

**ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION**

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

MINUTES

REGULAR MEETING

April 18, 2023 @ 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 and Baltazar were present.

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

D. Motion to Approve Agenda: April 18, 2023

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: March 14, 2023

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 noted that some of the eligibility lists submitted for approval on the agenda were older lists that should have been submitted at previous meetings.*
- *Mr. Tietze provided an update regarding the status of summer assignments being coordinated by Human Resources.*
- *Mr. Tietze discussed the recent New Employee Orientation.*
- *Mr. Tietze noted the upcoming Classified Employee of the Year Awards to be held on May 11th at the District Office.*
- *Mr. Tietze announced that the 2023/24 Reasonable Assurance letters were sent out to all Classified employees working less than 12 months per year.*
- *Mr. Tietze discussed the yearly project of coordinating and communicating which Classified employees are due for a performance evaluation.*
- *Mr. Tietze discussed the upcoming Reduction in Force and the steps being taken by HR to provide other job opportunities for those being impacted.*

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):

<u>List Establishment</u>	<u># Eligibles</u>
Administrative Assistant	11
Administrative Assistant – Bilingual	11
Business Technician	08
Equipment Repair Mechanic	12
Instructional Assistant – Bilingual (Arabic)	07
Instructional Assistant – Bilingual (Spanish)	15
Instructional Assistant – Specialized Academic Instruction (Bilingual)	02
Licensed Vocational Nurse	12
Licensed Vocational Nurse	06
Payroll Technician	10
School Community Liaison (Korean)	06
Secretary – Attendance	21
Secretary – Attendance	04
Secretary – Registrar/Records (Bilingual)	11
Senior Budget Technician	04
Substitute Custodian	29
Substitute Health Services Technician	05

Substitute Technology Services
Technician
04

03

List Abolishment**# Eligibles**

Instructional Assistant -
Deaf/Hard of Hearing

04

Licensed Vocational Nurse

12

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.

- Preliminary 2023/24 Personnel Commission Budget

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

1. Revised classification(s):

Recommendation: *Approve*

- a. Approval of the revised classification of Campus Safety Aide within the Student Services job family, effective 5/1/2023.

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		✓	✓			

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 – March

IV. Next Regular Personnel Commission Meeting:Tuesday, May 9, 2023, 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: 4:14 p.m.



Audrey Cherep
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.