



AGENDA

REGULAR MEETING

August 23, 2022 @ 3:30 p.m.

District Office, Board Room

This meeting will be digitally recorded

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

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

I. General Functions:

A. Call to Order: Regular Meeting of the Personnel Commission, August 23, 2022.

B. Roll Call:

C. Pledge of Allegiance:

D. Approval of Agenda for Regular Meeting on August 23, 2022

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

E. Approval of Minutes for Regular Meeting on July 19, 2022

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>	
Secretary – Registrar/Records	11	<i>Exhibit B</i>
Secretary – Registrar/Records (Bilingual)	03	<i>Exhibit B</i>
Senior Payroll Technician	04	<i>Exhibit B</i>
Substitute Custodian	46	<i>Exhibit B</i>
Substitute Technology Services Technician	06	<i>Exhibit B</i>
Transportation Supervisor	03	<i>Exhibit B</i>
<u>List Abolishment</u>	<u># Eligibles</u>	
Bus Driver	02	
Campus Safety Aide (Female)	02	
<u>List Extension</u>	<u># Eligibles</u>	
(PC Rule §6.1.3.: <i>Duration of Eligibility Lists</i>)		
Sr. Administrative Assistant Series	09	<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> |
| 4. Eligibility List Expiration – August | |

<u>List Expiration</u>	<u># Eligibles</u>
College & Career Readiness Specialist	07
Director of Risk Management & Insurance	07
School Community Liaison (Korean)	07
Senior Credentials Technician	05

IV. Next Regular Personnel Commission Meeting:
Wedneseday, September 14, 2022, at 3:30 p.m. – *Board Room*

V. Closed Session:

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

To consider matters pursuant to government code 54956.9:
Conference with Legal Counsel - Existing Litigation
(EEOC Charge 480-2021-02097)

- A.** Approval to adjourn to Closed Session at: _____
- B.** Regular Meeting reconvened at: _____
- C.** Report of any action taken during closed session

Moved:
Seconded:
Vote:

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 19, 2022 @ 3:30 p.m.
District Office, Board Room

Electronically Recorded

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

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

I. General Functions:

- A. Call to Order:** The Regular Meeting of the Personnel Commission was called to order at 3:30 p.m.
- B. Roll Call:** Commissioners Andresen, Baltazar, and Cherep were present.
- C. Pledge of Allegiance:** Commissioner Andresen led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:** July 19, 2022

- *Executive Director of Classified Personnel, Brandon Tietze, made a motion to amend Exhibit I, related to agenda item III.C.3: "Items Submitted for Board Approval – June." Mr. Tietze noted that Jose De La Cruz should be removed from the list of new hires on page 4 of Exhibit I.*

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

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

E. Motion to Approve Minutes: June 14, 2022

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

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

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

- *Executive Director of Classified Personnel, Brandon Tietze, updated the Commissioners regarding recruitments and the work being done in Human Resources – Classified.*
- *Mr. Tietze discussed the addition of two new Secretary positions in the District that will not be assigned to a specific location, but will instead travel to whichever site is in need of assistance at the time. One position will be a Secretary – Attendance, and the other will be a Secretary – Registrar/Records.*
- *Mr. Tietze noted that the next New Employee Orientation will be held on August 9, 2022.*
- *Mr. Tietze discussed the various ongoing staff trainings happening within HR and District-wide.*
- *Mr. Tietze noted that he will soon be meeting with the 8 new Principals throughout the District.*
- *Mr. Tietze discussed the ongoing process of selecting a new vendor for the online HR systems utilized by the District for applicant tracking, testing and onboarding.*

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

None

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

1. AFSCME Report

None

2. Board of Trustees/Superintendent Report

None

3. Middle Managers Association Report

None

4. CSEA Report

None

5. Assistant Superintendent of Human Resources Report

None

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

None

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

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

Food Services Assistant I

15

Food Services Assistant II

20

Instructional Assistant -
Bilingual (Spanish)

16

List Abolishment**# Eligibles**

None

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.

1. Second reading of change(s) to Personnel Commission Rule(s):

- Rule 1: Rule-Making Authority and Definitions
- Rule 17: Compensation and Pay Practices

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

1. Approval of change(s) to Personnel Commission Rule(s):

- Rule 1: Rule-Making Authority and Definitions
- Rule 17: Compensation and Pay Practices

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		✓	✓			

2. Approval of the Accelerated Hiring Rate of salary step 03 for the classification of Campus Safety Aide.

It was moved and seconded to APPROVE Action Item 2 as submitted. The motion passed.

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

3. Approval of Regular Personnel Commission meeting dates for the 2022/'23 fiscal year.

It was moved and seconded to APPROVE Action Item 3 as submitted. The motion passed.

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

4. Revised Classification(s):
Recommendation: *Approve*

- a. Approval of the revised classification of Garage Supervisor within the Facility Services job family.

It was moved and seconded to approve Action Item 4 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 – June
4. Eligibility List Expiration – July

<u>List Expiration</u>	<u># Eligibles</u>
Food Services Assistant III	05
Food Services Assistant III (Bilingual)	05
Instructional Assistant - Specialized Academic Instruction (Bilingual)	05

- IV. Next Regular Personnel Commission Meeting:**
Tuesday, August 23, 2022, at 3:30 p.m. – *District Office Board Room*

- V. Closed Session:**

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

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: 4:03 p.m.

Paul Andresen
Chairperson, Personnel Commission
Anaheim Union High School District

UNLIMITED YOU

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

ANAHEIM UNION HIGH SCHOOL DISTRICT
 PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022-S1R-TM

POSITION: Secretary- Registrar/Records (Non-Bilingual)

DATE ADVERTISED: 03/04/22 - 03/27/2022

NUMBER OF APPLICATIONS RECEIVED: 264

WRITTEN EXAM:

NUMBER OF APPLICANTS ADMITTED TO WRITTEN EXAM 36

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 29

PERFORMANCE EXAM:

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM 29

NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM 14

STRUCTURED INTERVIEW:

NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW 14

NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW 11

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	11
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STRUCTURED INTERVIEW PANEL:

JESSICA ALCANTAR, OSD ENROLLMENT CENTER MANAGER, OXNARD SD

JONELL SANCHEZ, PERSONNEL ANALYST, BASSETT USD

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 08/23/2022

EXPIRATION DATE: 08/23/2023

EXTENDED EXPIRATION DATE:

UNLIMITED YOU**ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY • ANAHEIM, CA • 92801

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

HUMAN RESOURCES, CLASSIFIED

**ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION**

ELIGIBILITY LIST NO. 2022-S1R-TM

POSITION: Secretary- Registrar/Records (Bilingual)

DATE ADVERTISED: 03/04/22 – 03/27/2022

NUMBER OF APPLICATIONS RECEIVED: 264

WRITTEN EXAM:

NUMBER OF APPLICANTS ADMITTED TO WRITTEN EXAM 36

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 29

PERFORMANCE EXAM:

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM 29

NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM 14

STRUCTURED INTERVIEW:

NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW 14

NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW 11

BILITERACY EXAM:

NUMBER OF APPLICANTS PARTICIPATING IN BILINGUAL EXAM 11

NUMBER OF APPLICANTS PASSING BILINGUAL EXAM 03

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	03
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STRUCTURED INTERVIEW PANEL:

JESSICA ALCANTAR, OSD ENROLLMENT CENTER MANAGER, OXNARD SD

JONELL SANCHEZ, PERSONNEL ANALYST, BASSETT USD

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 08/23/2022

EXPIRATION DATE: 08/23/2023

EXTENDED EXPIRATION DATE:

UNLIMITED YOU

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

**ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION**

ELIGIBILITY LIST NO. 2022-B13-TM

POSITION: SENIOR PAYROLL TECHNICIAN

DATE ADVERTISED: 04/28/2022-05/22/22

NUMBER OF APPLICATIONS RECEIVED:	22
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PERFORMANCE EXAM:

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	12
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	08

STRUCTURED INTERVIEW:

NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	08
NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	04

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	04
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STRUCTURED INTERVIEW PANEL:

PRISCILLA GONZALEZ, PAYROLL SUPERVISOR, HACIENDA LA PUENTE USD
CHRISTINA LEE, ACCOUNTING SUPERVISOR, WALNUT VALLEY USD



BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 08/23/2022

EXPIRATION DATE: 08/23/2023

EXTENDED EXPIRATION DATE:

UNLIMITED YOU

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

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2022(2)-004(Sub)-MD

POSITION: Custodian (Substitute)

DATE ADVERTISED: 06/13/22 - 7/17/22

NUMBER OF APPLICATIONS RECEIVED:	97
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WRITTEN EXAM:

NUMBER OF APPLICANTS ADMITTED TO WRITTEN EXAM	86
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NUMBER OF APPLICANTS PASSING WRITTEN EXAM	46
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TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	46
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STRUCTURED INTERVIEW PANEL:

Not Applicable

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 08/23/2022

EXPIRATION DATE: 08/23/2023

EXTENDED EXPIRATION DATE:

**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-I19(Sub)-MD

POSITION: Technology Services Technician I (Substitute)

DATE ADVERTISED: 07/19/22 - 08/09/22

NUMBER OF APPLICATIONS RECEIVED: 21**WRITTEN EXAM:**

NUMBER OF APPLICANTS ADMITTED TO WRITTEN EXAM 09

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 06

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	06
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STRUCTURED INTERVIEW PANEL:

Not Applicable

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 08/23/2022

EXPIRATION DATE: 08/23/2023

EXTENDED EXPIRATION DATE:

UNLIMITED YOU**ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801

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

HUMAN RESOURCES, CLASSIFIED**ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION**

ELIGIBILITY LIST NO. 2022-R08-MD

POSITION: Transportation Supervisor

DATE ADVERTISED: 05/16/2022 – 06/06/2022

NUMBER OF APPLICATIONS RECEIVED: 44**STRUCTURED INTERVIEW:**

NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW 06

NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW 03

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	03
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STRUCTURED INTERVIEW PANEL:

Richard Jimenez, Director of Transportation at Placentia-Yorba Linda Unified School District

Donna Wittenberg, Director of Transportation at Anaheim Elementary

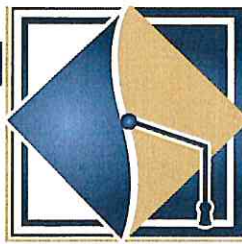


BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 08/23/2022

EXPIRATION DATE: 08/23/2023

EXTENDED EXPIRATION DATE:



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2020-S22(AII)-MD

POSITION: SENIOR ADMINISTRATIVE ASSISTANT-SERIES

DATE ADVERTISED: 10/02/20 – 10/25/20

NUMBER OF APPLICATIONS RECEIVED:	63
NUMBER OF APPLICANTS ADMITTED TO WRITTEN EXAM	31
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	27
STRUCTURED INTERVIEW/PERFORMANCE EXAM:	
NUMBER OF APPLICANTS PARTICIPATING PERFORMANCE EXAM	27
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	22
NUMBER OF APPLICANTS INVITED TO STRUCTURED INTERVIEW	22
NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	20
OTHER:	
NUMBER OF APPLICANTS WHOSE CERTIFICATION IS PENDING SUCCESFUL COMPLETION OF PROBATION	00

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	20
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ORAL BOARD:

NANCY DUNCAN, GARDEN GROVE USD

SHERRY MARTINEZ, CENTRALIA ELEMENTARY SCHOOL DISTRICT

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

CERTIFICATION DATE: 02/09/2021

EXPIRATION DATE: 02/09/2022

EXTENDED EXPIRATION DATE: 02/09/2023

CLASSIFICATION		RECRUITMENT					
Job Title	Exam Plan #	Assigned Technician	Recruitment Type	Certification Type	Date Posted	Date Closed	Calendar Days Posted
Campus Safety Aide (Female)	2021(1)-N02F-MD	Maryam	Open	Open	7/26/21	8/16/21	21
Driver Instructor	2021-R02-MD	Maryam	Open	Open	7/29/21	8/19/21	21
Senior Warehouse Worker	2021-W02-MD	Maryam/Michelle	Open	Dual Cert	4/15/21	8/19/21	126
Sign Language Interpreter	2021-E13-ND	Natalie	Open	Open	8/24/21	Continuous	
Grounds Maintenance Worker	2020-O10-MD	Maryam/Michelle	Promotional	Promotional	6/6/2021	6/27/2021	21
Food Services Production Center Lead	2021-F17-MS	Michelle	Open	Dual Cert	9/8/21	9/29/21	21
Transportation Dispatcher	2021-R05-MD	Maryam	Promotional	Promotional	9/10/21	10/3/21	23
Operations Supervisor	2021-O05-MD	Maryam	Open	Open	9/24/21	10/17/21	23
IA-Specialized Academic Instruction	2021(3)-E24-ND	Natalie	Open	Open	10/29/21	11/21/21	23
Sign Language Interpreter	2021-E13-ND	Natalie	Open	Open	11/30/21	Continuous	
Instructional Assistant - Specialized Academic Instruction	2021(4)-E24-ND	Natalie	Open	Open	12/7/21	1/9/22	33
Instructional Assistant - Bilingual (Spanish) - Substitute	2021(2)-ES2-ND	Natalie	Open	Open	12/7/21	1/9/22	33
Contact Tracer - Temporary (Daytime)	2022-H06-ND	Natalie	Open	Open	1/7/22	1/30/22	23
Substitute Instructional Assistant (SYS-SERIES)	2022-SYS-SUB-ND	Natalie	Open	Open	1/7/22	1/30/22	23
Babysitter	2022-BBY-TM	Tatiana	Open	Open	1/28/22	2/20/22	23
Instructional Assistant - Specialized Academic Instruction/Bilingual	2022-E24B-ND	Natalie	Open	Open	1/27/22	2/20/22	24
Campus Safety Aide (Substitute)	2022(2)-N02(Sub)-MD	Maryam	Open	Substitute	2/24/22	3/17/22	21
Secretary - Registrar/Records (Bilingual - Non-Bilingual)	2022-S1R-TM	Tatiana	Open	Open/Promo	3/4/22	3/27/22	23
Summer Assignment - Custodian (Promotional Only)	2022 SUMMER - CUSTODIAN - MD	Maryam	Promotional	Promotional	3/18/22	4/10/22	23
Summer Assignment - Office Assistant (Bilingual & Non-Bilingual)	2022Summer-S05-TM	Tatiana	Promotional	Promotional	3/18/22	4/10/22	23
Summer Assignment - Senior Admin. Assist. - School Support (Bilingual & Non-Bilingual)	2022 SUMMER - SEN ADMIN - TM	Tatiana	Promotional	Promotional	3/18/22	4/10/22	23
Summer Assignment - IA - HOPE SCHOOL (Promotional Only)	2022 SUMMER IA - HOPE - ND	Natalie	Promotional	Promotional	3/28/22	4/18/22	21
Summer Assignment - IA - GILBERT/SAVANNA HS (Promotional Only)	2022 SUMMER IA-GILBERT/SAV-ND	Natalie	Promotional	Promotional	3/28/22	4/18/22	21
School Community Liaison (Spanish)	2022-E18S-ND	Natalie	Promotional	Promotional	3/28/22	4/18/22	21
Warehouse Worker - Nutrition & Central Services (Substitute)	2022-W06-MD	Maryam	Open	Substitute	3/28/22	4/18/22	21
Summer Instructional Assistant (Math, English, Science)	2022 SUMMER IA-ND	Natalie	Open	Promotional	4/5/22	4/26/22	21
Athletic Trainer	2022(2)-AT-MD	Maryam	Open	Open	4/13/22	5/4/22	21
Senior Payroll Technician	2022-B13-TM	Tatiana	Open	Open	4/28/22	5/22/22	24
Athletic Facilities Worker II (Female)	2022-OF2F-MD	Maryam	Open	Dual Cert	4/28/22	5/22/22	24
Driver Instructor	2022-R02-MD	Maryam	Open	Dual Cert	4/28/22	5/22/22	24
Accounting Technician	2022-B04-TM	Tatiana	Open	Dual Cert	4/28/22	5/22/22	24
Bus Driver	2022-R01-MD	Maryam	Open	Open	4/29/22	5/22/22	23
Workability Placement Specialist	2022-E19-ND	Natalie	Open	Dual Cert	5/16/22	6/6/22	21
Language Program Technician	2022-LPT-ND	Natalie	Open	Dual Cert	5/16/22	6/6/22	21
Transportation Supervisor	2022-R08-MD	Maryam	Open	Open	5/16/22	6/6/22	21
Community Schools Coordinator	2022-E42-ND	Natalie	Open	Open/Promo	5/19/22	6/12/22	24
Food Services Manager I	2022-F08-TM	Tatiana	Open	Open	5/26/22	6/16/22	21
College & Career Readiness Specialist	2022-E43-TM	Tatiana	Open	Dual Cert	6/1/22	6/22/22	21
Administrative Assistant - Program Support (Bilingual & Non-Bilingual)	2022-S01-TM	Tatiana	Promotional	Promotional	6/10/22	7/3/22	23
Food Services Assistant III & Food Services Assistant III (Bilingual)	2022-F05-TM	Tatiana	Promotional	Promotional	6/15/22	7/7/22	22
Child Welfare and Attendance Liaison	2022-E32-ND	Natalie	Open	Open	6/17/22	7/10/22	23
Community Schools Manager (Bilingual)	2022-CSM-ND	Natalie	Open	Open/Promo	6/17/22	7/10/22	23
Custodian (Substitute)	2022(2)-O04(Sub)-MD	Maryam	Open	Substitute	6/13/22	7/17/22	34
Bus Driver (Substitute)	2022(3)-SUBR01-MD	Maryam	Open	Substitute	6/20/22	7/17/22	27
Campus Safety Aide (Substitute)	2022(3)-N02(Sub)-MD	Maryam	Open	Substitute	6/20/22	7/17/22	27
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
Health Services Technician (Substitute)	2022(2)-H01(Sub)-ND	Natalie	Open	Substitute	6/17/22	7/31/22	44
Family and Community Engagement Specialist (Spanish/Vietnamese)	2022-FACES-ND	Natalie	Open	Dual Cert	6/28/22	7/20/22	22
Sign Language Interpreter	2022-E13-ND	Natalie	Open	Open	7/7/22	7/31/22	24
Food Services Assistant I (Permanent & Substitute)	2022(3)-F02-TM	Tatiana	Open	Open	7/12/22	8/2/22	21
Instructional Assistant - Behavioral Support	2022(2)-E23-ND	Natalie	Open	Open	7/12/22	8/2/22	21
Technology Services Assistant I (Substitute)	2022-I19(Sub)-MD	Maryam	Open	Substitute	7/19/22	8/9/22	21
Office Assistant (Bilingual)	2022-S05B-TM	Tatiana	Open	Open	7/19/22	8/9/22	21
Warehouse Worker - Nutrition & Central Services	2022-W06(2)-MD	Maryam	Open	Open	7/19/22	8/9/22	21
Bus Driver	2022(2)-R01-MD	Maryam	Open	Open	7/19/22	8/9/22	21
Bus Driver (Substitute)	2022(4)-SUBR01-MD	Maryam	Open	Substitute	7/22/22	8/14/22	23
Campus Safety Aide (Substitute)	2022(4)-N02(Sub)-MD	Maryam	Open	Substitute	7/22/22	8/14/22	23
Braille Transcriber	2022-E07-ND	Natalie	Open	Open	8/1/22	8/22/22	21
Licensed Vocational Nurse	2022-H04-ND	Natalie	Open	Open	8/1/22	8/22/22	21
Instructional Assistant - Specialized Academic Instruction/Bilingual	2022(2)-E24B-ND	Natalie	Open	Open	8/1/22	8/22/22	21
Instructional Assistant - Specialized Academic Instruction	2022-E24-ND	Natalie	Open	Open	8/1/22	8/22/22	21
Campus Safety Aide (Female)	2022-N02F-MD	Maryam	Open	Open	8/3/22	8/24/22	21
Campus Safety Aide (Male)	2022-N02M-MD	Maryam	Open	Open	8/3/22	8/24/22	21

Exhibit E

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
2022-2023 TOTAL FISCAL IMPACT															\$62,216

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

	<u>Location:</u>	<u>Effective</u>
Atwood, Rochelle Sr. Administrative Assistant – Program Support	Maintenance & Operations	09/07/2022
Gomez, Lizbeth College & Career Readiness Specialist	Gilbert High School	06/15/2022
Lopes, Erica Instructional Assistant – Adult Transition	Magnolia High School	12/17/2021
Pasillas, Gabriel Technology Services Technician	South Jr. High School	07/15/2022
Perez, Carolina Instructional Assistant – Special Abilities	Savanna High School	06/17/2022
Rivera-Vazquez, Jrefugio Grounds Maintenance Worker	Maintenance Department	06/24/2022
Ruiz, Iris Food Services Assistant I	Western High School	05/09/2022

2. Employment, effective as noted:

	<u>Range/Step:</u>	<u>Effective:</u>
Permanent Employees:		
Ocho, Andrew Athletic Trainer	58/06	07/18/2022
Maloney, Kevin Custodian	48/01	06/13/2022
Substitute Employees:		
Melendrez, Rigoberto Substitute Warehouse Worker	51/01	06/13/2022
Rios, Gerardo Substitute Auditorium Operations Technician	53/01	06/16/2022
Janec, Benjamin Substitute Custodian	48/01	06/09/2022
Josef, Dan Substitute Technology Services Technician	57/01	06/10/2022

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Yu, Michael
Substitute Technology Services Technician

57/01

06/10/2022

3. **Food Service Student Workers**

Effective

Oviedo, Gerardo

08/10/2022

4. **Classified Salary Changes:**

- A. Per classification revisions approved by the Personnel Commission on May 12, 2022, please approve the following salary range modifications with an effective date of, May 11, 2022:

Classification:

Workability Placement Specialist
(formerly Job Developer)

Current Salary Range:

CSEA - 55

New Salary Range:

CSEA - 59