

**ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION**

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

**MINUTES**

**REGULAR MEETING**

**March 15, 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:** March 15, 2022

**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:** February 8, 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, noted that the AUHSD mask mandate has ended. Mr. Tietze reminded everyone that it is still required to complete the health screening survey when entering District sites.*
- *Mr. Tietze updated the Commissioners regarding ongoing recruitments including those for upcoming summer assignments.*
- *Mr. Tietze mentioned the recent new employee orientation event coordinate by Human resources – Classified.*
- *Mr. Tietze announced that the annual reminder to management regarding staff performance evaluations will be sent shortly.*
- *Mr. Tietze thanked the Human Resources – Classified staff for their continued hard work.*

**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, recalled his experience at the recent CSPCA conference.*
- *Mr. Andresen expressed his intention to begin the process of revising the Personnel Commission rules over the coming year.*

**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

- *MMA Vice President, Shawna Walker, requested that job studies be conducted by Human Resources for all MMA classifications.*
- *Ms. Walker expressed a concern that Plant Managers are being asked to perform duties outside of their job description.*

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.

- *College and Career Readiness Specialist, Michelle Diaz, expressed her concerns regarding the salary placement of her position and her desire for the salary to be increased. Ms. Diaz cited examples of why she feels the position should be paid a higher salary, including the minimum requirements of the position and the duties performed.*

**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):**

| <b><u>List Establishment</u></b>                         | <b><u># Eligibles</u></b> |
|--|---------------------------|
| School Community Liaison                                 | 09                        |
| Substitute Athletic Facilities Worker II                 | 05                        |
| Substitute Campus Safety Aide                            | 04                        |
| Substitute Clerical/Secretary Series                     | 28                        |
| Substitute Clerical/Secretary Series<br>(Bilingual)      | 11                        |
| Substitute Custodian                                     | 33                        |
| Substitute Health Services Technician                    | 33                        |
| Substitute Translator/Interpreter                        | 01                        |
| <b><u>List Abolishment</u></b>                           | <b><u># Eligibles</u></b> |
| Athletic Facilities Worker I                             | 05                        |
| Athletic Facilities Worker II                            | 06                        |
| Athletic Facilities Worker II (Female)                   | 07                        |
| Athletic Trainer   | 04                        |
| <b><u>List Extension</u></b>                             | <b><u># Eligibles</u></b> |
| (PC Rule §6.1.3.: <i>Duration of Eligibility Lists</i> ) |                           |
| Plant Manager I  | 10                        |
| Plant Manager II   | 11                        |

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**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

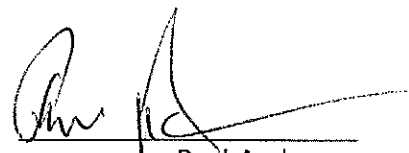
**VI. Adjournment:**

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: 4:58 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.*