



## AGENDA

### REGULAR MEETING

**August 13, 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, August 13, 2024.**

**B. Roll Call:**

**C. Pledge of Allegiance:**

**D. Approval of Agenda for Regular Meeting on August 13, 2024**

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

**E. Approval of Minutes for Regular Meeting on July 23, 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> |
|---------------------------|--------------------|
|---------------------------|--------------------|

|                  |    |                  |
|------------------|----|------------------|
| Office Assistant | 52 | <i>Exhibit B</i> |
|------------------|----|------------------|

|                              |    |                  |
|------------------------------|----|------------------|
| Office Assistant (Bilingual) | 21 | <i>Exhibit B</i> |
|------------------------------|----|------------------|

| <u>List Abolishment</u> | <u># Eligibles</u> |
|-------------------------|--------------------|
|-------------------------|--------------------|

|      |  |
|------|--|
| None |  |
|------|--|

| <u>List Extension</u> | <u># Eligibles</u> |
|-----------------------|--------------------|
|-----------------------|--------------------|

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

|                             |    |                  |
|-----------------------------|----|------------------|
| Campus Safety Aide (Female) | 08 | <i>Exhibit C</i> |
|-----------------------------|----|------------------|

|                            |    |                  |
|----------------------------|----|------------------|
| Grounds Maintenance Worker | 27 | <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.

None

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

None

**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 D</i> |
| 2. Advanced Step Placement Status Report     | <i>Exhibit E</i> |
| 3. Items Submitted for Board Approval – July | <i>Exhibit F</i> |

**IV. Next Regular Personnel Commission Meeting:**  
Tuesday, September 3, 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**

**July 23, 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 3:35 p.m.

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

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

**D. Motion to Approve Agenda:** July 23, 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:** June 18, 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 thanked the new Human Resources – Classified staff for their high-level performance as well as HR Analyst, Eugene Gorenshteyn, for his work in training staff.*
- *Mr. Tietze discussed new staff training guides that he is working on.*
- *Mr. Tietze discussed the new "Lead Stipend" that will be offered to non-management Classified employees who provide significant training or communication support to other staff.*
- *Mr. Tietze mentioned his intention to present a new annual report within the next few months.*
- *Mr. Tietze announced that he is planning to present a new salary study by October.*
- *Mr. Tietze noted that upon reviewing the California Education Code, he learned that Personnel Commissioner salary is capped at \$50 per meeting.*

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

- *Personnel Commissioner, Paul Andresen, inquired about the District's approach to attracting international students.*

**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. Assistant Superintendent of Human Resources Report

None

3. Board of Trustees/Superintendent Report

None

4. CSEA Report

- *CSEA Chapter President, Heather Huttner, discussed her experience at the recent Leadership Advance event.*
- *Ms. Huttner noted that she and four other CSEA members would be attending the statewide CSEA conference.*

## 5. Middle Managers Association Report

None

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

None

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

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

Director of Purchasing and Central Services

05

Substitute Bus Driver

08

**List Abolishment****# Eligibles**

None

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

Credentials Analyst

08

Instructional Assistant – Bilingual  
(Spanish)

04

School Community Liaison (Korean)

05

**It was moved and seconded to approve the Consent Calendar in its entirety. The motion passed.**

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

**III. Action/Discussion Items/or Other Information:**

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

None

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

1. New Classification(s):

Recommendation: *Approve*

- a. Approval of the new classification of Arts Assistant 1 – Dance within the Student Services job family.
- b. Approval of the new classification of Arts Assistant 1 - Media within the Student Services job family.
- c. Approval of the new classification of Arts Assistant 1 - Music within the Student Services job family.
- d. Approval of the new classification of Arts Assistant 1 - Theater within the Student Services job family.
- e. Approval of the new classification of Arts Assistant 1 - Visual within the Student Services job family.
- f. Approval of the new classification of Arts Assistant 2 - Dance within the Student Services job family.
- g. Approval of the new classification of Arts Assistant 2 - Media within the Student Services job family.
- h. Approval of the new classification of Arts Assistant 2 - Music within the Student Services job family.
- i. Approval of the new classification of Arts Assistant 2 - Theater within the Student Services job family.
- j. Approval of the new classification of Arts Assistant 2 - Visual within the Student Services job family.

**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 the Accelerated Hiring Rate of salary step 10 for all classifications of Arts Assistant 1 & 2.

**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 – June

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

Tuesday, September 3, 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: 4:07 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-S05-DM

POSITION: Office Assistant (Non-Bilingual)

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 06/28/24 – 07/21/2024

**NUMBER OF APPLICATIONS RECEIVED:**

535

NUMBER OF PREFERRED QUALIFIED APPLICANTS:

100

**MULTIPLE CHOICE EXAM & PERFORMANCE EXAM: 7/30/24, 100% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM

71

NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM

52

**TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:****52**  
BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL8/9/24  
DATE

CERTIFICATION DATE: 8/13/2024

EXPIRATION DATE: 02/13/2025

**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-S05-DM

POSITION: Office Assistant (Bilingual)

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 06/28/24 – 07/21/2024

|   |     |
|---|-----|
| <b>NUMBER OF APPLICATIONS RECEIVED:</b>   | 535 |
| NUMBER OF PREFERRED QUALIFIED APPLICANTS: | 100 |

**MULTIPLE CHOICE EXAM & PERFORMANCE EXAM: 7/30/24, 100% WEIGHT**

|  |    |
|--|----|
| NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM | 71 |
| NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM          | 52 |

**BILINGUAL EXAM 8/8/24, 0% WEIGHT**

|  |    |
|--|----|
| NUMBER OF APPLICANTS PARTICIPATING IN BILINGUAL EXAM | 27 |
| NUMBER OF APPLICANTS PASSING BILINGUAL EXAM          | 21 |

|  |           |
|--|-----------|
| <b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b> | <b>21</b> |
|--|-----------|

  
 \_\_\_\_\_  
 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

8/9/24  
 \_\_\_\_\_  
 DATE

CERTIFICATION DATE: 8/13/2024  
 EXPIRATION DATE: 02/13/2025

**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-N02F-MD

POSITION: Campus Safety Aide (Female)

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 12/18/23 - 01/14/24 11:59 PM

|   |    |
|---|----|
| <b>NUMBER OF APPLICATIONS RECEIVED:</b> | 55 |
| NUMBER OF QUALIFIED APPLICANTS:         | 52 |

|  |    |
|--|----|
| <b><u>MULTIPLE CHOICE EXAM: 01/25/2024, 0% WEIGHT</u></b>  |    |
| NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM | 30 |
| NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM          | 26 |

|   |    |
|---|----|
| <b><u>STRUCTURED INTERVIEW: 02/13/2024, 100% WEIGHT</u></b> |    |
| NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW  | 16 |
| NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW           | 11 |

|  |           |
|--|-----------|
| <b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b> | <b>08</b> |
|--|-----------|



BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

8/9/24

DATE

CERTIFICATION DATE: 03/12/2024  
 EXPIRATION DATE: 09/12/2024  
 EXTENDED EXPIRATION DATE: 03/12/2025

**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-O10-MD

POSITION: Grounds Maintenance Worker  
RECRUITMENT TYPE: OPEN  
CERTIFICATION TYPE: OPEN & PROMOTIONAL

DATE ADVERTISED: 11/22/22 - 12/13/22

|   |     |
|---|-----|
| <b>NUMBER OF APPLICATIONS RECEIVED:</b> | 136 |
| NUMBER OF QUALIFIED APPLICANTS:         | 73  |

**MULTIPLE CHOICE EXAM: 1/31/2023 & 2/14/2023, 100% WEIGHT**

|  |    |
|--|----|
| NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM | 31 |
| NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM          | 27 |

|  |           |
|--|-----------|
| <b>TOTAL NUMBER CERTIFIED ON OPEN ELIGIBILITY LIST:</b>        | <b>19</b> |
| <b>TOTAL NUMBER CERTIFIED ON PROMOTIONAL ELIGIBILITY LIST:</b> | <b>08</b> |

  
\_\_\_\_\_  
BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

8/9/24  
DATE

CERTIFICATION DATE: 03/14/2023  
EXPIRATION DATE: 03/14/2024  
EXTENDED EXPIRATION DATE: 03/14/2025



| 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         | Denise              | 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         | Denise              | Open             | Open               | 2/16/24     | 3/10/24     | 23                   |
| Babysitter (On Call/As Needed)  | 2024-BBY-TM         | Denise              | 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         | Denise              | 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                   |
| Substitute Instructional Assistant (SYS-SERIES)                       | 2024-SYS-SUB-MD     | Jocelyn             | Open             | Substitute         | 6/11/24     | Continuous  | N/A                  |
| Custodian   | 2024-O04-MD         | Maryam              | Open             | Open               | 6/13/24     | 7/7/24      | 24                   |
| Food Services Assistant I   | 2024(4)-F02-DM      | Denise              | Open             | Open               | 6/25/24     | 7/16/24     | 21                   |
| Licensed Vocational Nurse (LVN)                                       | 2024-H04-JM         | Jocelyn             | Open             | Open               | 6/28/24     | 7/21/24     | 23                   |
| Instructional Assistant - Adult Transition                            | 2024(2)-ET3-JM      | Jocelyn             | Open             | Open               | 7/10/24     | 7/31/24     | 21                   |
| Instructional Assistant - Behavioral Support                          | 2024(2)-E23-JM      | Jocelyn             | Open             | Open               | 7/10/24     | 7/31/24     | 21                   |
| Family and Community Engagement Specialist (Spanish)                  | 2024-FACES-JM       | Jocelyn             | Open             | Dual Cert          | 7/18/24     | 8/8/24      | 21                   |
| Director of Purchasing and Central Services                           | 2024(2)-D08-MD      | Maryam              | Open             | Open               | 7/19/24     | 8/11/24     | 23                   |
| Driver Instructor   | 2024-R02-MD         | Maryam              | Open             | Open               | 7/25/24     | 8/8/24      | 14                   |
| Warehouse Worker (Driver) - Nutrition & Central Services (Substitute) | 2024-W06(sub)-MD    | Maryam              | Open             | Substitute         | 7/31/24     | 8/21/24     | 21                   |
| Human Resources Technician  | 2024(2)-P03-EG      | Jeff                | Open             | Open               | 7/31/24     | 8/21/24     | 21                   |
| Secretary - Attendance (Bilingual & Non-Bilingual)                    | 2024-SBA-DM         | Denise              | Open             | Dual Cert          | 7/31/24     | 8/21/24     | 21                   |
| Translator/Interpreter (Spanish)                                      | 2024-S15P-JM        | Jocelyn             | Open             | Open               | 8/1/24      | 8/22/24     | 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 |
| 2024-25                        |                                      |    |      |              |          |                     |                    |                       |                      |                       |                         |                       |                        |                       |
| 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               |
| 2024-2025 TOTAL FISCAL IMPACT  |                                      |    |      |              |          |                     |                    |                       |                      |                       |                         |                       |                        | \$4,990               |

**Human Resources Division, Classified Personnel**

Board of Trustees  
July 18, 2024

Page 1 of 3

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

|   | <b><u>Location:</u></b>   | <b><u>Effective</u></b> |
|---|---------------------------|-------------------------|
| Flores, Alondra<br>Instructional Assistant – Behavioral Support | Hope School               | 05/23/2024              |
| Flores, Mayra<br>Secretary – Registrar/Records (Bilingual)      | Anaheim High School       | 06/07/2024              |
| Howard, Madison<br>Campus Safety Aide                           | Western High School       | 05/23/2024              |
| Lopez, Erica<br>Instructional Assistant – Adult Transition      | Loara High School         | 05/03/2024              |
| Montiel, Brenda<br>Secretary – School Support                   | Savanna High School       | 07/15/2024              |
| Nist, Jeff<br>Mechanic  | Transportation Department | 07/18/2024              |

2. **Leaves of Absence:**

Arcos Marco, for education, without pay and without health benefits, from 8/7/24 through the end of the working day on 12/20/24.

Lee, Sarah, for childcare, without pay and without health benefits, from 5/13/24 through the end of the working day on 5/31/24.

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

|   | <b><u>Range/Step:</u></b> | <b><u>Effective:</u></b> |
|---|---------------------------|--------------------------|
| <b>Permanent Employees:</b>                                   |                           |                          |
| Cervantes, Sally<br>Campus Safety Aide                        | 43/04                     | 08/05/2024               |
| Genchi, Benjamin<br>Custodian                                 | 48/02                     | 07/01/2024               |
| Gonzalez, Alyssa<br>Secretary – Registrar/Records (Bilingual) | 53/03                     | 06/12/2024               |
| Hoshi, Ron<br>Board of Trustees                               | 01/01                     | 06/13/2024               |
| Martinez, Denise<br>Human Resources Technician                | 57/05                     | 06/04/2024               |

**Human Resources Division, Classified Personnel**

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|  |          |            |
|--|----------|------------|
| Martinez, Maritza<br>Instructional Assistant – Adult Transition                                    | 51/01    | 08/05/2024 |
| Ruiz-Meza, Lizette<br>Translator/Interpreter   | 53/04    | 07/22/2024 |
| Sorto, Dulce<br>Buyer  | 63/06    | 06/24/2024 |
| Tannar, Stacy<br>Instructional Assistant – Behavioral Support                                      | 51/10    | 08/05/2024 |
| Teodoro Olea, Emily<br>ASB Accounting Technician   | 55/01    | 07/15/2024 |
| <b>Promotions:</b>   |          |            |
| Beatty, Anthony<br>Food Services Assistant II  | 49/04    | 08/07/2024 |
| Jimenez-Castro, Tatiana<br>Secretary – Registrar/Records (Bilingual)                               | 53/10    | 06/17/2024 |
| Moreno, Tatiana<br>Community Schools Coordinator   | 08/06    | 06/20/2024 |
| <b>Substitute Employees:</b>   |          |            |
| Lang, Victor<br>Substitute Maintenance Carpenter   | 59/10    | 06/25/2024 |
| Santiago, Alex<br>Arts Professional Expert II  | \$40/Hr. | 06/13/2024 |
| Skiba, Leean<br>Arts Professional Expert I   | \$25/Hr. | 07/08/2024 |
| Tannar, Stacy<br>Substitute Instructional Assistant –<br>Adult Transition                          | 51/01    | 05/31/2024 |
| Tannar, Stacy<br>Substitute Instructional Assistant –<br>Behavioral Support                        | 51/01    | 05/31/2024 |
| Tannar, Stacy<br>Substitute Instructional Assistant –<br>Medically Fragile/Orthopedically Impaired | 51/01    | 05/31/2024 |



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

**Effective**

Ejercito, Joshvayne

08/12/2024