



AGENDA

Regular Meeting
Tuesday, January 15, 2013 – 3:30 p.m.
Board Room – District Office

AGENDA POSTED: January 11, 2013 – Personnel Commission Office Window

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

2.0 **ROLL CALL**

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

3.0 **PLEDGE OF ALLEGIANCE**

Personnel Commission Chairperson, Charles 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 the regular meeting of December 11, 2012. **Exhibit A** Moved by _____
 Seconded _____
 Vote _____

6.0 **SELECTION PROCESS**

6.1 List of Current Recruitments (Test Plan) **Exhibit B** No Action Required

6.2 Certification/Ratification of Eligibility Lists **Exhibit C, D, E, F, G** Moved by _____
 Seconded _____
 Vote _____

- 6.2.1 Bus Driver – Open (2012 JG)
- 6.2.2 Executive Assistant to the Superintendent – Open
- 6.2.3 Instructional Assistant – Adult Transition - Open
- 6.2.4 Instructional Assistant – Special Abilities - Open
- 6.2.5 School Library/Media Technician – Promotional Only

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



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AGENDA

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7.0 NEXT REGULAR MEETING

The next regular meeting date:

Date: February 12, 2013
Time: 3:30 p.m.
Location: Board Room-District Office

8.0 ADJOURNMENT: _____ p.m.



MINUTES

Regular Meeting
Tuesday, December 11, 2012 – 3:30 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 Charles Darrington at 3:30 p.m.

2.0 ROLL CALL

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

3.0 PLEDGE OF ALLEGIANCE

Personnel Commission Chairperson, Chuck Darrington, 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

Executive Director of Human Resources Classified, Dr. Victoria Wintering spoke regarding the information in the Customer Service Training.

5.0 GENERAL FUNCTIONS

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

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 13, 2012.

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

5.4 Election of Officers of the Personnel Commission for the term of December 2012 to December 2013

5.4.1 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved to select 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 select Speed Castillo as the Vice-Chairperson of the Personnel Commission.



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5.5 Communication

5.5.1 Dr. Wintering spoke about the upcoming California School Personnel Commissioners Association Annual Conference taking place during February in Anaheim.

5.5.2 None

5.5.3 None

6.0 **SELECTION PROCESS**

6.1 List of Current Recruitments (Test Plan)

6.2 Certification/ratification of eligibility lists

6.2.1 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission certified the eligibility list for School Community Liaison Bilingual (Spanish) - Open.

6.2.2 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission certified the eligibility list for Translator – Spanish – Promotional Only.

6.3 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the extension of the Human Resources Technician Eligibility List, established on December 13, 2011 and expired on December 13, 2012, for a period of six months.

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 26-28, 2012 and January 2-4, 2013.

7.2 No unfinished business at this time.

7.3 No Commissioner's comments at this time.



MINUTES

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8.0 CLOSED SESSION

8.1 Adjourn to Closed Session

To consider matters pursuant to Government Code Section 54956.9 (b): Conference with legal counsel, anticipated litigation, AAA Case No. 30-2012 00609759.

Adjourned to Closed Session at 3:43 p.m.

Reconvened to Regular Meeting at 3:57 p.m.

9.0 NEXT REGULAR MEETING

Date: **Tuesday, January 15, 2013**
Time: 3:30 p.m.
Location: Board Room

10.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 3:59 p.m.

Charles Darrington, Chairperson

Personnel Commission
2012-2013
CURRENT TEST PLAN

Classification	Req to test rec'd	Posted	Closed	Days Posted	Field of Competition	NCLB Test	Written Test	Performance Test	Oral Test	Bilingual Certification	List Established	PC Approval Date	Bus. Days from Closing	Recruiter
Bus Driver		10/17/2012	11/6/12	15	Open	None	11/27/2012	12/17/2012, 12/19/12	N/A	N/A	1/15/13		25	JG
School Library Media Technician		9/28/2012	10/18/12	15	Promo	None	11/16/2012	N/A	12/11/2012	N/A	1/15/13		32	VK
Inventory Control Specialist		9/13/2012	10/3/12	15	Promo	None	None	10/23/2012	11/6/2012	N/A	11/7/12	11/13/12	26	LPB
Instructional Assistant-Special Abilities		9/13/2012	10/3/12	15	Open	11/6/2012	11/15/2012	N/A	N/A	N/A	1/15/13		43	VK
Instructional Assistant-Adult Transition		9/13/2012	10/3/12	15	Open	11/6/2012	11/16/2012	N/A	N/A	N/A	1/15/13		44	VK
Instructional Assistant-DHH/VI		9/13/2012	10/3/12	15	Open	11/6/2012	11/14/2012	N/A	1/22/2013	N/A	1/22/13			VK
Instructional Assistant-Behavioral Support		9/13/2012	10/3/12	15	Open	11/6/2012	11/13/2012	N/A	1/17/2013	N/A	1/17/13			VK
Executive Assistant to the Superintendent		9/17/2012	10/5/12	15	Open	None	10/26/12, 11/1/12, 11/5/12	11/29/2012	12/10/2012	N/A	1/15/13		38	MR/NW
School Community Liaison-Bil. Spanish		9/24/2012	10/15/12	15	Open	None	11/9/2012	N/A	12/4/2012	12/4/2012	12/5/12	12/11/13	38	LPB
Translator-Spanish		9/24/2012	10/15/12	15	Promo	None	N/A	10/23/2012	11/28/2012	11/28/2012	11/29/12	12/11/13	34	LPB
Occupational Therapist		9/17/2012	Continuous until Filled	n/a	Open	None	N/A	N/A	N/A	N/A	N/A			MR
Warehouse Worker-Central Services		9/27/2012	10/17/12	15	Open	None	11/8/2012	12/7/2012	1/16/2013	N/A				LPB
Business Technician		10/8/2012	10/30/12	15	Promo	None	12/5/2012	1/10/2013	1/10/2013	N/A				VK
FS Manager II		11/13/2012	12/5/2012	15	Promo	None	N/A	1/15/2013	1/15/2013	N/A				JG
Information System Specialist II		11/6/2012	11/30/2012	16	Open	None	12/19/2012	1/23/2013	1/23/2013	N/A				LPB



ANAHEIM UNION HIGH SCHOOL DISTRICT
Learning With Purpose: College and Career Ready

ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. R01 - 0611 - VK

POSITION: BUS DRIVER - OPEN (2012-JG)

DATE ADVERTISED: 10/17/12 - 11/06/12

NUMBER OF APPLICATIONS RECEIVED: 69

NUMBER OF APPLICANTS ADMITTED TO EXAM 29

DATE OF WRITTEN EXAM: 11/27/2012

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 29

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 20

DATE OF PERFORMANCE EXAM: 12/17/12 & 12/19/12

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM 17

NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM 12

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST: 12

PANEL MEMBERS:

- JOHNNY TREVINO, TRANSPORTATION SUPERVISOR, FOUNTAIN VALLEY SD
- SUSAN GOYTIA, SENIOR BUS DRIVER, WALNUT VALLEY USD
- DANNY COVINGTON, BUS DRIVER TRAINER SUPERVISOR, GARDEN GROVE USD
- DEVON AUSTIN, TRANSPORTATION SUPERVISOR, LONG BEACH USD


VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: JANUARY 15, 2013

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT

Learning With Purpose: College and Career Ready

ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. S19-2012

POSITION: EXECUTIVE ASSISTANT TO THE SUPERINTENDENT – OPEN

DATE ADVERTISED: 10/01/12 – 10/05/12

NUMBER OF APPLICATIONS RECEIVED: 235

NUMBER OF APPLICANTS ADMITTED TO EXAM 140

DATE OF WRITTEN EXAM: 11/01/12

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 71

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 50

DATE OF PERFORMANCE EXAM: 11/29/12

NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM 22

NUMBER OF APPLICANTS PASSING ORAL EXAM 18

DATE OF ORAL EXAM: 12/10/12


NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM 18

NUMBER OF APPLICANTS PASSING ORAL EXAM 12

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	12
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PANEL MEMBERS:

- DANIELLE BAUTISTA, EXECUTIVE ASSISTANT TO THE SUPERINTENDENT, LA HABRA CITY SD
- CONNIE IMERTI, EXECUTIVE ASSISTANT BUSINESS SERVICES, LACOE
- TERRI JACOBSEN, EXECUTIVE ASSISTANT TO THE SUPERINTENDENT, ANAHEIM CITY SD
- SHERRI SNYDER, COORDINATOR OF ADMINISTRATIVE SERVICES, NEWPORT-MESA USD



 VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: JANUARY 15, 2013

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EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT

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PERSONNEL COMMISSION

ELIGIBILITY LIST NO. ET3-VMK-2012

POSITION: IA – ADULT TRANSITION – OPEN

DATE ADVERTISED: 9/13/12 – 10/3/12

NUMBER OF APPLICATIONS RECEIVED: 185

NUMBER OF APPLICANTS ADMITTED TO EXAM 165

DATE OF WRITTEN (NCLB MATH & ENGLISH) EXAM: 11/6/12

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 21

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 16

DATE OF WRITTEN (ABILITY TO ASSIST) EXAM: 11/16/12

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 89

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 85

DATE OF WRITTEN (JOB KNOWLEDGE) EXAM: 11/16/12

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 70

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 58

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST: 58


VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

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EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT

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ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. ES3-2012-VK

POSITION: IA – SPECIAL ABILITIES – OPEN

DATE ADVERTISED: 9/13/12 – 10/3/12

NUMBER OF APPLICATIONS RECEIVED: 147

NUMBER OF APPLICANTS ADMITTED TO EXAM 133

DATE OF WRITTEN (NCLB MATH & ENGLISH) EXAM: 11/6/12

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 15

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 10

DATE OF WRITTEN (ABILITY TO ASSIST) EXAM: 11/15/12

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 84

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 77

DATE OF WRITTEN (JOB KNOWLEDGE) EXAM: 11/15/12

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 61

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 50

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	50
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 VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: JANUARY 15, 2013

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT

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ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. LO3-2012-VMK

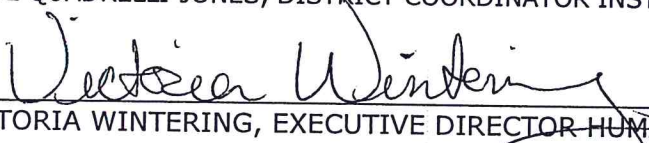
POSITION: SCHOOL LIBRARY/MEDIA TECHNICIAN - PROMOTIONAL ONLY

DATE ADVERTISED: 09/28/12 - 10/18/12

NUMBER OF APPLICATIONS RECEIVED:	85
NUMBER OF APPLICANTS ADMITTED TO EXAM	28
DATE OF WRITTEN EXAM: 11/16/12	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	25
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	16
DATE OF ORAL EXAM: 12/11/12	
NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM	14
NUMBER OF APPLICANTS PASSING ORAL EXAM	13
TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	13

PANEL MEMBERS:

SAM JOO, ASSISTANT PRINCIPAL, AUHSD
JUDI DURSI, ASSISTANT PRINCIPAL, AUHSD
RON HOSHI, ASSISTANT PRINCIPAL, AUHSD
CHERYL QUADRELLI-JONES, DISTRICT COORDINATOR INSTRUCTIONAL SERVICES, AUHSD


VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: JANUARY 15, 2013

EXTENDED:

EXPIRED: