



AGENDA

**Regular Meeting
 Tuesday, January 10, 2012 – 4:15 p.m.
 Board Room – District Office**

AGENDA POSTED: December 23, 2011 – Personnel Commission Office Window

1.0 **CALL TO ORDER** By: _____ Time: _____

2.0 **ROLL CALL**

		PRESENT	ABSENT
Chairperson	Chuck Darrington	_____	_____
Vice-Chairperson	Speed Castillo	_____	_____
Commissioner	Audrey Cherep	_____	_____
Executive Director	Victoria Wintering, Ph.D.	_____	_____

3.0 **PLEDGE OF ALLEGIANCE**

Personnel Commission Chairperson, Chuck Darrington, will lead the Pledge of Allegiance to the Flag of the United States of America.

4.0 **PUBLIC COMMENTS: REQUEST TO SPEAK TO AGENDA AND NON-AGENDA ITEMS**

This is the appropriate point in the agenda for those present to speak to any item on the agenda.

Those who wish to speak to any item of concern not on the agenda, no action will be taken at this time.

5.0 **GENERAL FUNCTIONS**

Reference

Action

5.1 Approve the agenda as submitted or amended.

Moved by _____
 Seconded _____
 Vote _____

5.2 Approve minutes of regular meeting of December 20, 2011.

Exhibit A

Moved by _____
 Seconded _____
 Vote _____

5.3 Communication

No Action Required

6.0 **SELECTION PROCESS**

6.1 List of Current Recruitments (Test Plan)

Exhibit B

No Action Required

7.0 **CLASSIFICATION AND SALARY**

7.1 Approve the revised job classification of Computer Operator at salary range 59/CSEA to Information Systems Specialist I at salary range 59/CSEA.

Exhibit C

Moved by _____
 Seconded _____
 Vote _____

7.2 Approve the reclassification of Willie Dumas III from Computer Operator at salary range 59/CSEA to Information Systems Specialist I salary range 59/CSEA, effective January 10, 2011.

Moved by _____
 Seconded _____
 Vote _____

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- 7.3 Approve the revised job classification of Senior Computer **Exhibit D** Operator at salary range 63/CSEA to Information Systems Specialist II at salary range 63/CSEA. Moved by _____
Secinded _____
Vote _____
- 7.4 Approve the reclassification of Jason Jones from Senior Computer Operator at salary range 63/CSEA to Information Systems Specialist II salary range 63/CSEA, effective January 10, 2011. Moved by _____
Secinded _____
Vote _____

8.0 OTHER

- 8.1 Presentation of Item Analysis - Part 2 No Action Required
- 8.2 Unfinished Business No Action Required
- 8.3 Commissioner's Comments No Action Required

9.0 NEXT REGULAR MEETING

Date: **Tuesday, February 14, 2012**
Time: 4:15 p.m.
Location: Board Room

10.0 **ADJOURNMENT:** _____ p.m.

The Personnel Commission
Anaheim Union High School District
 501 Crescent Way • Post Office Box 3520
 Anaheim • California 92803•3544



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MINUTES

Regular Meeting
Tuesday, December 20, 2011 – 4:15 p.m.
Board Room – District Office

1.0 CALL TO ORDER

The meeting of the Personnel Commission of the Anaheim Union High School District was called to order by Chairperson Audrey Cherep at 4:15 p.m.

2.0 ROLL CALL

Present: Audrey Cherep, Chairperson; Speed Castillo, Vice-Chairperson; and Victoria Wintering, Ph.D., Executive Director. Absent: Chuck Darrington, Member.

3.0 PLEDGE OF ALLEGIANCE

Personnel Commission Chairperson, Audrey Cherep, led the Pledge of Allegiance to the Flag of the United States of America.

4.0 PUBLIC COMMENTS: REQUEST TO SPEAK TO AGENDA AND NON-AGENDA ITEMS

1. Sharon Yager, CSEA President, requested desk studies of Lisette Ramirez, English Learner Technician, Theresa Rodarte, Administrative Assistant (Education Division), and the open position as Administrative Assistant for the Director of Special Programs to be changed back to Senior Administrative Assistant.

5.0 GENERAL FUNCTIONS

5.1 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission adopted the agenda as submitted.

5.2 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the minutes of the regular meeting of November 8, 2011.

5.3 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the re-appointment of Audrey Cherep as Commissioner to the Personnel Commission.

5.4 Election of Officers of the Personnel Commission for the term of December 2011 to December 2012.

5.4.1 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved to elect Chuck Darrington as the Chairperson of the Personnel Commission.

5.4.2 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved to elect Speed Castillo as the Vice-Chairperson of the Personnel Commission.

MINUTES

Regular Meeting
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5.5 Communication

Dr. Wintering introduced Lilia Palos-Bergado, Human Resources Technician, and welcomed her to Human Resources and the Personnel Commission.

Dr. Wintering spoke about the upcoming Commissioners Conference taking place during January in San Diego.

6.0 **SELECTION PROCESS**

6.1 List of Current Recruitments (Test Plan)

6.2 Certification/ratification of eligibility lists

6.2.1, 6.2.2, On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission certified the eligibility lists for Human Resources Technician and Senior Warehouse Worker.

7.0 **OTHER**

7.1 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the Personnel Commission office closure for during the District Winter Break, December 28-30, 2011 and January 4-6, 2012.

7.2 No unfinished business.

7.3 Commissioner's Comments

Mr. Castillo wished everyone a Merry Christmas and Happy New Year.

Marie Ragazzo, Human Resources Analyst, spoke about the upcoming WRIPAC conference taking place in January, the Personnel Commission is hosting this year in Anaheim.

9.0 **NEXT REGULAR MEETING**

Date: **Tuesday, January 10, 2012**
Time: 4:15 p.m.
Location: Board Room

10.0 **ADJOURNMENT**

The Personnel Commission adjourned the meeting at 4:30 p.m.

Chuck Darrington, Chairperson

Personnel Commission
 2011-2012
 CURRENT TEST PLAN

Classification	Req to test rec'd	Posted	Closed	Days Posted	Field of Competition	NCLB Test	Written Test	Perf Test	Oral/Perf Test	Bilingual Certification	List Established	Bus. Days from Closing	Recruiter
Substitute Bus Driver (Continuous)		6/13/2011			Open	None				N/A			VK
Warehouse Worker (Promotional)		10/5/2011	10/26/2011	15	Promo	None	On hold			N/A			VK
Speech & Language Pathologist		10/5/2011	10/26/2011	15	Open	None	12/9/2011			N/A			VK
Grounds Maintenance Worker		10/31/2011	11/21/2011	15	Promo	None	12/7/2011	N/A		N/A			VK

Personnel Commission
Anaheim Union High School District

Spec. Established 2/21/01

INFORMATION SYSTEMS SPECIALIST I

CLASS TITLE: COMPUTER OPERATOR

DEFINITION/BASIC FUNCTION:

Under the direction of the **Chief Technology Officer** ~~Director of Information Systems~~, provides varied and complex technical support for the application of planning/development, training, testing, operations and maintenance of the Student Information System (SIS) and ancillary systems; and performs other related duties as required. ~~perform a variety of duties involved in the operation of a large scale computer and the appropriate peripheral equipment; operate a variety of equipment related to computer input and output; troubleshoot and define problems with equipment and software; burst, decollate and distribute a large volume of printed reports; maintain related records.~~

DISTINGUISHING CHARACTERISTICS

The Information System Specialist I classification is a single incumbent classification and is a journey-level class in the Information Systems Specialist series. Positions at this level are distinguished from the Information Systems Technician classification by the level of responsibility assumed, the complexity of duties assigned and the independence in which duties and responsibilities are carried out. Positions assigned to the Information Specialist II classification are further distinguished from the Information Systems Specialist I classification in that the latter provides 2nd level SIS customer/technical support whereas the Information Systems Specialist II analyzes, evaluates and recommends SIS data processes to various levels of organizational staff.

~~Incumbents in the Computer Operator classification receive and process orders for regular and special data processing and printing requests. The Senior Computer Operator is a single incumbent classification and serves in a lead capacity scheduling and prioritizing work requests, and providing work direction and training to staff.~~

ESSENTIAL DUTIES REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

Data Processing:

~~Operates a large scale computer system and the appropriate peripheral equipment including disk drives, tape drives, I/O devices, printers, video display and printing terminals, optical scanner and forms handling equipment; operates personal computers; monitor the system for incorrect operation; monitor computer console for hardware and/or software malfunctions and error conditions; take corrective action or notify supervisors of major problems. E~~ cleans and services equipment according to established time lines or as needed including changing toner in printers, ~~cleaning and maintaining tape drive units, charging units, drums and other parts; E~~ Maintain records related to work scheduled and completed **Processes data requests** in a variety of formats, including daily record of work performed and records associated with special requests; **E** participates in **quality assurance and testing** ~~program code maintenance~~ by assisting programmers with testing and debugging activities **software and hardware problems and troubleshooting any programs and operations procedures**; Assist with maintenance of a library of backup tapes and related records; back up and restore files. Monitor various aspects of input and output of data for errors including unauthorized requests, forms and supply problems, errors between totals or balances on reports, and excessive use of system resources; assure batch files run properly. ~~E~~

SIS Security/Technical Support:

Provides technical assistance in the operation of student information systems and other ancillary systems; assists in providing support for AUHSD student program activities, such as grading, enrollment, discipline, and other processes as assigned; assists with the development of security settings and roles in the SIS and other ancillary systems; maintains accounts for users in the SIS and other ancillary systems; configures and adjusts user accounts in SIS and other ancillary systems; assists in the maintenance of state reporting data and system processes including, but not limited to, file extracting, data updating, data reviewing for periodic state record requirements and daily anomaly corrections; assists SIS end-users with query statements.

~~E~~ Essential Job Functions

Approved 2/21/01

BOT Approved: 12/13/01

Communication:

Interprets verbal and written instructions; reads and interprets instructions from various manuals and operation guides; **E** contacts vendor's agents or customer engineers to report problems with hardware **or software** as needed; notifies appropriate **Education and Information Systems Technology** management staff; **E** performs related duties as assigned; assures work is completed in a timely manner; distributes completed **data via email, hard copy, cd or other formats** projects to appropriate staff. **E**

MINIMUM QUALIFICATIONS EDUCATION AND EXPERIENCE:

Any combination ~~equivalent to:~~ **of experience, education and training that would likely provide the required knowledge and abilities is qualifying. A typical combination would be the following:**

Education and Training:

Graduation from high school supplemented by college-level course work in computer ~~operations~~ **science** or related field.

Experience:

~~and One~~ **Three years of experience in data processing and using ANSI SQL 2003 or greater.**
~~computer operations.~~

EMPLOYMENT STANDARDS KNOWLEDGE AND ABILITIES:

Knowledge Of:

Basic relational database concepts, principles, methods including database logical and physical design, key relationships, data types, interface navigation, etc.
~~Methods and procedures mainframe computer and auxiliary equipment operation.~~
Proper handling of forms and media; ~~used in operation of the computer.~~
Interpersonal skills including tact, patience and courtesy;
Record-keeping techniques;
Modern office practices, procedures and equipment;
Oral and written communication skills;
Large scale information systems, especially student information systems;
ANSI SQL 2003 or greater version;
Account management fundamentals;
Effective troubleshooting techniques for computer hardware and software.

Ability To:

Perform a variety of duties involved in the operation of a large scale computer and the appropriate peripheral equipment;
Operate a variety of equipment related to computer input and output;
Troubleshoot and define problems with equipment and software;
~~Burst, decollate and~~ **Distribute a large volume of data electronically via email, server, printed or other formats; printed reports.**
Explain technical problems and recommend solutions to appropriate staff;
Maintain records in a variety of formats **such as PDF, MS Excel, MS Word, etc;**
Type at an acceptable rate of speed;
Understand and follow oral and written instructions;
Read, interpret ~~and apply directions in~~ **software manuals, technical specifications,** and operations guides;
Establish and maintain cooperative and effective working relationships with others;
Meet schedules and time lines;
Detect errors in data and material being processed and take corrective action.

PHYSICAL DEMANDS:

Employees in this classification walk, stand, and sit for long periods of time, lift 5 to 25 lbs unassisted, carry, push, pull stoop, bend and use fingers, wrists or hands repetitively, have rapid mental/muscular coordination, speak clearly, hear normal voice conversation, have depth perception, and use a computer and telephone.

~~Seeing to read a variety of materials and view a computer monitor.~~

~~Hearing and speaking to exchange information.~~

~~Sitting or standing for extended periods of time.~~

Salary Range: CSEA/59 – Non-Exempt

~~Approved 2/21/01~~

~~Bending at the waist, kneeling or crouching.~~

~~Lifting, carrying, pushing or pulling heavy objects weighing 50 pounds or more.~~

~~Reaching overhead, horizontally and above the shoulder to retrieve supplies.~~

WORK ENVIRONMENT:

Employees in this classification work inside exclusively using machinery with moving parts; employees may work in direct contact with the public, and other District staff, may be subjected to negative interpersonal situations, with high volume of work and tight deadlines, with continuously changing priorities and interruptions, and may work alone without guidance from supervisor.

WORKING CONDITIONS:

~~Indoor environment.~~

~~Noise from computers and printing operations.~~

Personnel Commission
Anaheim Union High School District

Spec. Established 6/12/01

INFORMATION SYSTEMS SPECIALIST II
CLASS-TITLE: SENIOR COMPUTER OPERATOR

DEFINITION BASIC FUNCTION:

Under the direction of the ~~Chief Technology Officer~~ ~~Director of Information Systems~~, **provides varied and complex technical support for the application of planning/development, training, testing, operations and maintenance of the Student Information System (SIS); analyzes, evaluates and recommends Student Information System data processes to various levels of organizational staff; supports staff in Student Information System operational activities; and performs other related duties as required.**

~~receive, prioritize and schedule work orders to achieve maximum efficiency of personnel and equipment to meet time lines; perform a variety of duties involved in the operation of a large scale computer and the appropriate peripheral equipment; operate a variety of equipment related to computer input and output; troubleshoot and define problems with equipment and software; burst, decollate and distribute a large volume of printed reports; maintain related records; train and provide work direction to others.~~

DISTINGUISHING CHARACTERISTICS

The ~~Senior Computer Operator~~ **Information System Specialist II** is a single incumbent classification and serves in a lead capacity **within the Information Systems Specialist job series; scheduling and prioritizing work requests, and provides ing e**work direction and training to staff **varied and complex customer/technical support to various levels of organizational staff in relation to the Student Information System (SIS) which requires the incumbent to possess a broad knowledge of IT principles, concepts and methods; and a high degree of analytical ability and problem solving skills.**

REPRESENTATIVE ESSENTIAL DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.n

Data Processing:

Oversees and supports staff in AUHSD grading program activities such as form scheduling, mark posting, error checking, report card design, and printing processes. ~~Receive, prioritize and schedule work requests to achieve maximum efficiency of personnel and equipment to meet time lines; balance work loads during peak periods by prioritizing work and contacting work order requestor for clarification of request as needed; monitor progress of work requests. -E; prepare and update command procedures used for operations processing. -E; m~~**Maintains records related to work scheduled and completed in a variety of formats, including daily record of work performed, supplies used, and various records associated with special requests; designs and completes various forms for approval. -E; a****Assures work is completed in a timely manner; distributes completed projects to appropriate staff. -E; p****Participates in program code maintenance by assisting programmers with testing and debugging activities; a****Assists with hardware/software system conversions as needed.**

SIS Data Maintenance:

Communicates with SIS users to define criteria and formulate complex ad-hoc reporting queries using Structured Query Language (SQL); creates customized reports for various outside agencies, including non-profit organizations, and the military; analyzes and defines data requirements and specifications to automate school processes and reporting requirements of the SIS using Business Intelligence (BI) tools; diagnoses and resolves problems in response to customer reported incidents; assists with management of district geocoding and address validation tables; assists with AUHSD KTL/Course Directory content management in SIS; assists Systems Analyst in planning, developing and implementing corrective action to support data integrity of the SIS; assists Systems Analyst with overseeing data integrity within the SIS, which includes data security, reporting and project management; assists Director of Education & Information Technology in analyzing data, systems planning, implementation and production operations support of the SIS; participates in Information Technology projects as needed; evaluates and implements SIS data requests, and coordinates those requests with multiple

~~E - Essential Job Functions~~
~~Approved 6/12/01~~
~~BOT Approved: 12/13/01~~

departments; develops and implements SIS automation activities that support school-wide policies directly related to attendance, health and registration processes.

Technical/Customer Support:

Identifies training needs; develops training materials; and facilitates training courses of the SIS, and associated applications; provides training and technical support for district benchmark program, including data warehouse training and optical scanner operations; assists with Student Information System (SIS) user assignments, access and permission levels; participates in new program implementations by providing business process support and parameters of implementation process; makes recommendations to district-level directors, site administrators, and departmental staff in relation to data integrity requirements, and SIS capacity; develops and prepares program and process documentation, and user manuals for SIS end-users; evaluates and provides recommendations on new SIS technologies and architectures by determining applicability to current business processes and interfacing with current systems; communicates district-wide SIS change request to supervisor for approval; tTrains and provides work direction and guidance to assigned staff; provides support for the Internet including maintenance of Web pages as needed; iInterprets verbal and written instructions; reads and interprets instructions from various manuals and operation guides; maintains and updates operations user manuals as needed; pPerforms related duties as assigned.

~~Operate a large scale computer system and the appropriate peripheral equipment including disk drives, tape drives, I/O devices, printers, video display and printing terminals, an optical scanner and forms handling equipment; operate personal computers; monitor the system for incorrect operation; monitor computer console for hardware and/or software malfunctions and error conditions; take corrective action or notify supervisors of major problems. EMonitor various aspects of input and output of data for errors including unauthorized requests, forms and supply problems, errors between totals or balances on reports, and excessive use of system resources; assure batch files run properly. EContact vendor's agents or customer engineers to report problems with hardware as needed; notify appropriate Information Systems management staff. EAssure peripheral equipment is in good repair and scheduled cleanings are completed according to established time lines. EOrganize and maintain an inventory of forms and supplies and work with supervisor and vendors when quantities approach reorder levels. EAssist with maintenance of a library of backup tapes and related records; back up and restore files.~~

MINIMUM QUALIFICATIONS:

Any combination of experience, education and training that would likely provide the required knowledge and abilities is qualifying. A typical combination would be the following:

~~**EDUCATION AND EXPERIENCE:**Any combination equivalent to:~~

Education and Training:

~~g~~Graduation from high school, supplemented by college level course work in computer operations information systems, programming or related field. **Associate of Science degree in information systems, computer programming, or related field is desirable.**

Experience:

~~t~~**Three Five** years of increasingly responsible experience in data processing and large scale computer operations ~~in an information services and technology support-related field or equivalent work at K-12 schools, specifically working with the Student Information System – OR –two years as an AUHSD I nformation Systems Technology staff member may be substituted for the five years of experience.~~

EMPLOYMENT STANDARDS KNOWLEDGE AND ABILITIES:

Knowledge of:

- Relational database management systems, commonly used query languages such as ANSI Structured Query Language (SQL) 2003 or greater, table relationships and views;
- Advanced relational database concepts, principles, and methods including database logical and physical design, normalization, storage capacity management, and backup and recovery;
- Systems installed in organization such as CALPADS, Zangle, Aeries, Illuminate, TeleParent, etc;
- Customer service and customer support principles and methods;

Salary Range: CSEA/63 – Non-Exempt

Approved 6/12/01

Techniques of training and group presentation methods;
Basic troubleshooting of any software components of the SIS, and associated systems;
Wide variety of applications, and equipment used in school organizations, such as MS Suite, PCs, and high capacity printers;
Principles and practices of ~~training and~~ providing work direction to others;
Forms design;
Modern office practices, procedures and equipment;
Oral and written communication skills;
Interpersonal skills including tact, patience and courtesy
~~Methods and procedures of mainframe computer and auxiliary equipment operation.~~
~~Proper handling of forms and media used in operation of the computer.~~
~~Record-keeping techniques.~~
~~Inventory procedures and records.~~

Ability to:

Assist in maintaining database operations and returning disrupted systems to normal operations;
Create reports, analyze and manipulate data in response to customer requirements;
Learn sources, characteristics, and uses of organization's data assets;
Participate in planning and delivery of a full range of customer/technical support services to the organization;
Display tact and diplomacy when assisting customers, coworkers, and vendors;
Work under pressure;
Manage multiple, concurrent and conflicting priorities and deadlines;
Document and design business processes;
Assess user requirements within the scope of business processes and software limitations;
Troubleshoot business processes, SIS applications, and associated software design related issues;
Speak to large groups;
Reason logically;
Find, assess, and analyze business process alternatives and develop effective SIS solutions;
Learn quickly;
Retain understanding of new software and/or data management systems;
Train and provide work direction to others;
Explain technical problems and recommend solutions to appropriate staff;
Maintain records in a variety of formats;
Type at an acceptable rate of speed;
Understand and follow oral and written instructions;
Develop, modify, read, interpret and apply directions in manuals and operations guides;
Establish and maintain cooperative and effective working relationships with others;
Meet schedules and time lines;
Work independently with little direction;
Communicate clearly both orally and in writing;

~~Prioritize and schedule work.~~
~~Perform a variety of duties involved in the operation of a large scale computer and the appropriate peripheral equipment.~~
~~Operate a variety of equipment related to computer input and output.~~
~~Troubleshoot and define problems with equipment and software.~~
~~Burst, decollate and distribute a large volume of printed reports.~~

PHYSICAL DEMANDS

Employees in this classification walk, stand, and sit for long periods of time, lift 5 to 25 lbs unassisted, carry, push, pull stoop, bend and use fingers, wrists or hands repetitively, have rapid mental/muscular coordination, speak clearly, hear normal voice conversation, have depth perception, and use a computer and telephone.

WORK ENVIRONMENT

Employees in this classification work inside exclusively using machinery with moving parts;

Salary Range: CSEA/63 – Non-Exempt

Approved 6/12/01

employees may work in direct contact with the public, and other District staff, may be subjected to negative interpersonal situations, with high volume of work and tight deadlines, with continuously changing priorities and interruptions, and may work alone without guidance from supervisor.

~~WORK CONDITIONS:~~

~~ENVIRONMENT:~~

~~Indoor environment.~~

~~Noise from computer and printing operations.~~

~~PHYSICAL DEMANDS:~~

~~Seeing to read a variety of materials and view a computer monitor.~~

~~Hearing and speaking to exchange information.~~

~~Sitting or standing for extended periods of time.~~

~~Bending at the waist, kneeling or crouching.~~

~~Lifting, carrying, pushing or pulling heavy objects weighing 50 pounds or more.~~

~~Reaching overhead, horizontally and above the shoulder to retrieve supplies.~~