



AGENDA

Regular Meeting
Tuesday, January 11, 2011 – 4:15 p.m.
Board Room – District Office

AGENDA POSTED: January 07, 2011 – Personnel Commission Office Window

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

2.0 **ROLL CALL**

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

3.0 **PLEDGE OF ALLEGIANCE**

Personnel Commission Chairperson, Audrey Cherep, 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 14, 2010. **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 Language Testing Assistant at salary range CSEA-51 **Exhibit C** Moved by _____
 Seconded _____
 Vote _____

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8.0 **RULES AND REGULATIONS**

- 8.1 Revised Chapter 5 of the Personnel Commission
Rules, First Reading

Exhibit D No Action Required

9.0 **OTHER**

- 9.1 Unfinished Business

No Action Required

- 9.2 Commissioner's Comments

No Action Required

10.0 **NEXT REGULAR MEETING**

Date: February 08, 2011
Time: 4:15 p.m.
Location Board Room-District Office

11.0 **ADJOURNMENT:** _____ **p.m.**

MINUTES

Regular Meeting
Tuesday, December 14, 2010 – 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 PLEDGE OF ALLEGIANCE

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

3.0 OATH OF OFFICE

3.1 Mr. Castillo administered the oath of office to appoint Charles Darrington as Commissioner to the Personnel Commission.

4.0 ROLL CALL

Present: Audrey Cherep, Chairperson; Speed Castillo, Vice Chairperson; Charles Darrington, Commissioner; and Victoria Wintering, Ph.D., Executive Director.

5.0 PUBLIC COMMENTS

There were no public comments at this time.

6.0 GENERAL FUNCTIONS

6.1 On the motion of Mr. Darrington, duly seconded and unanimously carried, the Personnel Commission adopted the agenda as amended.

6.2 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the minutes of the regular meeting of November 09, 2010.

6.3 Election of Officers of the Personnel Commission for the term of December 2010 to December 2011.

6.3.1 On the motion of Mr. Castillo, duly seconded and unanimously carried, Audrey Cherep was elected as Chairperson of the Personnel Commission.

6.3.2 On the motion of Mr. Darrington, duly seconded and unanimously carried, Speed Castillo was elected as Vice-Chairperson of the Personnel Commission.

6.4 Communication

6.4.1 Dr. Wintering gave the Commissioners information regarding the CSPCA Conference that will be held in February. She also informed the Commissioners that AUHSD will be hosting the Merit Academy in September 2011.

MINUTES

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7.0 SELECTION PROCESS

7.1 List of Current Recruitments (Test Plan)

7.2 Certification/ratification of eligibility lists

7.2.1 Administrative Assistant

On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission certified the eligibility list for Administrative Assistant.

7.2.2 Administrative Assistant-Bilingual

On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission certified the eligibility list for Administrative Assistant-Bilingual.

7.2.3 Parent Involvement Specialist

On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission certified the eligibility list for Parent Involvement Specialist.

7.2.4 Senior Administrative Assistant

On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission certified the eligibility list for Senior Administrative Assistant.

7.2.5 School Community Liaison-Bilingual

On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission certified the eligibility list for School Community Liaison-Bilingual.

8.0 CLASSIFICATION AND SALARY

8.1 On the motion of Mr. Darrington, duly seconded and unanimously carried, the Personnel Commission approved the new job classification of Assistant Director-Nutrition Services at salary range MGMT/19.

8.2 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the revised job classification of Programmer Analyst at salary range CSEA/75.

9.0 CLOSED SESSION

9.1 Adjourn to Closed Session

Public Employee Discipline/Dismissal/Release (Government Code 54957)

Adjourned to Closed Session at 4:37 p.m.



MINUTES

Regular Meeting **Tuesday, December 14, 2010 – 4:15 p.m.** **Board Room – District Office**

Reconvened to Regular Meeting at 5:04 p.m.

No action was taken.

10.0 OTHER

10.1 On the motion of Mr. Darrington, duly seconded and unanimously carried, the Personnel Commission approved the Educational Consulting Agreement for Marc Steele to conduct hearing HR-2009-10-7.

10.2 No unfinished business at this time.

10.3 Commissioner's Comments

Mr. Charles Darrington spoke regarding how happy he was to begin his service as a Personnel Commissioner for Anaheim Union High School District.

11.0 NEXT REGULAR MEETING

Date: **Tuesday, January 11, 2011**
Time: 4:15 p.m.
Location Board Room

12.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 5:05 p.m.

Audrey Cherep, Chairperson

Personnel Commission
2010-2011
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
Occupational Therapist		7/28/2010	10/28/2010	65	Open	None				N/A	11/4/2010	5	SD
Sign Language Interpreter		8/23/2010	9/13/2010	15	Open	None				N/A			MT
Job Developer/Job Coach		8/30/2010	9/20/2010	15	Open	None	10/12/2010	11/10/2010	12/15/2010	N/A	1/11/2011	59	MT
Substitute Bus Driver		9/16/2010	9/22/2010	5	Open	None	11/9/2010	3/2010, 12/14/2010		N/A	1/11/2011	52	VK
Food Service Manager I		11/1/2010	11/23/2010	15	Open	None	12/13/2010	1/19/2011		N/A			SD
Food Service Assistant II		11/1/2010	11/23/2010	15	Promo	None	12/16/2010						VK

CLASS TITLE: LANGUAGE TESTING ASSISTANT

DEFINITION-BASIC FUNCTION:

Under the direction of the Language Assessment Center Coordinator, perform a variety of English and target language testing as required by State law and District regulations; enter and aggregate computerized data in assigned student data base; administer a variety of oral and written student placement assessments.

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.

Language Testing:

Administer a variety of oral and written student placement assessments including English and primary language and special education academic tests; evaluate test results and recommend grade and class schedule placement; ~~E~~ interview students and parents in their primary language to obtain educational background information to assist in determining appropriate educational placement; ~~E~~ inform students and parents who have a primary language other than English of the Limited English Placement (LEP) **English Learner (EL)** program, general school and District information and availability of local community services; communicate with administrators, staff, students and parents to coordinate activities and exchange information-~~E~~; prepare and package testing materials; ~~E~~ maintain student folders; complete and file required forms and documentation-~~E~~.

Electronic Data Maintenance:

~~Operate a computer and mainframe terminal to e~~Enter and aggregate test results and data in assigned student data base; summarize data for statistical placement reports for distribution to State, District and school administration; ~~E~~ read and interpret data printouts from **student information system** the mainframe; ~~E~~ **operate a computer and various office equipment including, but not limited to PCs, scanners, fax machine, calculator and copier.** ~~Operate a variety of office equipment including a calculator, fax machine and copier; E~~ perform related duties as assigned.-~~E~~

MINIMUM QUALIFICATIONS:

Education and Training:

Any combination equivalent to: graduation from high school supplemented by college-level course work in a designated second language.

Experience:

~~And~~ Two years of classroom experience assisting in the instructional program in a second language, of **experience as a bilingual classroom aide** including some experience working with computers.

Licenses and Other Requirements:

~~Incumbents must pass a written and oral bilingual test demonstrating academic achievement in English and a designated second language equivalent to a high school diploma.~~ **Possession of a valid California Class C Driver License. Evidence of adequate insurance for a motor vehicle which meets the California legal liability insurance requirement and continue to maintain insurability. Use of an automobile.**

EMPLOYMENT STANDARDS:Knowledge Of:

Operation of a computer, **student information system** mainframe terminal and assigned software.
 Available primary language tests.
 Modern office practices, procedures and equipment.
 Data entry techniques.
 Principles and practices of record retrieval and record-keeping.
 Principles and procedures related to data aggregation.
 Graphing and statistical reporting formats.
 Correct oral and written usage of English and a designated second language.
 Basic math.
 Interpersonal skills using tact, patience and courtesy.
 Applicable laws, codes, rules and regulations related to assigned activities.

Ability To:

Operate a computer, **student information system** mainframe terminal and assigned software.
 Read, write, translate and interpret English and a designated second language.
 Assess students' basic oral communication skills and cognitive academic linguistic proficiencies in reading, language, science and math in English and the target primary language.
 Access a variety of reports and print out student information from the ~~mainframe computer~~ **student information system**.
 Maintain an accurate, complex and comprehensive data base for several sites.
 Manipulate data in a variety of ways to produce statistical reports.
 Understand the socio-cultural aspects of a language and establish a comparable and appropriate test climate.
 Understand and follow oral and written instructions.
 Communicate effectively both orally and in writing.
 Establish and maintain cooperative and effective working relationships with others.
 Meet schedules and time lines.
 Maintain records and files.
 Operate a variety of office equipment.

ENVIRONMENT:**PHYSICAL DEMANDS:**

~~Dexterity of hands and fingers to operate a computer keyboard.~~
~~Hearing and speaking to exchange information.~~
~~Sitting for extended periods of time.~~
~~Seeing to read a variety of materials~~

PHYSICAL DEMANDS:

Employees in this classification stand, walk, sit, stoop, bend, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously; have rapid mental/muscular coordination, speak clearly, hear normal voice conversation, can distinguish shades and have color vision; use a computer and a telephone; drive a vehicle.

WORKING CONDITIONS:

~~Office environment.~~

WORK ENVIRONMENT:

Employees in this classification work inside exclusively, in confined spaces, with exposure to minor contagious illnesses (colds, flu, etc.), exposure to severe contagious illnesses or disease (tuberculosis, measles, mumps, chicken pox, hepatitis, etc.), in direct contact with the public, students, and District staff, and with a high volume of work and tight deadlines.

Salary Range: CSEA – Range/51

RULE 5

RECRUITMENT AND EXAMINATIONS5.1 RECRUITMENT

5.1.1 Announcement of Examinations

The Commission shall direct and administer the holding of examinations to create eligibility lists for filling classified positions.

- A. No employment opportunity bulletin may be distributed and no part of any examination held until the Board has designated the duties for a class and the Commission has completed classification, including the setting of salary for new classifications and the establishment of employment standards.
- B. Whenever it is necessary to fill an existing or anticipated vacancy in the classified service and an appropriate eligibility list does not exist, the Commission shall announce an examination on an employment opportunity bulletin.
- C. The employment opportunity bulletin shall be placed on the Anaheim Union High School District AUHSD website, school site bulletin board, and for at least fifteen (15) working days' prior to the last day to file applications. The Personnel Director shall determine the appropriate recruitment strategy which may include advertisements in newspapers, trade and businesses journals or other media. The Personnel Director shall ensure that community agencies and organizations dealing with groups protected by law are notified of examinations.
- D. The employment opportunity bulletin shall contain the title of the class and may include the following:
 1. Information concerning the location of employment, the expected number of vacancies, and other conditions of employment;
 2. Description of the scope of duties and responsibilities of the position and the class;
 3. The qualifications and employment standards for the class;
 4. Salary, benefits and other compensation;
 5. The closing date for filing applications;
 6. The general nature of the subjects in the examination and the types of exams to be given; and

7. Such other information as will assist the interested persons in understanding the nature of the position and procedures necessary to participate in the examination.

Reference: Education Code 45109, 45272, 45278

5.1.2 Insufficient Applications

In the event that the Commission receives insufficient applications or less than three ranks of eligible results from an examination, the Personnel Director shall review records to ensure that adequate recruitment efforts have been made. The following actions may be taken by the Personnel Director.

- A. Extension of the posting period may be ordered.
- B. The field of competition may be changed to increase recruitment opportunities.
- C. Both A and B above may be ordered concurrently.

5.2 EXAMINATIONS

5.2.1 Determination of Examinations

The Commission shall determine the standards of proficiency required for each examination and determine whether the examination shall be:

- A. Promotional
- B. Promotional and Open Competitive
- C. Open and Continuous
- D. Senior Management

Reference: Education Code 45272, 45284

5.2.2 Promotional Examinations

Where an adequate field of competition exists within the District and examinations, can be reasonably expected to result in three (3) qualified ranks of eligibles, the field of competition may be limited to promotional applicants by the Commission.

- A. Promotional examinations shall be restricted to permanent employees of the District and former employees on a valid reemployment list who meet the qualifications of the class. Probationary employees may be allowed to test but shall not be certified from a promotional eligibility list until permanent status is gained.

- B. Performance evaluations and employee development appraisals prepared by the immediate supervisor and reviewed by the employee may be considered in evaluating an employee's general fitness for promotion.
- C. Written notices concerning promotional examination shall be distributed to all locations where classified employees work for at least fifteen working days prior to the last day to file an application.
- D. During periods when school is not in session or during periods of approved paid or unpaid leave of absence, regular classified employees shall be notified via e-mail or by U.S. mail of examinations, which they have designated, providing a written request (job interest form) has been filed with the Personnel Commission office. The notice will be mailed to the mailing address listed in the request by the employee.

Reference: Education Code 45103, 45272, 45284

5.2.3 Promotional and Open Competitive Examinations

Where an adequate field of promotional applicants does not exist or there is doubt as to its adequacy, an open competitive recruitment shall be authorized by the Commission.

- A. Applicants shall be considered as a group in determining qualifications and passing scores on the examination.
- B. The resulting eligibility list shall consist of promotional and open competitive eligibles merged onto one list after granting service credit and veterans' preference points.

Reference: Education Code 45103, 45272, 45282, 45284

5.2.4 Open and Continuous Examinations

The Commission may designate examinations for specified classes as open and continuous. Applications will be accepted each working day and tests shall be given as the need arises.

- A. If a qualifications appraisal interview is required, the interview panel may consist of two (2) persons who may be employees of the District or Commission, as determined by the Personnel Director.
- B. A candidate may not retake a test for the same or similar written test for a classification for a period of one hundred twenty (120) calendar days unless an equivalent test form is available or the Personnel Director determines it is in the best interest of the District or is in fairness to the candidate (s).

Reference: Education Code 45273

5.2.5 Senior Management Examinations

Examinations for positions designated as senior management by the Board of Trustees shall be developed and administered by the commission. An eligibility list resulting from a Senior Management examination shall include eligibles successful in the examination and the list shall be unranked. Names of the successful eligibles shall be placed on the list in alphabetical order.

Reference: Education Code 45256.5

5.2.6 Types of Examinations

All exam parts shall be prepared under the direction of the Personnel Director who shall assign relative weights to each part and determine passing scores. Examinations shall be administered objectively and shall consist of exam parts that relate to the job. Exam parts shall include any professionally accepted psychometric assessment, including:

- A. Written exam.
- B. Structured Interview.
- C. Practical demonstration of skill and ability.
- D. Other exams of fitness as determined by the Personnel Director.

Reference: Education Code 45273

5.2.7 Written Exams

A written exam for a class may cover any subject matter related to the duties of the positions within the class. The exam may include an assessment of skills, knowledge, abilities, and/or personal characteristics/competencies that are necessary for successful job performance in the class for which the examination is being administered.

Reference: Education Code 45273

5.2.8 Interview Panel Exams

If an examination includes an interview panel, the Personnel Director shall ensure the following:

- A. The panel shall consist of at least two (2) raters who are knowledgeable of the competencies being evaluated. Raters may serve on only one (1) exam part.
- B. An employee of the District or Commission may serve on an interview panel if not at the first or second level of supervision over a vacant position in the class for which the examination is being held.

- C. Unless specifically directed to evaluate candidates' technical knowledge and skills, the interview panel shall confine itself to evaluating general fitness for employment in the class.
- D. When the interview panel is directed to evaluate technical knowledge and skills, at least two (2) members of the panel shall be technically qualified in the specified occupational areas being evaluated.
- E. Members of the Board of Trustees or Personnel Commission shall not serve on an interview panel.
- F. Interviews shall be electronically recorded.
- G. Scores achieved on other exam parts shall not be made available to the interview panel.
- H. Interview panel members shall not be provided with confidential references or performance evaluations of candidates.
- I. If the examination part is so structured that a rater judgment is minimal, such as in a training and experience assessment, one (1) rater may be used.

5.2.9 Evaluation of Training and Experience

If a part of the examination is an evaluation of the applicant's training and experience, the evaluation shall be individually and independently conducted by at least two (2) raters other than the interview panel. The scores of the evaluation of training and experience shall be listed in rank order. The Personnel Director shall determine the weight prior to the evaluation. The Personnel Director shall determine the passing score of the training and experience evaluation.

5.2.10 Admission to the Examination

Each applicant, whose application has been approved, shall be notified a reasonable time in advance of the time, date, and place of the examination. The notice shall be the applicant's authorization to take the examination. Candidates shall not be admitted to any examination without this authorization or other approved evidence of having filed an acceptable application. Each candidate must provide personal identification at the exam site in order to be admitted to the exam

5.2.11 Examination Procedures

Competitors must follow the exam procedures prescribed by the Personnel Director. Procedures for written exams are:

- A. Competitors/Candidates in any written exam must take the exam on the prescribed date, unless approved by the Personnel Director or the Commission.

- B. Copies of the questions in an exam shall not be made by competitors/candidates or other unauthorized persons.
- C. Where written exams are required, they shall be so managed that none of the exam papers will disclose the identity of a candidate to the person establishing the pass point for the exam.

Reference: Education Code 45273

5.2.12 Seniority Credits – Promotional Examinations

In promotional examinations, seniority credit shall be added to the final passing scores of candidates in the amount of ½ of one point for each year of service, not to exceed a total of ten points. Credit shall be granted for time spent in regular status in the classified service and on leave from the classified service while otherwise employed in this district. A full year's credit shall be granted to employees whose regular position is assigned on less than a calendar year basis. Credits shall be calculated for units of not less than a half year, and fractions of a year shall not be counted.

5.2.13 Veterans' Preference

A veteran, as defined in this Rule, shall mean an individual who has served United States Army, Navy, Marine Corps, Air Force, or Coast Guard within the dates listed below:

World War II: December 7, 1941 to December 31, 1946

Korea: June 27, 1950 to May 7, 1975

Vietnam: August 4, 1964 to May 7, 1975

Service in the Coast Guard between December 7, 1941 and January 1, 1946, is also credited.

During the Gulf War from August 2, 1990, through January 2, 1992; or for more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom.

- A. Veterans shall have an additional five (5) points added to their final passing score in entry-level examinations.
- B. Disabled veterans shall have an additional ten (10) points added to their final passing score in entry-level examinations. A disabled veteran is a veteran as defined in this Rule and classified by the U.S. Veterans Administration to be ten (10%) percent or more disabled as a result of service in the armed forces.

- C. Entry-level positions are defined as all positions within the classified service when the eligible is first employed by the district, ~~except for positions designated management or senior management.~~

Reference: Education Code 45294, 45295, 45296

5.2.14 Examination For Business Manager

Examinations held for Business Manager or any position at or above that level shall be held as promotional and open competitive. All permanent employees of the District, both classified and certificated, shall be eligible to compete as promotional candidates, providing they meet the established employment standards. Service credit granted shall be applied equally to both classified and certificated promotional candidates.

Reference: Education Code 45280

5.3 PROTEST AND REVIEW OF EXAMINATIONS

5.3.1 Protest of an Examination

A protest of any test part shall be made within five (5) working days after completion of the portion of the examination on which the protest is based. All protests shall be made in writing to the Personnel Director. Each protest shall give specific facts and reasons to support the protest and shall include supporting documentation or references.

Reference: Education Code 45274

5.3.2 Failure to File Protest

Failure to file a protest in writing with the Personnel Director within the protest period shall constitute a waiver of the right to protest that part of the examination process.

Reference: Education Code 45274

5.3.3 Personnel Director Shall Review All Protests

The Personnel Director shall review and act upon all protests within five (5) working days of receipt of a timely filed protest. The Personnel Director may allow more than one (1) answer to a question, disqualify a question, direct the examination to be re-scored, disqualify a rater or take any other appropriate action if the protest is valid. A protest resulting in any change will result in the test papers of all candidates or eligibles being reviewed and re-scored accordingly.

Reference: Education Code 45274

5.3.4 Protest Review By The Commission

If the Personnel Director rules against the protest, that decision may be reviewed by the Commission. Filing a request for review by the Commission shall not stop or otherwise delay the examination process unless so directed by the Commission.

- A. Requests for review of a protest by the Commission shall be submitted in writing to the Commission Office within three (3) working days of receipt of the Personnel Director's decision.
- B. The Commission shall review all written materials regarding the protest and may render a decision. If the commission requires more information, they may review additional materials or hear oral information from the person protesting or other persons as determined by the Commission. The Commission shall render a decision in the matter as soon as practicable. The decision of the Commission is final.

Reference: Education Code 45274

5.3.5 Disposition of Protests Prior To Appointment

No appointment shall be made from an eligibility list until all protests have been resolved. Resolution may be that the candidate or eligible is satisfied with the Personnel Director or Commission's response, a protest is not timely filed and/or the Commission has made a final determination. The District shall be notified when a protest results in a delay of an appointment.

Reference: Education Code 45274

5.3.6 Request For Review Of Test

Requests to review exam segments shall be made within ten (10) working days of receipt of the examination results. The review of exam segments shall be made within thirty (30) days of the request. No person shall remove or copy any information or exam material from the examination.

Reference: Education Code 45274

5.4 RETENTION OF RECORDS

5.4.1 Retention of Examination Records

Examination records, including, but not limited to, exam answer sheets, tape recordings of interviews, and the rating sheets of each member of a structured interview panel shall be retained for a period of one (1) year.

Reference: Education Code 45274

5.4.2 Examination Records To Be Confidential

Examination records shall be confidential. Records, such as identifiable ratings of panel members and confidential references from previous employers shall not be available for review.

Reference: Education Code 45274

5.4.3 Records Available For Review

Remaining examination records, such as papers, recorded interviews and scores of the candidate or eligible shall be available for review only by the candidate or eligible or a designated representative. The candidate or eligible or designated representative shall not review the records of any other person.

Reference: Education Code 45274

Personnel Commission Approved: 12/09/08