submitted for Board Approval – May | <i>Exhibit J</i> |

**IV. Next Regular Personnel Commission Meeting:**  
Tuesday, July 16, 2024 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**

**May 14, 2024 @ 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 3:34 p.m.

**B. Roll Call:** Commissioners Andresen and Baltazar were present.

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

**D. Motion to Approve Agenda:** May 14, 2024

**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:** April 11, 2024

**It was moved and seconded to approve the minutes as amended. 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 related work being done in Human Resources – Classified.*
- *Mr. Tietze discussed the progress being made regarding Classified summer assignments.*
- *Mr. Tietze recounted the recent Classified Employee of the Year Awards ceremony and thanked Human Resources staff for their work on the event.*
- *Mr. Tietze discussed the announcement of the rescission of layoff notices sent to Certificated staff*

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

- *Personnel Commission Vice Chairperson, Paul Andresen, thanked Mr. Tietze and his staff for a job well done on the Classified Employee of the Year Awards.*
- *Personnel Commission Chairperson, Susan Baltazar, discussed the Mother's Day dinner event recently held at Magnolia High School's MACC Garden. Ms. Baltazar stated that it was an amazing dinner and overall experience.*

**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

- *CSEA Chapter President, Heather Huttner, announced the upcoming CSEA member appreciation barbecue to be held in the District Lounge on May 15<sup>th</sup>. Ms. Huttner invited the Personnel Commission to attend.*

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):**

<b><u>List Establishment</u></b>	<b><u># Eligibles</u></b>
Buyer	18
Community Schools Coordinator	10
Food Services Assistant II	21
Human Resources Technician	06
Instructional Assistant – Adult Transition	18
Instructional Assistant – Specialized Academic Instruction	21
Instructional Assistant – Visually Impaired	05
Mechanic	06
Payroll Technician	04
Substitute Auditorium Operations Technician	04
<b><u>List Abolishment</u></b>	<b><u># Eligibles</u></b>
None	
<b><u>List Extension</u></b> (PC Rule §6.1.3.: <i>Duration of Eligibility Lists</i> )	<b><u># Eligibles</u></b>
Accounting Technician	08
Instructional Assistant – Specialized Academic Instruction (Bilingual)	11
Plant Manager I (Open)	02
Plant Manager I (Promo)	13
Plant Manager II (Open)	02
Plant Manager II (Promo)	10
Technology Services Technician I	20

**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.

1. 2024/2025 Personnel Commission Budget Report
2. Approval to open a public hearing, to discuss the 2024/2025 Personnel Commission budget.

Open public hearing at: 3:47 p.m.

**It was moved and seconded to open a public hearing. The motion passed.**

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

Close public hearing at: 3:51 p.m.

**It was moved and seconded to close the public hearing. The motion passed.**

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

**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 2024/2025 fiscal year.

**It was moved and seconded to approve action item 1. The motion passed.**

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



2. Approval of Regular Personnel Commission meeting dates for the 2024/2025 fiscal year.

**It was moved and seconded to approve action item 2. 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 – April

**IV. Next Regular Personnel Commission Meeting:**

Tuesday, June 18, 2024, at 3:30 p.m. – *District Office Board Room*

**V. Closed Session:**

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

None

**VI. Adjournment:**

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

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

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

**TIME ADJOURNED: 3:56 p.m.**

\_\_\_\_\_  
Susan Baltazar  
Chairperson, Personnel Commission  
Anaheim Union High School District

*If you wish to receive a full copy of the Personnel Commission Agenda Packet, please contact the Personnel Commission Office at (714)999-3549.*

**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. 2024-N02M-MD

POSITION: Campus Safety Aide (Male)

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 04/25/24 - 05/16/24

<b>NUMBER OF APPLICATIONS RECEIVED:</b>	63
NUMBER OF QUALIFIED APPLICANTS:	39

**MULTIPLE CHOICE EXAM: 02/28/2024 , 0% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	24
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NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	23
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**OTHER:**

NUMBER OF APPLICANTS WHO COMPLETED THE CERTIFICATION	16
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**STRUCTURED INTERVIEW: 04/14/2024, 100% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	9
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NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	3
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<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>	<b>3</b>
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 \_\_\_\_\_  
 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

 6/13/24  
 \_\_\_\_\_  
 DATE

 CERTIFICATION DATE: 05/14/2024  
 EXPIRATION DATE: 11/14/2024  
 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-E33-MD

POSITION: Behavior Intervention Specialist  
 RECRUITMENT TYPE: OPEN  
 CERTIFICATION TYPE: DUAL CERTIFICATION

DATE ADVERTISED: 09/18/2023 – 10/09/2023

<b>NUMBER OF APPLICATIONS RECEIVED:</b>	84
NUMBER OF QUALIFIED APPLICANTS:	47

**MULTIPLE CHOICE EXAM: 11/02/2023, 0% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	30
NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	16

**STRUCTURED INTERVIEW: 11/26/2023, 100% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	31
NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	15

<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>	<b>15</b>
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BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

6/13/24

DATE

CERTIFICATION DATE: 01/16/2024  
 EXPIRATION DATE: 07/16/2024  
 EXTENDED EXPIRATION DATE: 01/16/2025

**PERSONNEL COMMISSION  
ANAHEIM UNION HIGH SCHOOL DISTRICT  
Special Meeting: Tuesday, June 18, 2024**

**SUBJECT: New Classification Specification – Arts Assistant 1 & Arts Assistant 2**

**BACKGROUND INFORMATION:**

Additional funding granted by Proposition 28: The Arts and Music in Schools (AMS) Funding Guarantee and Accountability Act has allowed AUHSD to hire additional support staff to assist students with arts instruction. The Executive Director of Classified Personnel was requested by administration to create two levels of a new classified position to assist in the instruction of students in various visual and performing arts mediums.

The positions are designed to have the following basic function: Under the general supervision of an administrator and general direction of a visual or performing arts teacher, assists in the instruction of students in various visual and performing arts mediums; performs a variety of support duties related to visual and performing arts instruction; assists in the implementation of curriculum and instruction; and performs other related duties as required.

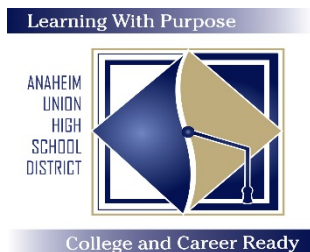
**METHODOLOGY:**

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

- Collaborated with the Director of Arts Education on the classification series and compensation structure
- Created a classification specification using comparable job descriptions, training and industry knowledge, and feedback from the Director of Arts Education.

**RECOMMENDATION:**

It is recommended that the Personnel Commission approve the classification of Arts Assistant 1 and its placement on range 52 on the CSEA Salary Schedule, and the classification of Arts Assistant 2 and its placement on range 71 of the CSEA Salary Schedule, as provided.



CLASSIFICATION SUMMARY	
<b>JOB TITLE</b>	Arts Assistant 1
<b>JOB FAMILY</b>	Student Services
<b>JOB SUBFAMILY</b>	Instructional/Developmental Support
<b>EVALUATED BY</b>	TBD
<b>SALARY RANGE</b>	CSEA-52
<b>LAST UPDATED</b>	6/18/24

# ARTS ASSISTANT 1

## BASIC FUNCTION:

Under the general supervision of an administrator and general direction of a visual or performing arts teacher, assists in the instruction of students in various visual and performing arts mediums; performs a variety of support duties related to visual and performing arts instruction; assists in the implementation of curriculum and instruction; and performs other related duties as required. The position is typically filled by referrals from specific school site administrators. Interested applicants may contact individual schools or the Director of Arts Education to inquire about assignment options and availability. Applicants selected by the school site will be referred to HR-Classified to complete the hiring process.

Arts Education Assistant 1 staff are considered specially-funded temporary additional support classified employees who may work up to 25 hours per week, are not eligible for health benefits, and must be at least 21 years old.

## DISTINGUISHING CHARACTERISTICS

Arts Education Assistant 1 incumbents generally are involved with a narrower scope of work, handle more basic or introductory instruction, and work within defined parameters, whereas Arts Education Assistant 2 incumbents are assigned with assisting more complex instruction, responsibilities, and projects.

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

## GENERAL ESSENTIAL DUTIES:

### When supporting visual arts courses:

- Teach and reinforce fundamental artistic techniques, including composition, color theory, texture, and form in one or more of the following areas: drawing, painting, ceramics, 3D art, photography, digital art, and other specific media.
- Mentor students in the technical and career aspects of their chosen medium, such as the use of tools, materials, and technology specific to their artistic discipline.
- Reinforce the elements and principles of art, creativity, and individual artistic expression.
- Foster a supportive learning environment that encourages artistic expression, individual growth, and cultivation of students' unique artistic voice.
- Support students in building a comprehensive portfolio reflective of their skills and evolution in the visual arts.

### When supporting performing arts courses:

- Schedule one-on-one sessions and provide extra support where needed.
- Prepare warm-up routines/practice exercises for the students.
- Conduct research by watching and listening to professional performances.
- Attend scheduled rehearsals, performances, and production meetings.
- Foster a supportive learning environment that encourages artistic expression, individual growth, and cultivation of students' unique artistic voice.

**Additional duties when supporting music courses (in addition to the performing arts list above):**

- Teach and reinforce fundamental musical technique including concepts of tone production, music literacy, phrasing, articulation, artistry, ensemble skills, and audition skills.

**Additional duties when supporting theatre courses (in addition to the performing arts list above):**

- Teach and reinforce acting techniques, stage presence, and character development.
- Instruct in technical aspects such as set design, lighting, sound, choreography, costuming, makeup, and hair.
- Reinforce fundamental principles of stagecraft, storytelling, ensemble collaboration, and audition skills.

**Additional duties when supporting dance courses (in addition to the performing arts list above):**

- Instruct and reinforce fundamental dance techniques, including various styles, movement principles, and choreographic elements.
- Guide dancers in developing stage presence, expressive performance, and character through movement.
- Emphasize fundamental principles of dance composition, storytelling through movement, ensemble collaboration, and audition skills.

**KNOWLEDGE, SKILLS, AND ABILITIES**

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

- Fundamental artistic techniques in drawing, painting, ceramics, 3D art, photography, digital art, dance, or other media.
- Techniques and practices in music, theatre, or dance.
- Elements and principles of artistic expression specific to each discipline.
- Current trends and best practices in arts education for various age groups.

**SKILL TO** *(Typically attained through formal training or practice):*

- Develop and deliver engaging lesson plans that teach fundamental techniques and concepts in visual and performing arts.
- Guide and support students in their artistic development, including technical skills, career exploration, and portfolio building.
- Evaluate student progress in artistic knowledge, skills, and creative expression.
- Conduct research on professional performances and practices to enhance curriculum and instruction.

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

- Clearly communicate instructions and expectations to students of varying ages and abilities
- Manage time effectively, plan and prepare materials, and maintain a safe and organized learning environment.
- Inspire and motivate students to develop their artistic skills and confidence.
- Build positive relationships with students,
- Foster a supportive and inclusive learning environment.

**MINIMUM QUALIFICATIONS**

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**EDUCATION:**

- Graduation from high school. Degree in an arts discipline is preferred.

**EXPERIENCE**

- Sufficient training and experience to demonstrate the knowledge and abilities listed above. Extensive professional experience is preferred. Some experience working with children with varying abilities is helpful.

**LICENSES AND OTHER REQUIREMENTS**

- Applicants must be at least 21 years old.
- Applicants will be required to provide a copy of their Social Security Card and photo identification to complete the hiring process.

**WORKING CONDITIONS**

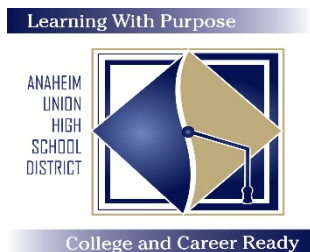
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***ENVIRONMEN***

Employees in this classification may work in an indoor classroom environment; may have a higher level of exposure to infection from students; may have frequent contact with staff and students; and may work around moderate to high noise levels.

***PHYSICAL DEMANDS***

Employees in this classification sit and stand for extended periods of time; may occasionally lift, push, pull and/or move up to 25 pounds; must bend at the waist, as well as kneel, stoop, or crouch repeatedly to assist students. Employees may reach overhead, as well as, above the shoulders and horizontally; must have dexterity of hands and fingers to demonstrate activities or run instructional equipment; must be able to hear normal voice conversation and speak clearly to exchange information, make presentations, hear in a noisy environment and locate the source of a sound; must be able to see to read a variety of materials and monitor student activities as required.



CLASSIFICATION SUMMARY	
<b>JOB TITLE</b>	Arts Assistant 2
<b>JOB FAMILY</b>	Student Services
<b>JOB SUBFAMILY</b>	Instructional/Developmental Support
<b>EVALUATED BY</b>	TBD
<b>SALARY RANGE</b>	CSEA-71
<b>LAST UPDATED</b>	6/18/24

# ARTS ASSISTANT 2

## BASIC FUNCTION:

Under the general supervision of an administrator and general direction of a visual or performing arts teacher, assists in the instruction of students in various visual and performing arts mediums; performs a variety of support duties related to visual and performing arts instruction; assists in the implementation of curriculum and instruction; and performs other related duties as required. The position is typically filled by referrals from specific school site administrators. Interested applicants may contact individual schools or the Director of Arts Education to inquire about assignment options and availability. Applicants selected by the school site will be referred to HR-Classified to complete the hiring process.

Arts Education Assistant 2 staff are considered specially-funded temporary additional support classified employees who may work up to 25 hours per week, are not eligible for health benefits, and must be at least 21 years old.

## DISTINGUISHING CHARACTERISTICS

Arts Education Assistant 2 incumbents are assigned with assisting more complex instruction, responsibilities, and projects, whereas Arts Education Assistant 1 incumbents generally are involved with a narrower scope of work, handle more basic or introductory instruction, and work within defined parameters.

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

## GENERAL ESSENTIAL DUTIES:

### When supporting visual arts courses:

- Teach and reinforce fundamental artistic techniques, including composition, color theory, texture, and form in one or more of the following areas: drawing, painting, ceramics, 3D art, photography, digital art, and other specific media.
- Mentor students in the technical and career aspects of their chosen medium, such as the use of tools, materials, and technology specific to their artistic discipline.
- Reinforce the elements and principles of art, creativity, and individual artistic expression.
- Foster a supportive learning environment that encourages artistic expression, individual growth, and cultivation of students' unique artistic voice.
- Support students in building a comprehensive portfolio reflective of their skills and evolution in the visual arts.

### When supporting performing arts courses:

- Schedule one-on-one sessions and provide extra support where needed.
- Prepare warm-up routines/practice exercises for the students.
- Conduct research by watching and listening to professional performances.
- Attend scheduled rehearsals, performances, and production meetings.
- Foster a supportive learning environment that encourages artistic expression, individual growth, and cultivation of students' unique artistic voice.



**Additional duties when supporting music courses (in addition to the performing arts list above):**

- Teach and reinforce fundamental musical technique including concepts of tone production, music literacy, phrasing, articulation, artistry, ensemble skills, and audition skills.

**Additional duties when supporting theatre courses (in addition to the performing arts list above):**

- Teach and reinforce acting techniques, stage presence, and character development.
- Instruct in technical aspects such as set design, lighting, sound, choreography, costuming, makeup, and hair.
- Reinforce fundamental principles of stagecraft, storytelling, ensemble collaboration, and audition skills.

**Additional duties when supporting dance courses (in addition to the performing arts list above):**

- Instruct and reinforce fundamental dance techniques, including various styles, movement principles, and choreographic elements.
- Guide dancers in developing stage presence, expressive performance, and character through movement.
- Emphasize fundamental principles of dance composition, storytelling through movement, ensemble collaboration, and audition skills.

**KNOWLEDGE, SKILLS, AND ABILITIES**

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

- Fundamental artistic techniques in drawing, painting, ceramics, 3D art, photography, digital art, dance, or other media.
- Techniques and practices in music, theatre, or dance.
- Elements and principles of artistic expression specific to each discipline.
- Current trends and best practices in arts education for various age groups.

*SKILL TO (Typically attained through formal training or practice):*

- Develop and deliver engaging lesson plans that teach fundamental techniques and concepts in visual and performing arts.
- Guide and support students in their artistic development, including technical skills, career exploration, and portfolio building.
- Evaluate student progress in artistic knowledge, skills, and creative expression.
- Conduct research on professional performances and practices to enhance curriculum and instruction.

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

- Clearly communicate instructions and expectations to students of varying ages and abilities
- Manage time effectively, plan and prepare materials, and maintain a safe and organized learning environment.
- Inspire and motivate students to develop their artistic skills and confidence.
- Build positive relationships with students,
- Foster a supportive and inclusive learning environment.

**MINIMUM QUALIFICATIONS**

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*EDUCATION*

- Graduation from high school. Degree in an arts discipline is preferred.

*EXPERIENCE*

- Sufficient training and experience to demonstrate the knowledge and abilities listed above. Extensive professional experience is preferred. Some experience working with children with varying abilities is helpful.

*LICENSES AND OTHER REQUIREMENTS*

- Applicants must be at least 21 years old.
- Applicants will be required to provide a copy of their Social Security Card and photo identification to complete the hiring process.

**WORKING CONDITIONS**

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***ENVIRONMENT***

Employees in this classification may work in an indoor classroom environment; may have a higher level of exposure to infection from students; may have frequent contact with staff and students; and may work around moderate to high noise levels.

***PHYSICAL DEMANDS***

Employees in this classification sit and stand for extended periods of time; may occasionally lift, push, pull and/or move up to 25 pounds; must bend at the waist, as well as kneel, stoop, or crouch repeatedly to assist students. Employees may reach overhead, as well as, above the shoulders and horizontally; must have dexterity of hands and fingers to demonstrate activities or run instructional equipment; must be able to hear normal voice conversation and speak clearly to exchange information, make presentations, hear in a noisy environment and locate the source of a sound; must be able to see to read a variety of materials and monitor student activities as required.



California School Personnel Commissioners Association  
Supporting Education Through Merit

## Annual Association Dues Invoice

**Invoice # 2-2024-25**

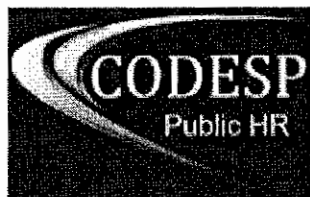
**Date: April, 2024**

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

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

<b>Dues Year</b>	<b>Number of Classified Employees</b>	<b>Dues Amount</b>
<b>2024-25</b>	<b>1,150</b>	<b>\$1,200.00</b>

**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 325  
Huntington Beach, CA 92648

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

Date of Issue  
03/24/2024  
  
Due Date  
09/01/2024

Invoice Number  
0006134

Amount Due (USD)  
**\$3,200.00**

Description	Rate	Qty	Line Total
Annual Membership Fee - 1,001-2,000 FTE Basic products and services beginning July 1, 2024 and ending June 30, 2025 for 1,001 to 2,000 FTE employees.	\$3,200.00	1	\$3,200.00

Subtotal	3,200.00
Tax	0.00

Total	3,200.00
Amount Paid	0.00

Amount Due (USD)	\$3,200.00
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#### 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 325.

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



## PCASC ANNUAL MEMBERSHIP INVOICE

Invoice Number: FY2024/25-001

March 14, 2024

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](http://pcasc.meritsystem.org) or email [pcascsecretary@gmail.com](mailto:pcascsecretary@gmail.com)  
[Tax ID: 80-0925314]-TIN

CLASSIFICATION		POSTING/SCREENING					
Job Title	Exam Plan #	Assigned Technician	Recruitment Type	Certification Type	Date Posted	Date Closed	Calendar Days Posted
Food Services Assistant III	2023-F05-TM	Tatiana	Promotional	Promotional	8/23/23	9/13/23	21
Substitute Instructional Assistant (SYS-SERIES)	2023-SYS-SUB-MD	Andres	Open	Substitute	10/13/23	Continuous	
Clerical/Secretary Series (Substitute) - Bilingual (Spanish)	2024-CLER(B)-SUB-GL	Denise	Open	Substitute	1/25/24	2/18/24	24
Food Services Manager I	2024-F08-TM	Tatiana	Open	Open	2/16/24	3/10/24	23
Community Schools Coordinator (Bilingual)	2024-E42-TM	Jocelyn	Open	Open	3/8/24	3/31/24	23
Director of Purchasing and Central Services	2024-D08-MD	Maryam	Open	Open	4/4/24	4/25/24	21
Babysitter (On Call/As Needed)	2024-BBY-TM	Tatiana	Open	Open	4/15/24	5/6/2024	21
Athletic Facilities Worker II (Male and Female)	2024-OF2-MD	Maryam	Open	Open/Promo	5/1/24	5/22/2024	21
Athletic Facilities Worker I	2024-O01-MD	Maryam	Promotional	Promotional	5/7/24	5/22/2024	15
Maintenance Service Worker (Promotional)	2024-M15-MD	Maryam	Promotional	Promotional	5/1/24	5/22/2024	21
Instructional Assistant - Deaf/Hard of Hearing	2024-EV3-JM	Jocelyn	Open	Open	5/15/24	6/5/2024	21
Secretary - Registrar/Records - (Bilingual & Non-Bilingual)	2024-S1R-TM	Tatiana	Open	Open/Promo	5/24/24	6/16/24	23
School Library/Media Technician	2024-L03-JM	Jocelyn	Open	Dual Cert	6/5/24	6/26/24	21

ADVANCED STEP PLACEMENT REPORT															
Effective Date	Classification (full job title)	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	
2023-24															
8/1/2023	Technology Services Technician I	10	8	AFSCME -57	7	\$4,816	\$27.39	\$5,968	\$33.90	\$47,477	\$58,761	\$6.51	\$1,128	\$11,284	
8/1/2023	Secretary Attendance - Bilingual	10	8	CSEA-53	3	\$4,366	\$24.81	\$4,714	\$27.19	\$43,005	\$47,130	\$2.38	\$413	\$4,125	
7/26/2023	Director of Arts Education	12	8	ADMIN-35	2	\$13,605	\$78.49	\$13,910	\$80.25	\$163,262	\$166,923	\$1.76	\$305	\$3,661	
8/21/2023	Athletic Trainer	11.5	8	CSEA- 62	4	\$5,521	\$31.38	\$6,216	\$35.33	\$62,552	\$70,426	\$3.95	\$685	\$7,874	
8/7/2023	Instructional Assistant - Behavioral Support	9	6	CSEA-51	5	\$4,154	\$23.60	\$4,861	\$27.64	\$27,612	\$32,339	\$4.04	\$525	\$4,727	
	Instructional Assistant -														
8/30/2023	Specialized Academic Instruction	9	5.75	CSEA-43	7	\$3,413	\$19.40	\$4,244	\$24.13	\$21,753	\$27,056	\$4.73	\$589	\$5,304	
9/18/2023	Director of Maintenance & Operations	12	8	ADMIN-38	3	\$13,155	\$75.89	\$13,766	\$79.42	\$157,854	\$165,196	\$3.53	\$612	\$7,343	
10/2/2023	District and Community Use Mgr	12	8	MGMT-13	5	\$6,572	\$37.92	\$7,667	\$44.23	\$78,875	\$92,000	\$6.31	\$1,094	\$13,125	
8/23/2023	Technology Services Technician I	10	8	AFSCME -57	4	\$4,816	\$27.39	\$5,406	\$30.74	\$47,477	\$53,283	\$3.35	\$581	\$5,807	
9/5/2023	Instructional Assistant - Medically Fragile	9	6	CSEA-51	6	\$4,154	\$23.60	\$5,052	\$28.72	\$27,612	\$33,603	\$5.12	\$666	\$5,990	
8/7/2023	Instructional Assistant - Behavioral Support	9	6	CSEA-51	7	\$4,154	\$23.60	\$5,148	\$29.27	\$27,612	\$34,246	\$5.67	\$737	\$6,634	
8/7/2023	Instructional Assistant - Behavioral Support	9	6	CSEA-51	4	\$4,154	\$23.60	\$4,671	\$26.54	\$27,612	\$31,052	\$2.94	\$382	\$3,440	
8/7/2023	Instructional Assistant - Visually Impaired	9	6	CSEA-51	3	\$4,154	\$23.60	\$4,497	\$25.54	\$27,612	\$29,882	\$1.94	\$252	\$2,270	
8/21/2023	Instructional Assistant - Behavioral Support	9	6	CSEA-51	2	\$4,154	\$23.60	\$4,316	\$24.55	\$27,612	\$28,724	\$0.95	\$124	\$1,112	
8/21/2023	Instructional Assistant - Behavioral Support	9	6	CSEA-51	4	\$4,154	\$23.60	\$4,671	\$26.54	\$27,612	\$31,052	\$2.94	\$382	\$3,440	
	Instructional Assistant -														
9/18/2023	Specialized Academic Instruction	9	5.75	CSEA - 43	4	\$3,413	\$19.40	\$3,846	\$21.84	\$21,753	\$24,488	\$2.44	\$304	\$2,736	
6/28/2023	Mechanic	12	8	AFSCME-61	3	\$5,298	\$30.10	\$5,729	\$32.55	\$62,609	\$67,705	\$2.45	\$425	\$5,096	
9/5/2023	Instructional Assistant - Behavioral Support	9	6	CSEA - 51	4	\$4,154	\$23.60	\$4,671	\$26.54	\$27,612	\$31,052	\$2.94	\$382	\$3,440	
9/13/2023	Instructional Assistant - Behavioral Support	9	6	CSEA - 51	3	\$4,154	\$23.60	\$4,497	\$25.54	\$27,612	\$29,882	\$1.94	\$252	\$2,270	
8/10/2023	Warehouse Worker	9	8	AFSCME-51	3	\$4,154	\$23.60	\$4,497	\$25.53	\$36,817	\$39,827	\$1.93	\$335	\$3,011	
	Instructional Assistant - Specialized Academic Instruction	9	5.75	CSEA - 43	3	\$3,413	\$19.40	\$2,633	\$21.03	\$21,753	\$23,580	\$1.63	\$203	\$1,828	
	Instructional Assistant - Specialized Academic Instruction	9	5.75	CSEA - 43	3	\$3,413	\$19.40	\$2,633	\$21.03	\$21,753	\$23,580	\$1.63	\$203	\$1,828	
8/23/2023	Instructional Assistant - Behavioral Support	9	6	CSEA-51	2	\$4,154	\$23.60	\$4,316	\$24.55	\$27,612	\$28,724	\$0.95	\$124	\$1,112	
11/13/2023	Instructional Assistant - Behavioral Support	9	6	CSEA-51	4	\$4,154	\$23.60	\$4,497	\$25.54	\$27,612	\$29,882	\$1.94	\$252	\$2,270	
10/11/2023	Campus Safety Aide	9	7	CSEA-43	5	\$3,413	\$19.40	\$3,999	\$22.72	\$26,481	\$31,013	\$3.32	\$504	\$4,532	
10/23/2023	Instructional Assistant - Behavioral Support	9	6	CSEA-51	4	\$4,154	\$23.60	\$4,497	\$24.55	\$27,612	\$28,724	\$0.95	\$124	\$1,112	
11/13/2023	SAI Bilingual is requesting ASP	9	5.75	CSEA- 47	4	\$3,763	\$21.36	\$4,241	\$24.08	\$23,950	\$27,000	\$2.72	\$339	\$3,050	
11/6/2023	Instructional Assistant - Behavioral Support	9	6	CSEA-51	2	\$4,154	\$23.60	\$4,316	\$24.55	\$27,612	\$28,724	\$0.95	\$124	\$1,112	
11/6/2023	Instructional Assistant - Behavioral Support	9	6	CSEA-51	4	\$4,154	\$23.60	\$4,671	\$26.54	\$27,612	\$31,052	\$2.94	\$382	\$3,440	
11/6/2023	Instructional Assistant - Behavioral Support	9	6	CSEA-51	2	\$4,154	\$23.60	\$4,316	\$24.55	\$27,612	\$28,724	\$0.95	\$124	\$1,112	
11/16/2023	Instructional Assistant - Behavioral Support	9	6	CSEA-51	2	\$4,154	\$23.60	\$4,497	\$25.54	\$27,612	\$29,882	\$1.94	\$252	\$2,270	
11/27/2023	Instructional Assistant - Behavioral Support	9	6	CSEA-51	3	\$4,154	\$23.60	\$5,148	\$29.27	\$27,612	\$34,246	\$5.67	\$737	\$6,634	
11/11/2023	Instructional Assistant - Medically Fragile	9	6	CSEA-51	5	\$4,154	\$23.60	\$4,861	\$27.64	\$27,612	\$32,339	\$4.04	\$525	\$4,727	
12/18/2023	Plant Manager I	12	8	MGMT - 2	4	\$5,099	\$29.42	\$5,697	\$32.87	\$61,195	\$68,371	\$3.45	\$598	\$7,176	
12/14/2023	Instructional Assistant - Behavioral Support	9	6	CSEA-51	3	\$4,154	\$23.60	\$5,148	\$25.54	\$27,612	\$29,882	\$1.94	\$252	\$2,270	
1/16/2024	Lead Campus safety Aide	12	8	CSEA - 49	5	\$3,958	\$22.49	\$4,631	\$26.30	\$46,780	\$54,705	\$3.81	\$660	\$7,925	
1/16/2024	Plant Manager I	12	8	MGMT - 2	4	\$5,099	\$29.42	\$5,697	\$32.87	\$61,195	\$68,371	\$3.45	\$598	\$7,176	
1/16/2024	CSA	8	7	CSEA - 48	6	\$3,524	\$20.03	\$3,961	\$22.51	\$24,303	\$27,313	\$2.48	\$376	\$3,009	
1/8/2024	Instructional Assistant - Behavioral Support	9	6	CSEA - 51	2	\$4,154	\$23.60	\$4,316	\$24.55	\$27,612	\$28,724	\$0.95	\$124	\$1,112	
	Instructional Assistant - Medically Fragile	9	6	CSEA-51	5	\$4,154	\$23.60	\$4,861	\$27.64	\$27,612	\$32,339	\$4.04	\$525	\$4,727	
1/9/2024	ctional Assitant - Specialized Academic Instr	9	6	CSEA-43	3	\$3,413	\$19.40	\$3,702	\$21.03	\$22,698	\$24,605	\$1.63	\$212	\$1,907	
1/4/2024	Custodian	12	8	AFSCME - 48	2	\$3,947	\$22.42	\$4,103	\$23.32	\$46,634	\$48,506	\$0.90	\$156	\$1,872	
1/8/2024	Nutritional Warehouse Worker	9	8	AFSCME -51	5	\$4,154	\$23.60	\$4,861	\$27.60	\$36,817	\$43,057	\$4.00	\$693	\$6,240	
	Instructional Assistant - Specialized Academic Instruction	9	5.75	CSEA-43	7	\$3,413	\$19.40	\$4,244	\$24.13	\$21,753	\$27,056	\$4.73	\$589	\$5,304	
9/19/2023	Instructional Assistant - Specialized Academic Instruction	9	5.75	CSEA-43	3	\$3,413	\$19.40	\$3,702	\$21.03	\$21,753	\$23,580	\$1.63	\$203	\$1,828	
1/22/2024	Instructional Assistant - Behavioral Support	9	6	CSEA-51	3	\$4,154	\$23.60	\$4,497	\$25.54	\$27,612	\$29,882	\$1.94	\$252	\$2,270	
	Instructional Assistant - Specialized Academic Instruction	9	5.75	CSEA-43	7	\$3,413	\$19.40	\$4,244	\$24.13	\$21,753	\$27,056	\$4.73	\$589	\$5,304	
1/9/2024	Instructional Assistant - Visually Impaired	9	6	CSEA-51	3	\$4,154	\$23.60	\$4,497	\$25.54	\$27,612	\$29,882	\$1.94	\$252	\$2,270	
2/13/2024	Behavior Intervention Specialist	10	8	CSEA-63	5	\$5,818	\$33.58	\$6,805	\$39.26	\$58,206	\$68,052	\$5.68	\$985	\$9,845	
6/20/2024	Community Schools Coordinator	12	8	MGMT-8	6	\$6,114				\$0	\$0	\$0.00	\$0	\$0	
8/5/2024	IA- Specialized Academic Instruction	9	5.75	CSEA-43	6	\$3,567	\$20.27	\$4,353	\$24.72	\$22,728	\$27,718	\$4.45	\$554	\$4,990	
5/20/2024	IA- Specialized Academic Instruction	9	5.75	CSEA-43	3	\$3,567	\$20.27	\$3,869	\$21.98	\$22,728	\$24,645	\$1.71	\$213	\$1,917	
4/1/2024	IA- Behavioral Support	9	6	CSEA-51	3	\$4,341	\$24.66	\$4,699	\$26.69	\$28,853	\$31,228	\$2.03	\$264	\$2,375	
5/14/2024	Payroll Technician	12	8	CSEA-57	8	\$5,033	\$28.60	\$6,363	\$36.17	\$59,489	\$75,235	\$7.57	\$1,312	\$15,746	
4/29/2024	IA- Behavioral Support	9	6	CSEA-51	5	\$4,341	\$24.66	\$5,080	\$28.88	\$28,853	\$33,790	\$4.22	\$549	\$4,937	
3/12/2024	IA- Specialized Academic Instruction	9	5.75	CSEA-43	3	\$3,567	\$20.27	\$3,869	\$21.98	\$22,728	\$24,645	\$1.71	\$213	\$1,917	
4/1/2024	IA- Specialized Academic Instruction	9	5.75	CSEA-43	6	\$3,567	\$20.27	\$4,353	\$24.72	\$22,728	\$27,718	\$4.45	\$554	\$4,990	
	IA- Adult Transition	9	6	CSEA-51	5	\$4,341	\$24.66	\$5,080	\$28.88	\$28,853	\$33,790	\$4.22	\$549	\$4,937	
2/20/2024	IA- Specialized Academic Instruction	9	5.75	CSEA-43	3	\$3,567	\$20.27	\$3,869	\$21.98	\$22,728	\$24,645	\$1.71	\$213	\$1,917	
8/5/2024	IA- Specialized Academic Instruction	9	5.75	CSEA-43	6	\$3,567	\$20.27	\$4,353	\$24.72	\$22,728	\$27,718	\$4.45	\$554	\$4,990	
											2023-2024 TOTAL FISCAL IMPACT				\$256,661

**Human Resources Division, Classified Personnel**

Board of Trustees  
May 7, 2024

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

	<b><u>Location:</u></b>	<b><u>Effective</u></b>
Aguilar, Anthony Instructional Assistant – Specialized Academic Instruction	Lexington Jr. High School	05/10/2024
Ballard, Steven Maintenance Service Worker	Maintenance Department	04/26/2024
Campos, Jessica Instructional Assistant – Behavioral Support	Anaheim High School	04/19/2024
Mendoza, Jessica Instructional Assistant – Specialized Academic Instruction	Sycamore Jr. High School	04/11/2024
Nhan, Kim Instructional Assistant – Behavioral Support	Ball Jr. High School	04/12/2024
Plascencia, Emmanuel School Library Media Technician	Western High School	04/12/2024
Rios, Berenice Instructional Assistant – Specialized Academic Instruction	Savanna High School	04/15/2024
Tannar, Stacy Instructional Assistant – Behavioral Support	Hope School	04/04/2024
Torres, Vanessa Food Services Assistant I	Kennedy High School	03/22/2024

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

	<b><u>Range/Step:</u></b>	<b><u>Effective:</u></b>
<b>Permanent Employees:</b>		
Cabrera, Julissa Food Services Assistant I	41/04	04/04/2024
Calderon Gabriel, Shulammite Food Services Assistant I	41/04	04/08/2024
Flores, Patricia Instructional Assistant – Adult Transition	51/01	04/01/2024
Garner, Jill Instructional Assistant – Adult Transition	51/05	04/01/2024



**Human Resources Division, Classified Personnel**

Board of Trustees  
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Gonzalez, Alexandra Campus Safety Aide	43/03	04/15/2024
Gulati, Rajiv Instructional Assistant – Specialized Academic Instruction	43/06	04/01/2024
Jumilla, Dora Food Services Assistant I	41/04	04/15/2024
Pena, Rebeca Food Services Assistant I	41/04	04/08/2024
Ramirez, Jose Instructional Assistant – Behavioral Support	51/03	04/01/2024
Salgado Ramirez, Yesenia Campus Safety Aide	43/03	04/01/2024
Valinches, Alyssa Instructional Assistant – Behavioral Support	51/01	04/29/2024
<b>Substitute Employees:</b>		
Albertini, Tony Substitute Bus Driver	55/03	04/22/2024
Arias, Darius Arts Professional Expert I	\$25/Hr.	04/17/2024
Avila, Maritza Substitute Food Services Assistant I	41/04	04/17/2024
Boyer, Jonathan Arts Professional Expert II	\$40/Hr.	04/08/2024
Call, Samuel Arts Professional Expert I	\$25/Hr.	04/01/2024
Chavez, Oscar Substitute Instructional Assistant – Adult Transition	51/01	04/04/2024
Chavez, Oscar Substitute Instructional Assistant – Behavioral Support	51/01	04/04/2024
Chavez, Oscar Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	04/04/2024

**Human Resources Division, Classified Personnel**

Board of Trustees  
May 7, 2024

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Chavez, Oscar Substitute Instructional Assistant – Specialized Academic Instruction	43/01	04/04/2024
Chinn, Mary Arts Professional Expert II	\$40/Hr.	04/19/2024
Corona, Sarah Substitute Instructional Assistant – Adult Transition	51/01	04/03/2024
Corona, Sarah Substitute Instructional Assistant – Behavioral Support	51/01	04/03/2024
Corona, Sarah Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	04/03/2024
Corona, Sarah Substitute Instructional Assistant – Specialized Academic Instruction	43/01	04/03/2024
Gatdula, Ashlie Substitute Instructional Assistant – Adult Transition	51/01	04/08/2024
Gatdula, Ashlie Substitute Instructional Assistant – Behavioral Support	51/01	04/08/2024
Gatdula, Ashlie Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	04/08/2024
Gatdula, Ashlie Substitute Instructional Assistant – Specialized Academic Instruction	43/01	04/08/2024
Jimenez Maldonado, Miguel Arts Professional Expert I	\$25/Hr.	04/01/2024
Julian, Jason Substitute Instructional Assistant – Adult Transition	51/01	04/08/2024
Julian, Jason Substitute Instructional Assistant – Behavioral Support	51/01	04/08/2024

**Human Resources Division, Classified Personnel**

Board of Trustees  
May 7, 2024

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Julian, Jason Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	04/08/2024
Julian, Jason Substitute Instructional Assistant – Specialized Academic Instruction	43/01	04/08/2024
Licea, Andres Substitute Human Resources Technician	57/02	03/28/2024
Lomeli, Jessica Substitute Food Services Assistant I	41/04	04/18/2024
Lopez, Joshua Arts Professional Expert II	\$40/Hr.	04/15/2024
Melchor, Jesus Substitute Campus Safety Aide	43/03	04/11/2024
Parsons, Michelle Arts Professional Expert II	\$40/Hr.	04/08/2024
Patino, Brenda Substitute Bus Driver	55/03	04/08/2024
Reynolds-Rivas, Krystalyn Arts Professional Expert II	\$40/Hr.	04/01/2024
Rodarte, Carolyn Substitute Human Resources Technician	57/01	04/10/2024
Rogers, Belinda Substitute Campus Safety Aide	43/03	04/11/2024
Rumbolt, Jeffrey Substitute Instructional Assistant – Adult Transition	51/01	04/01/2024
Rumbolt, Jeffrey Substitute Instructional Assistant – Behavioral Support	51/01	04/01/2024
Rumbolt, Jeffrey Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	04/01/2024
Rumbolt, Jeffrey Substitute Instructional Assistant – Specialized Academic Instruction	43/01	04/01/2024

**Human Resources Division, Classified Personnel**

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Sanchez, David Arts Professional Expert II	\$40/Hr.	04/12/2024
Szeto, Lai Tat Arts Professional Expert II	\$40/Hr.	04/01/2024
Vazquez, Carlos Arts Professional Expert II	\$40/Hr.	04/17/2024
Yi, Hyunji Arts Professional Expert II	\$40/Hr.	04/09/2024

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

**Effective**

Garcia Gutierrez, Madeline	05/26/2024
Valenzuela, David	05/26/2024

4. **Pay adjustments for the following military instructors for the JROTC/NJROTC program unless otherwise noted by military contract, effective as noted:**

	<b><u>Salary</u></b>	<b><u>Effective</u></b>
Pearce, Jerry	\$11,331.68	01/01/2024