

**ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION**

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

MINUTES

REGULAR MEETING

March 12, 2019 @ 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. Audrey Cherep, and Mr. Charles Darrington

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, Cherep, and Darrington were present.
- C. Pledge of Allegiance:** Commissioner Andresen led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:** March 12, 2019

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	✓			✓			
Charles Darrington		✓		✓			

- E. Motion to Approve Minutes:** February 12, 2019

Due to errors, the Minutes for February 12, 2019 were Tabled until the April Personnel Commission meeting.

- 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
 - *Executive Director of Classified Personnel, Brandon Tietze, recounted the recent Years of Service Awards. Mr. Tietze noted that the event was a success and thanked Employee Relations Analyst, Melanie Thomasson, for her work on the event.*

- *Mr. Tietze announced that Human Resources hired a new Intern from Cal State University, Fullerton.*
- *Mr. Tietze noted that three Human Resources staff members recently attended the 40th anniversary WRIPAC conference.*
- *Mr. Tietze discussed the upcoming New Employee Orientation, scheduled to be held on March 19th.*
- *Mr. Tietze described some of the difficulties related to the recent Director of Maintenance and Operations recruitment, and explained the need to open the recruitment again.*
- *Mr. Tietze recognized HR Analyst, Eugene Gorenshteyn, for successfully absorbing the workload of HR Analyst, Marie Ragazzo, who has been on a Leave of Absence.*
- *Mr. Tietze thanked Ms. Thomasson for helping with the Personnel Commission meeting, and for her continued work on the Classified salary schedules.*

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 Chairperson, Paul Andresen, thanked Human Resources staff for their work on the Years of Service Awards.*

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

Bus Driver

07

Director of Maintenance & Operations

02

Instructional Assistant –
Specialized Academic Instruction

20

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		✓	✓			
Charles Darrington	✓		✓			

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. Revised Classification(s)
Recommendation: *Approve*
 - a. Approve the revised classification of Systems Administrator within the Technology Services job family.
2. Removal of candidate(s) from eligibility list(s):
Recommendation: *Approve*

- a. Approval of the removal of candidate number:
9066362 from the following eligibility list(s) for: *A record of unsatisfactory service within the District as evidenced by a disciplinary action, a work improvement notice, an unsatisfactory or marginal performance evaluation, or a resignation in lieu of dismissal.*

Bus Driver (2018-R01(3)-MD)
- b. Approval of the removal of candidate number:
25843451 from the following eligibility list(s) per applicant request.

Campus Safety Aide (2018-N02-MD)
- c. Approval of the removal of candidate number:
1235518, 27551023, and 32567103 from the following eligibility list(s) per applicant request.

Food Service Assistant I (2018-2) (2018-F02-MS2)
- d. Approval of the removal of candidate number:
33398675 from the following eligibility list(s) per applicant request.

Food Service Assistant I (2018) (2018-F02-MS2)
- e. Approval of the removal of candidate number:
36807276, 21950528, and 975299 from the following eligibility list(s) for: *Refusing an offer of employment after being properly certified as eligible and available for appointment.*

Food Service Assistant I (2018) (2018-F02-MS2)
- f. Approval of the removal of candidate number:
35854002 from the following eligibility list(s) for: *Three waivers of certification during the length of the eligibility list.*

Food Service Assistant I (2018) (2018-F02-MS2)
- g. Approval of the removal of candidate number:
33458268 from the following eligibility list(s) for: *Refusing an offer of employment after being properly certified as eligible and available for appointment.*

Instructional Assistant – Adult Transition (2018-ET3-ND)
- h. Approval of the removal of candidate number:
34939290 from the following eligibility list(s) for: *Failure to respond for a scheduled interview after certification.*

Instructional Assistant – Adult Transition (2018-ET3-ND)
- i. Approval of the removal of candidate number:
24976338, 29143439, and 38527622 from the following eligibility list(s) for: *Refusing an offer of employment after being properly certified as eligible and available for appointment.*

Instructional Assistant – Behavioral Support 2018 (Fall) (2018-E23-ND)

k. Approval of the removal of candidate number:
37321193 from the following eligibility list(s) for: *Refusing an offer of employment
after being properly certified as eligible and available for appointment.*

It was moved and seconded to approve all Action Items as submitted. The motion passed.

Commissioner	M	S		Yes	No	Abstain	Absent
Paul Andresen				✓			
Audrey Cherep	✓			✓			
Charles Darrington		✓		✓			

1. Active Recruitment Status Update
2. Advanced Step Placement Status Report
3. Items Submitted for Board Approval – February
4. Eligibility List Expiration - March

List Expiration	# Eligibles
Equipment Operator	06

IV. Next Regular Personnel Commission Meeting:
Tuesday, April 9, 2019, at 3:30 p.m. – *Board Room*

❖ **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	✓			✓			
Charles Darrington							✓

TIME ADJOURNED: 3:52 p.m.

Charles Darrington
Chairperson, Personnel Commission
Anaheim Union High School District