

**ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION**

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

**MINUTES**

**REGULAR MEETING**

**September 14, 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:** September 14, 2022

**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:** August 23, 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 possible solutions to the shortage of applicants that the department is receiving for certain positions, including a more extensive salary analysis and potential recommendations, an expanded application of the recently created Accelerated Hiring Rate rule, paid training incentives for applicants, and expanded advertising of job opportunities.*
- *Mr. Tietze mentioned a renewed commitment to improving the department's file retention standards and practices.*
- *Mr. Tietze stated his intention to present an updated Annual Report covering the achievements of the department over the last several years.*
- *Mr. Tietze announced that the State mandate regarding the tracking of employees' Covid-19 vaccination and/or testing status will be ending on Saturday, September 17<sup>th</sup>.*
- *Mr. Tietze discussed the newly installed intercom system in the Human Resources – Classified office. Mr. Tietze thanked the Maintenance and Information Technology departments for their work related to the installation of the new system.*
- *Mr. Tietze thanked the Maintenance department for repairing the patio cover outside the Human Resources – Classified office.*

**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, discussed his involvement in the upcoming CSPCA Personnel Commission conference, and encouraged Commissioner Baltazar to attend.*

**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**

Accounting Technician	07
Child Welfare and Attendance Liaison	04
Food Services Assistant I	09
Food Services Assistant III	08
Food Services Manager I	17
Sign Language Interpreter	01
Workability Placement Specialist	10

**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. Announcement of Intended Joint Appointee to the Personnel Commission.

*a. It was announced that Personnel Commissioner, Susan Baltazar, is the Intended Joint Appointee to the Personnel Commission.*

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

1. Reclassification(s):

Recommendation: *Approve*

a. Approve the reclassification of Juan Barrera Jr. from Assistant Mechanic, at salary range AFSCME 59, to Mechanic, at salary range AFSCME 61, effective September 15, 2022.

**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	✓		✓			
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 – August
4. Eligibility List Expiration – September

<u>List Expiration</u>	<u># Eligibles</u>
Executive Director of Facilities, Maintenance, and Operations	05
Food Services Operations Supervisor	09
Grounds Maintenance Worker	04
Instructional Assistant – Adult Transition	27
Instructional Assistant – Specialized Academic Instruction	12
Plant Manager I	10

Plant Manager II	11
Public Information Asst.	14

**IV. Next Regular Personnel Commission Meeting:**Tuesday, October 11, 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

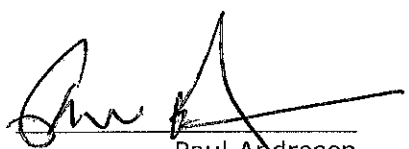
**VI. Adjournment:**

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: 4:09 p.m.**

  
 Paul Andresen  
 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.*