

AGENDA

**Regular Meeting
 Tuesday, February 10, 2009 – 4:15 p.m.
 Board Room – District Office**

AGENDA POSTED: February 5, 2009 – Personnel Commission Office Window

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

2.0 **ROLL CALL**

		PRESENT	ABSENT
Chairperson:	Speed Castillo	_____	_____
Vice-Chairperson	Audrey Cherep	_____	_____
Commissioner	Ron Costello	_____	_____
Executive Director	Victoria Wintering	_____	_____

3.0 **PLEDGE OF ALLEGIANCE**

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

4.0 **PUBLIC COMMENTS**

This is an opportunity for employees and community members to address the Personnel Commission on a closed session item or a non-agenda item. Comments on items that are on the agenda will be heard when the item is considered. A maximum of five minutes will be allotted to each speaker with a total of 20 minutes for each subject matter. Speakers will follow procedures specified on the *Speaker Request Form* that is available on the table at the back of the Board Room. These forms may be submitted to the secretary at any time during the meeting.

In accordance with Government Code Section 54954.3, matters not on the agenda may not be acted on by the Personnel Commission, but will be researched and responded to in any one of the following ways:

- By telephone after research, or
- By mail after research, or
- At the next regular meeting of the Personnel Commission as an agenda item.

If you wish to address the Commission, please step to the podium and identify yourself for the record.

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 January 13, 2009.

Exhibit A

Moved by _____
 Seconded _____
 Vote _____

AGENDA

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5.3 Budget Update by Dr. Farley No Action Required

5.4 Communication No Action Required

- None

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**

6.2.1 Athletic Facilities Worker II

Moved by _____
Seconded _____
Vote _____

6.2.2 Human Resources Assistant

Moved by _____
Seconded _____
Vote _____

7.0 CLASSIFICATION AND SALARY

7.1 Approve revised job classification of Computer Lab Technician, at salary range 54 - CSEA, to Computer Lab Assistant, at salary range 47 - CSEA. **Exhibit D**

Moved by _____
Seconded _____
Vote _____

7.2 Reallocate from Computer Lab Technician. Salary Range 54 - CSEA, and will be Y rated at current salary, effective February 11, 2009.
Celia B. Chen
Sean Cho
Maria Lessard
Peggie Ross

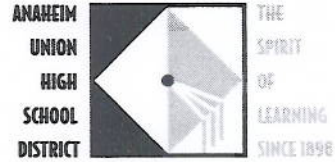
Moved by _____
Seconded _____
Vote _____

7.3 Approve revised job classification of School Site Technology Technician, at salary range 57 - AFSCME, to Technology Service Technician, at salary range 57 - AFSCME. **Exhibit E**

Moved by _____
Seconded _____
Vote _____

7.4 Reallocate from Computer Lab Technician. Salary Range 54 - CSEA to Technology Service Technician, at salary range 57 - AFSCME.
Adolfo Marrero
Donovan Small
Carlo Coles
James Barry

Moved by _____
Seconded _____
Vote _____



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7.5 Abolish job classification of Computer Lab Technician, at salary range 54 – CSEA.

Moved by _____
Seconded _____
Vote _____

8.0 RULES AND REGULATIONS

8.1 Approve Chapter 7 of the Personnel Commission Rules

Exhibit F

Moved by _____
Seconded _____
Vote _____

8.2 Personnel Commission Rules Chapter 8, First Reading

Exhibit G

No Action Required

9.0 CHARGES AND HEARINGS

None

10.0 OTHER

10.1 Unfinished Business

No Action Required

10.2 Commissioner's Comments

No Action Required

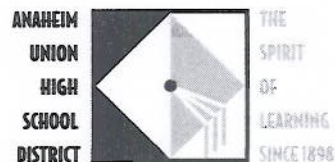
11.0 NEXT REGULAR MEETING

Date: **Tuesday, March 10, 2009**
Time: 4:15 p.m.
Location Board Room

12.0 ADJOURNMENT: _____ p.m.

Moved _____
Seconded _____
Vote _____

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



Page: 1 of 2

MINUTES

Regular Meeting
Tuesday, January 13, 2009 – 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 Speed Castillo at 4:15 p.m.

2.0 ROLL CALL

Present: Speed Castillo, Chairperson, Audrey Cherep, Vice Chairperson, Ron Costello, Commissioner, and Victoria Wintering, Executive Director.

3.0 PLEDGE OF ALLEGIANCE

Personnel Commission Chairperson Speed Castillo led the Pledge of Allegiance to the Flag of the United States of America.

4.0 PUBLIC COMMENTS

1. Manny Gonzalez, Athletic Facilities Worker I, spoke about not receiving notification for the Athletic Facilities Worker II examination.
 Dr. Wintering stated she would be happy to discuss the situation with Mr. Gonzalez the following day.

5.0 GENERAL FUNCTIONS

- 5.1 On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission adopted the agenda.
- 5.2 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the minutes of the regular meeting of December 9, 2008.
- 5.5 Communication
 - Buyer Flyer
 - Custodian Flyer
 - Instructional Assistant – Severely Handicapped Flyer

6.0 SELECTION PROCESS

- 6.1 List of Current Recruitments (Test Plan)

7.0 RULES AND REGULATIONS

- 7.1 On the motion of Ms. Cherep, duly seconded and unanimously carried, following discussion, the Personnel Commission approved Classified Personnel Employees Handbook Chapter 6.
- 7.2 Classified Personnel Employees Handbook Chapter 7, First Reading.

MINUTES

Regular Meeting
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8.0 CHARGES AND HEARINGS

None

9.0 OTHER

9.1 Unfinished Business

9.2 Commissioner's Comments

10.0 CLOSED SESSION

10.1 Adjourn to Closed Session

No Action Required

To consider matters pursuant to Government Code Section 45103: Classified employee matters.

Adjourned to Closed Session 4:30 p.m.

Reconvened to regular Meeting 4:40 p.m.

11.0 NEXT REGULAR MEETING

Date: Tuesday, February 10, 2009

Time: 4:15 p.m.

Location Board Room

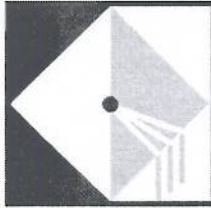
12.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 4:41 p.m.

Speed Castillo, Chairperson

Classification	Req to test rec'd	Posted	Closed	Days Posted	Field of Competition	NCLB Test	Written Test	Oral/Perf Test	Bilingual Certification	List Established	Bus. Days from Closing	Recruiter
Athletic Facilities Worker II	11/3/2008	11/5/2008	11/26/2008	15	Dual	None	12/11/2008	1/16/2009	n/a	2/10/2009	42	MT
Human Resources Assistant	11/13/2008	11/17/2008	12/9/2008	15	Dual	None	12/18/2008	1/14/2009	n/a	2/10/2009	27	SD
Secretary	11/17/2008	12/3/2008	12/23/2008	15	Promo	None	1/16/2009	2/3/2009	n/a			MT
Instructional Assistant- Severely Handicapped		12/16/2008	1/13/2009	15	Open	1/29/2009	1/29/2009	n/a	n/a			MT
Buyer	12/12/2008	1/5/2009	1/23/2009	15	Open	None	2/3/2009	2/18/2009	n/a			CJ
Custodian	1/1/2009	1/15/2009	2/5/2009	15	Open	None	1/30/2009	n/a	n/a			CJ

ANAHEIM
UNION
HIGH
SCHOOL
DISTRICT



THE
SPIRIT
OF
LEARNING
SINCE 1898

ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. P-06-11-08

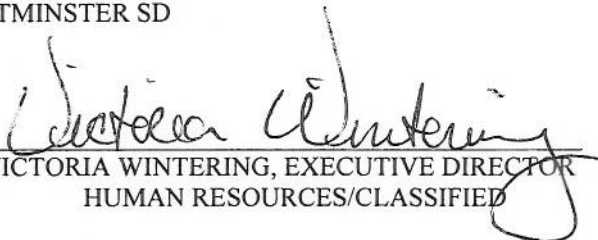
POSITION: HUMAN RESOURCES ASSISTANT – OPEN

DATE ADVERTISED: 11/17/08 TO 12/09/08

NUMBER OF APPLICATIONS RECEIVED:	373
NUMBER OF APPLICANTS ADMITTED TO EXAM	120
DATE OF WRITTEN EXAM: 12/18/08	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	78
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	25
DATE OF ORAL EXAM: 01/14/09	
NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM	21
NUMBER OF APPLICANTS PASSING ORAL EXAM	14
TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	14

PANEL MEMBERS:

LISA GARDNER, DIRECTOR, CLASSIFIED PERSONNEL, CHARTER OAK USD
SUSAN LEAMING, PERSONNEL ANALYST, LONG BEACH USD
CHANJIRA LUU, HUMAN RESOURCES ANALYST, LACOE
KATHY WHITLEY, PERSONNEL ANALYST, WESTMINSTER SD

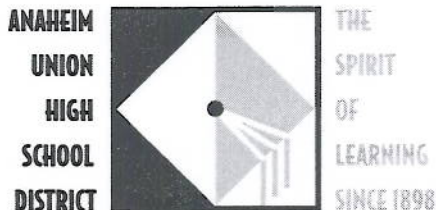

VICTORIA WINTERING, EXECUTIVE DIRECTOR
HUMAN RESOURCES/CLASSIFIED

CERTIFIED: February 10, 2009

EXTENDED:

EXPIRED:

Human Resources • Personnel Commission
501 Crescent Way • Post Office Box 3520
Anaheim • California 92803•3544
Tel: 714•999•3548 Fax: 714•520•9752
We are an Equal Opportunity District



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. G02-01-09

POSITION: **ATHLETIC FACILITIES WORKER II
DUAL CERTIFICATION**

DATE ADVERTISED: 11/5/08 – 11/26/08

NUMBER OF APPLICATIONS RECEIVED: 103

NUMBER OF APPLICANTS ADMITTED TO EXAM: 39

DATE OF WRITTEN EXAM: 12/11/08

NUMBER OF APPLICANTS PARTICIPATING IN EXAM: 30

NUMBER OF APPLICANTS PASSING EXAM: 11

DATE OF ORAL EXAMINATION: 1/16/09

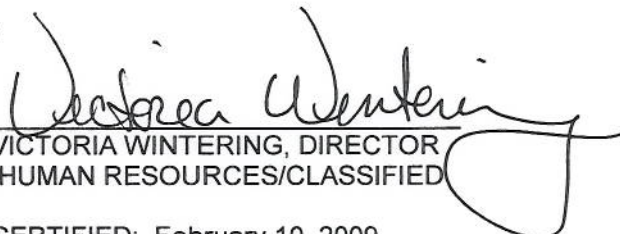
NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM: 10

NUMBER OF APPLICANTS PASSING ORAL EXAM: 5

NUMBER CERTIFIED ON CURRENT ELIGIBILITY LIST:	5
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RATERS:

Mitch Banales – Athletic Facilities Manager, Long Beach Unified School District
John Potter – Athletic Equipment Attendant, Newport Mesa Unified School District


 VICTORIA WINTERING, DIRECTOR
 HUMAN RESOURCES/CLASSIFIED

CERTIFIED: February 10, 2009

EXTENDED:

EXPIRED:

Memo

To: Personnel Commissioners

From: Victoria Wintering, Executive Director of Human Resources, Classified

Date: February 5, 2009

Re: Classification Study on:

School Site Technology Technician and Computer Lab Technician

In the fall of 2007, the Personnel Commission received a request from the Information Technology to review the job classification of Computer Lab Technician. The concern was that employees within the Computer Lab Technician position were performing duties associated with the School Site Technology Technician position. A review of both classifications involved all incumbents, their supervisors, union representation and administration.

Methodology of Job Analysis

The Personnel Commission conducted a quantitative and qualitative analysis using a job analysis questionnaire and job observation of incumbents. The job analysis questionnaire was completed by the incumbents and their supervisors in the Computer Lab Technician and School Site Technology Technician positions. The HR Analyst also conducted job observations with each of the incumbents in the Computer Lab Technician classification.

Classification Analysis

There are currently eight incumbents in the classification of Computer Lab Technician. In order to understand the overall duties performed by the Computer Lab Technician the questionnaire also included the School Site Technology Technician essential duties. All incumbents and supervisors filled out the questionnaire and the results were analyzed using SPSS. The analyst conducted descriptive statistics on the essential duties, KSAO's and physical demands and working conditions. The descriptive statistics were discussed with incumbents and supervisors and standard deviations of 1.75 or higher were reviewed.

In order to better understand the differences between the eight incumbents a factorial analysis using the extraction method of principal component analysis was conducted. The factorial analysis showed five factors: technical expertise, technical resource, technical maintenance, technical network and one factor with three tasks that overlapped in the other four areas. A second factorial analysis was performed with the limitation of four factors. The essential duties were then grouped within the four factors to better understand the differences within the groups. The groups were based on the questionnaire data and the job observation of the incumbents. The incumbents were placed in either the computer lab technician group or the school site technology technician group. To understand whether there is a difference

between the essential duties being performed by the groups T-test and a oneway ANOVA was conducted. The results showed that there were differences between the two classifications except in the area of technical maintenance. The analysis however was influenced by several Computer Lab Technicians performing the technical maintenance tasks. A further analysis was conducted separating out the Computer Lab Technician incumbents. The incumbents were placed in two groups and the results showed a significant difference between the two groups.

The analysis results showed that four Computer Lab Technicians were performing the duties of the School Site Technology Technician. The remaining four incumbents were performing as assistants within a computer lab. Their essential duties were to assist students and teachers in the computer lab and to do minor repairs. An impact analysis was performed to understand the financial impact of increasing four employees to the higher classification.

Discussions were held with the Assistant Superintendent of Business, Dianne Poore, Director of Technology, Erik Greenwood, Director of Special Programs, Dr. Susan Stocks, on how these employees are being funded. These discussions were held over a two month period because of the Title One funding of the Computer Lab Technician positions. Computer Lab Technicians are paid from 100% Title One funds and the position needs to be in compliance with Title One funding by assisting only students. Due to the funding a revised classification needed to be created. Changes to both the School Site Technology Technician and the Computer Lab Technician were conducted. Discussions were held with all incumbents regarding the changes to their classification. Two of the incumbents who are performing the School Site Technology Technician position had less than two years in the position and were tested for the position. Both incumbents passed the exam.

Recommendation

It is recommended based on the information analyzed during the study and reviewed with District administration that the Personnel Commission; approve the revised classification School Site Technology Technician to Technology Service Technician at the current salary range 57, AFSCME. Also to approve the revised classification of Computer Lab Technician to Computer Lab Assistant at a salary range of 47, CSEA. The incumbents being moved to the new classification of Technology Service Technician will move from current step of CSEA salary range 54 to AFSCME salary range 57, current step effective February 11, 2009. The incumbents who will remain in the Computer Lab Assistant position will be Y-rated and remain at their current salary with no loss to their wages, effective February 11, 2009.

COMPUTER LAB ASSISTANT-TECHNICIAN

DEFINITION:

~~Under the direction of an assigned supervisor~~ **general supervision, perform a variety of duties involved in the operation and maintenance of a provides training and assistance to students in an individual classroom or computer laboratory at an assigned school site; and staff concerning the operation of computers and related peripheral equipment; troubleshoot and; observes, monitors and records student performance; performs troubleshooting and minor general maintenance and repairs to computers and peripheral related equipment in the lab; performs related duties as assigned.**

ESSENTIAL DUTIES:

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

~~Provides instruction and assistance to students and staff and teachers in the use of computers and computer software in the computer lab; provides orientations and demonstrations to students and teachers on the use of software programs, including word processing, graphics, database and spreadsheet programs; assists in administering various tests to students correct papers; record and report grades according to established guidelines; assess student progress.; assists in maintaining classroom observe and control student behavior according to approved policies and procedures established by the supervising professional and the school administration; related peripheral equipment including terminals, printers and scanners; observe students; answer questions and perform related demonstrations as necessary; prepares and maintains a variety of records related to assigned activities including student progress reports, student enrollment and attendance, work orders and sign-in sheets; confer with teachers to determine coordinate lessons programs and materials support classroom work; select proper instructional materials for to meet student needs; assists in planning for the preparation and delivery of prepare instructional materials and learning activities by previewing websites, software applications and other instructional related materials as requested by the administration; controls student usage of programs computer applications and internet by setting privileges and passwords for student accounts; tutors students on an individual or small group basis to reinforce classroom instruction.~~

~~Coordinates daily use of computer laboratory and creates schedule for classroom visits to the use of the computer lab; Oversee computer laboratory operations at an assigned school site; prepare computer lab for opening; prepare daily backups and other backups on disk; assures proper care and security of the computer lab; maintains computer lab in a clean neat, orderly and safe learning environment condition; store and maintains accurate inventory of all lab equipment and software used in lab materials; Communicate with other departments, staff and school administrators concerning the operation and maintenance of site computers and peripheral equipment; prepares work orders for supplies and materials in accordance with established procedures.~~

~~Troubleshoots basic and perform general computer maintenance, software and printer problems repairs to computers and peripheral equipment; Operate, adjust and maintain a variety of computers and peripheral equipment; Prepare equipment for student and staff use; installs and deletes software and observe elements of the computer for evidence of incorrect performance;. assures that computers, computer programs and other materials are available for student use; configures internet connections for student use according to established procedures; Participate in the computer network administration at assigned site; set privileges and passwords for e-mail accounts; assist in network cable installation; advise appropriate staff of needed repairs; periodically run diagnostic programs; Research, preview and make recommendations concerning the purchase of new equipment and software; assist in the development and implementation of school plan for computer utilization and programs applicable for grant monies; Participate in meetings, conferences and in-service training programs as assigned; refers more complex technical problems related to server or hardware to technology service technician.~~

MINIMUM QUALIFICATIONS:

Any combination of education, training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledge's and abilities, may be considered.

Education & Training:

Graduation from high school, supplemented by coursework in computer information systems associate degree supplemented by specialized training in basic computer programming and or a related field.

Experience:

One two year of experience in working with personal computers operation and including some experience working with school-age children in an educational organized setting.

Licenses and Other Requirements:

Paraprofessionals who assist in classroom instruction must meet the following requirements as set forth in the No Child Left Behind Act of 2001: must pass assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing and mathematics OR, may meet requirement with possession of an Associate's or higher level degree in the field of education.

~~SUBSTITUTION: Forty eight units of college level coursework, or qualifying score on District "Instructional Proficiency" examination may be substituted for the required associate degree.~~

EMPLOYMENT STANDARDS:

KNOWLEDGE OF:

Operation, adjustment and minor maintenance of computers, software applications and peripheral equipment.

Computers and computer use in an instructional environment.

Child guidance principles and practices.

~~Basic subjects taught in District schools, including arithmetic, grammar, spelling, language, reading and typing.~~

Basic math skills.

Requirements of maintaining a computer lab in a safe, clean and orderly condition.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Safe practices in classroom and computer activities.

Operation of computer, printer equipment and current software programs.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

Basic instructional techniques.

ABILITY TO:

Provide instructional assistance to students in a classroom or computer lab.

Operate and demonstrate the use of computers, software applications and peripheral equipment.

~~Select programs and related materials appropriate for subject and grade level according to established guidelines.~~

Install software programs.

Assist with basic maintenance and troubleshooting of hardware and software.

Maintain a safe and effective learning environment.

Perform a variety of clerical duties including filing and duplicating materials.

Maintain computer lab supplies.

Performs basic mathematical calculations.

~~Plan lessons and schedule the use of the computer lab.~~

Diagnose and repair minor computer problems.

Understand and follow oral and written directions.

Work independently with little direction.

Communicate effectively both orally and in writing.

Establish and maintain effective working relationships with others.

Observe and control student behavior according to approved policies and procedures.

Maintain routine records.

PHYSICAL DEMANDS

Employees in this classification stand, sit, walk, lift and carry up to 50 lbs. or more, with assistance, carry,

stoop, bend repeatedly, use fingers, wrists or hands repetitively while applying pressure or in a twisting motion, use both hands and legs simultaneously, push, pull, maintain balance, stoop/bend, kneel, reach over head, have rapid mental/muscular coordination, speak clearly, hear normal voice conversation, have color vision, distinguish shades, and see small details, use a computer and telephone.

WORK ENVIRONMENT:

Employees in this classification work inside exclusively, work with loud noises, chemicals, around dangerous machinery with moving parts and sharp objects, work without guidance from supervisor in direct contact with public, and other District staff, high volume of work and tight deadlines, continuous interruptions and changing priorities.

SCHOOL SITE TECHNOLOGY SERVICE TECHNICIAN

DEFINITION:

Under the direction of a school site principal or the Director of Information Systems, maintain school site computers, associated peripherals, and other technology equipment; provide technical support to school site administration, staff, and students; and be a liaison between school site personnel and district-level technology support staff; performs related duties as assigned.

ESSENTIAL DUTIES:

This 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.

Installs, maintains, sets up and operates a diverse range of technology equipment including, but not limited to, computer systems and peripherals, video technology systems, and audio-visual equipment; maintains server(s); adds and modifies user settings for access to school servers; ensures backup devices are configured and operate properly; performs proper backup procedures as required; loads computer software on servers and computers; **sets up and configures new and existing instructional and administration for Windows computers**; performs software updates as required; oversees maintenance, security, surplus, and proper usage of technology equipment; troubleshoots and maintains common technology equipment problems; including the replacement of damaged, non-working or missing parts; **troubleshoots and resolves basic network problems.**

Serves as an on-site resource person for school-site users of technology equipment; assists staff and students in the use, operation, and troubleshooting of operating systems and application software packages; **responds to hardware and software service requests** determines appropriate course of action and communicates with appropriate district-level technology support staff **and/or vendors** to facilitate service and/or repair; **confers with staff, users, and management to establish requirements for new systems or modifications**; communicates school site technology networking concerns and problems to appropriate district-level technology support staff;

Keeps and maintains an accurate inventory of school-site technology equipment, including the tagging of technology assets; keeps and maintain an accurate log of all equipment replacements; **maintains records on all technology service requests**; schedules and coordinates the use of technology equipment on the school campus; attends scheduled meetings with district-level technology support staff; assist on-site personnel in the development and implementation of training programs in the operation and care of technology equipment for the school-site staff.

MINIMUM QUALIFICATIONS:

Any combination of education, training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledge's and abilities, may be considered.

EDUCATION & TRAINING:

~~Any combination equivalent to:~~ Graduation from high school, supplemented by specialized training in basic computer programming or a related field. **Computer-related Associate of Arts degree preferred but not required. A+/Network +/IC3/MCP certification is desirable.**

EXPERIENCE:

Two years of responsible work experience in the operation and management of technology systems and equipment.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid, appropriate California driver's license at time of appointment, and throughout employment in a position in this classification. Proof of current California auto liability insurance at time of appointment, and throughout employment in a position in this classification. Personal transportation for job-related travel throughout the District.

EMPLOYMENT STANDARDS:**KNOWLEDGE OF:**

Methods, tools materials, and equipment used in the installation and diagnoses of technology equipment. Apple Macintosh and IBM/PC compatible computer hardware and peripherals such as disk storage devices, monitors, keyboards, CD-ROM, DVD, tape back-up systems and printers.

Apple Macintosh and IBM/PC Windows Compatible Operating Systems and application software packages.

Interpersonal skills sufficient to work with students, teachers, and other district personnel.

Basic industry-standard networking problems.

Current computer network technology.

Proper use of diagnostic software programs sufficient to facilitate confirmation of correct system operations and/or software-level repair of computer system operations.

Safe working methods and procedures.

Basic record keeping techniques sufficient to keep records of service and inventory control.

Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

ABILITY TO:

Adapt to changing priorities.

Work independently and/or under indirect supervision.

Multi-task while maintaining patience and flexibility.

Communicate clearly and concisely both orally and in written format, sufficient to understand direction and communicate relevant technical information to others.

Establish and maintain cooperative and effective working relationships with district staff, students, and others contacted in the carrying out of all job functions.

Determine cause of technology equipment failure and take appropriate course of action to facilitate service and/or repair.

Read, interpret, and apply information and directions found in operation and user's manuals for technology equipment

Learn and acquire new skills to keep up with advances in the use application of emerging technological advancements.

Organize time and complete all assigned work efficiently and within scheduled time lines.

Understand and carry out both oral and written instructions.

Stand, sit, and walk for extended periods of time.

Operate and maintain server(s) in a timely and efficient manner.

Explain technical problems in a manner understandable by other district personnel.

Identify complex problems and review related information to develop and evaluate options and implement solutions.

Conduct tests and inspections of products, services, or processes to evaluate quality or performance.

Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Adapt to changing technologies and learn functionality of new equipment and systems.

PHYSICAL DEMANDS:

Employees in this classification stand, sit, walk, push, pull/hand over hand, lift and carry up to 50 lbs with assistance, may stoop/bend, kneel, climb stairs and crawl repeatedly, use fingers, wrists or hands repetitively while applying pressure or in a twisting motion, use both hands and legs

simultaneously, reach over head, have rapid mental/muscular coordination, speak clearly, hear normal voice conversation, drive a vehicle, use a computer and telephone, see small details, have color vision and distinguish shades.

Dexterity of hands and fingers to operate a computer keyboard and peripheral equipment. Seeing to view and computer monitor, and read a variety of materials. Hearing and speaking to exchange information and make presentations. Sitting or standing for extended periods of time. Bending at the waist, kneeling or crouching. Lifting and carrying moderately heavy objects weighing up to 49 pounds. Reaching overhead, above the shoulders and horizontally.

HAZARDS:

Extended viewing of a computer monitor.

WORK ENVIRONMENT:

Employees in this classification work both inside and outside, over 40 hours per week, alone, without guidance from supervisor, in direct contact with public, students, and other District staff, may be subjected to exposure to minor contagious illnesses, dust, poor ventilation, dry atmospheric conditions, changes in temperature or work in heat over 90°, have high volume of work and tight deadlines with continuous interruptions and changing priorities.

ENVIRONMENT:

Office environment.

Computer lab environment.

Driving a vehicle to conduct work.

Constant interruptions.

RULE 7

APPOINTMENT TO CLASSIFIED POSITIONS**7.1 Procedures for Appointment****7.1.1 Procedures for Selection**

The appointing authority shall interview eligibles certified from appropriate employment or eligibility lists. A selection shall be required when three (3) ranks of eligibles have been certified for a vacancy from an eligibility list. When two (2) or fewer ranks and/or only eligibles for position transfer, lateral transfer, voluntary demotion or reinstatement lists have been certified the decision to make a selection shall be at the discretion of the appointing authority.

Reference: Education Code 45272

7.1.2 Appointment

Upon selection, each person to be employed or promoted shall be given an offer of employment by Human Resources, Classified. The offer shall include the work location, time and date to report for duty and the salary at the time of hire. Eligibles not selected shall be promptly notified of their status within ten (10) working days by Human Resources. Appointment to a position shall be subject to the Personnel Director certifying that the employee was hired pursuant to these Rules and ratification by the Board of Trustees as the employer.

- A. The prospective employee shall be allowed at least two (2) weeks to report for duty after an offer of employment to a regular position has been made or one (1) month in the case of management classes. Should the prospective employee be unable or unwilling to report for duty within the required period, the appointing authority may request additional ranks be certified. The date to report may be extended or reduced by mutual agreement.

- 7.1.3** No applicant or eligible certified for appointment shall be discriminated against because of his political or religious opinions or affiliations, race, color, national origin or ancestry, gender, marital status, employee organization membership or legal activities related thereto, physical or mental handicap. No questions shall be asked relating to these matters during the selection or employment process.

Reference: Education Code 45293

7.1.4 Nepotism

No person shall be employed in any position which is directly supervised by a supervisor or administrator who is a member of that person's immediate family.

- A. No employee shall be transferred, assigned to ^{or} ~~or remain at~~ a work location in any position which is directly supervised by a supervisor or administrator who is a member of the employee's immediate family.
- B. For purposes of this Rule, immediate family means a relative as defined in Rule 1.2. definitions or any person living in the supervisor's household.
- C. District managers, supervisors, administrators and other public officials shall make every effort to prevent hiring situations which may be

considered nepotism. This includes the advocacy of hiring or promoting a relative, whether or not that relative is in the direct line of supervision of that person. Advocacy, for the purpose of this rule shall mean using one's official capacity to exhort, encourage, recommend or demand the hiring of a relative.

Reference: Government Code 1091.5

7.2 PROVISIONAL APPOINTMENTS (50.300)

7.2.1 Reasons for Provisional Appointment ~~5.3.1~~ Restrictions

The appointing authority may make a provisional appointment when the Personnel Director certifies that:

No ~~When~~ eligibility lists exists for the class or;

An eligibility list ~~does not~~ exists, but there is an insufficient number of available eligibles and the appointing authority requests three (3) ranks to interview. for a position in the classified service other than a limited term or substitute position, the Personnel Director may authorize provisional appointments subject to the following conditions:

~~The appointee must meet the minimum requirements of the class.~~

Reference: Education Code 45287, 45288, 45289

7.2.2 Length of Provisional Appointment (~~50.300.1:2,3,4~~)

The A provisional appointment or appointments may accumulate to a total of ninety (90) working days. A ninety (90) calendar day interval shall then elapse before the person is again eligible to serve in any full-time provisional capacity assignment. In no case may a person be employed in any full-time positions provisional assignments for a total of more than one hundred twenty-six (126) working days in any a fiscal year under provisions of this section.

Reference: Education Code 45287, 45288, 45289.1

7.2.3 Extension of Provisional Appointment (~~50.300.2~~)

The Personnel Commission may ~~authorize~~ **approve** extension of a ~~extending the initial ninety (90) working days~~ provisional employee's assignment **appointment** for a period not to exceed **thirty-six (36) additional** working days provided the following requirements are met:

A. An examination for the class was completed during the first **initial 90 work** working days of the **employee's** provisional appointment.

B. **There is** satisfactory evidence ~~to the Personnel Commission is presented~~ indicating that an adequate recruitment effort has been and is being made, **and** that extension of the provisional assignment is necessary to carry on vital functions of the district **and** that the position cannot be satisfactorily filled by use of other employment lists ~~or procedures~~.

Reference: Education Code 45287, 45288, 45289

7.2.4 **Successive Ninety (90) Day Appointments** (50.300.1.5)

In the absence of an appropriate eligibility list, successive ninety (90) working day provisional appointments may be made to a position for a period exceeding the one hundred twenty-six (126) working day limitation when:

- A. Continuous examination procedures have been authorized by the Commission or:**
- B. The position is less than twenty (20) hours per week.**
- C. Such appointment shall continue only until certification from an appropriate list can be made.**

~~If the position is one in which the assignment is part-time as defined in Section 45256, successive 90 working day provisional appointments may be made for in excess of 126 working days in any one fiscal year with approval of the Personnel Commission.~~

Reference: Education Code 45287, 45288, 45289

7.2.5 **Qualifications of Conditional Provisional Appointees** Appointments (50.300.1.B)

~~Insofar as possible, provisional appointees shall be required to **must** meet the minimum qualifications for the **classification as stated in the** class specification. When ~~no one~~ who meets the minimum qualifications is available, a conditional provisional appointment may be made.~~

Reference: Education Code 45287, 45288, 45289

7.2.6 **Status of Provisional Employees**

To be eligible for appointment to a regular position, the provisional appointee must qualify by competitive examination and be selected from the eligibility list.

- A. Time served in provisional status shall not be counted as credit toward permanency or completion of the probationary period for the class.**

Reference: Education Code 45287, 45288, 45289

7.2.7 **Terminating Provisional Appointments** (50.300.3)

The services of a provisional appointee shall be terminated within ~~15~~ **20** calendar days after the date on which an eligibility list has been established, provided that this **20** ~~15~~-day period does not extend beyond the 90-working day provisional assignment. A provisional appointment may be terminated at any time, at the discretion of the appointing power.

Reference: Education Code 45287, 45288, 45289

7.3

7.3.1 **Emergency Appointments** (50.300.4)

If it should become necessary, in time of a **declared** emergency **as declared by the Board of Trustees**, to fill positions in the classified service to prevent the stoppage of public business, the Board of Trustees, through its authorized **management representatives** department heads, may **appoint persons to positions** make emergency appointments, without reference to eligibility lists, for a period not to exceed 15 working days.

When such emergency appointments are made, it shall be the duty of the Board of Trustees to notify the Personnel Director in writing, naming the appointee or appointees,

date of appointment, and nature of duties performed, and **nature of giving a statement justifying the emergency justifying nature of such appointments and any other information requested by the Personnel Director necessary to justify the emergency appointment.** ~~Time served under such emergency appointments shall be considered as part of the period permitted under the Education Code for provisional appointments.~~

Reference: Education Code 45290

7.3.2 Summer and other recess period appointments

The Board of Trustees may establish temporary positions during a recess period between the regular school year. These positions shall be offered to regular employees of the District not regularly employed during the recess. Appointment to these positions shall be made first among employees who have requested recess period work and are working, or have worked, in the classification needed.

Second, appointment shall be made among qualified employees working in other classifications, and finally among qualified persons not currently employed by the District.

Reference: Education Code 45102

Reduction in Eligibility (5.3.5)

~~A reduction in eligibility from a higher class to a lower class may be granted only when two classes are in the same line of promotion. A person granted a reduction in eligibility shall have his/her name removed from the eligibility list for the higher class and placed at the bottom of the eligibility list for the lower class, if such eligibility list exists. When no eligibility list exists for the lower class, reduction in eligibility may be granted by the Personnel Commission only if the request for reduction is endorsed by the department head in which the employee would serve.~~

7.4 Limited-Term and Limited-Term On-Call Appointments

7.4.1 Positions Defined

Positions established to perform duties which are not expected to exceed six (6) months shall be designated limited term.

Positions established to replace temporarily absent employees shall be designated limited-term-on-call.

Reference: Education Code 45286

7.4.2 Establishment of Limited-Term and Limited-Term-On-Call Positions

When a limited-term position is established, the appointing authority shall designate the number of hours, starting date and length of the assignment. Establishment of limited-term positions shall be subject to classification approval of the Personnel Director and ratification by the Commission and Board of Trustees.

A limited-term appointment may not exceed six (6) months. Limited-term positions shall be subject to classification by the Personnel Director and ratification by the Commission.

A limited-term-on-call assignment may not exceed the duration of the absence of the regular employee. The appointment may be in the same class as that of the absent employee or the duties may be reduced in level and the appointment may be made from a lower class.

Reference: Education Code 45286

7.4.3 Eligibility for Appointment

Limited-term and limited-term-on-call appointments shall be made from eligibility and/or employment lists.

When an eligible is appointed from an eligibility list to a limited-term-on-call or limited-term position, they shall continue to be eligible for limited-term-on-call or limited term appointments in the same or a related lower class after the eligibility list has expired. The same privilege of continued eligibility shall apply to a former employee who has resigned in good standing and has accepted a limited-term or limited-term-on-call assignment within thirty-nine (39) months after resignation.

When no eligible is available to accept a limited-term-on-call or limited-term position, the Personnel Director is authorized to certify applicants or candidates for appointment.

Reference: Education Code 45286

7.4.4 Compensation for Limited-Term and Substitute Assignments

When a regular employee is given a limited-term appointment in a second higher class in lieu of all or part of his regular assignment, the rate of pay in the second class shall be the rate of the higher class which is next above his regular rate, if any, and which will provide at least a four (4) per cent salary increase, but not greater than the highest rate for the class.

Former employees who accept a limited-term or limited-term-on-call assignment in their previous class shall be placed on the step of the salary range closest to their last regular rate of pay. Former employees who accept a limited-term or limited-term-on-call assignment in other classifications shall be placed on the first step of the salary range for that class.

All other limited-term and limited-term-on-call appointments shall be compensated at the first step of the appropriate salary range for that class.

Reference: Education Code 45286, 45287, 45288, 45289, 45290, 45309

7.4.5 Rights and Benefits During Limited-Term Assignments

Regular employees serving in limited-term assignment while retaining regular status in another class shall continue to earn and be granted all rights and benefits of a regular employee. No credit toward completion of probation shall accrue from service in a limited-term or limited-term-on-call assignment.

Reference: Education Code 45286, 45287, 45288, 45289, 45309

7.4.6 Termination of Limited-Term and Limited-Term-On-Call Appointments

A limited-term or limited-term-on-call appointment may be terminated at the end of an assigned shift at the discretion of the appointing authority.

Reference: Education Code 45135
Government Code 21220 et. seq.

7.4.7 Long-Term Substitute Employment (70.600.1)

~~A substitute or temporary employee hired for twenty consecutive working days or longer in the same classified position is considered a long term substitute. The substitute employee will be placed on Step 1 of the classification on the 21st day of employment. A long term substitute is entitle to one day of sick leave for each twenty days of service. The sick leave must be earned before the substitute employee is entitled to take it. It may be used only when he/she serves the day before the absence, and is needed in the position the day he/she is ill. Sick leave earned by substitute employees can be used only in the fiscal year in which earned. Unused sick leave is not cumulative.~~

7.5 Employment of PERS Retirees

7.5.4 General Policy

Any person receiving a retirement allowance from the Public Employees' Retirement Systems (PERS) may be employed only in a limited-term or limited-term-on-call position up to nine-hundred sixty (960) hours per calendar year. The retired person must be informed that temporary employment is restricted to nine-hundred sixty (960) hours in any calendar year with the District and continuous of employment is at the discretion of the District. Any person receiving a retirement allowance from PERS is not allowed to work in a permanent position.

Reference: Education Code 45135
Government Code 21220 et.seq.
PERS publication Employment After Retirement - December 2006 (PUB-33)

EMPLOYEE CLEARANCES**8.1 Health Examinations****8.1.1 T.B. Examinations**

All new employees shall present evidence of having submitted to an examination within the past sixty (60) days to determine that they are free of active tuberculosis. This examination shall consist of an approved intradermal tuberculin test (Mantoux), or if this test is positive the employee shall submit to an x-ray of the lungs. A new employee transferring employment from another school or school district shall be deemed to meet this requirement if that person can provide a certificate which shows they were examined within the past four (4) years and found to be free of communicable tuberculosis. This requirement can also be met if it is verified by the school or school district previously employing the new employee that it has such a certificate on file and a copy of the certificate is forwarded to this District. For new employees, evidence of compliance with the requirement of this section must be presented to the District prior to the first day of work.

Subsequent to employment, employees are required to undergo the above examination at least once each four (4) years, or more often if directed by the Board of Trustees upon recommendation of the local health offices.

The District may exempt, for a period not to exceed sixty (60) days following termination of a pregnancy, a pregnant employee.

Pre-employment tuberculin test costs are paid for by the individual. The District shall provide for the exam for all continuing employees.

The District reserves the right to designate a particular clinic, hospital or site where the test will be administered.

Reference: Education Code 45122, 49406

8.1.2 Medical Examinations

Candidates for appointment to positions with the District may be required to submit to a job related physical examination prior to initial appointment. Promotional eligibles who have been offered employment in a classification possessing different physical requirements may also be required to undergo a medical examination as determined by the District. The examination shall be administered after a conditional offer of employment but prior to actual appointment.

The examination shall be administered by a physician chosen by the District. The kind and extent of the examination shall be determined by the District. Costs associated by this physical shall be borne by the District.

- A. The District's physician shall determine the ability of the applicant, candidate or eligible to perform the prescribed duties of the class and shall report the medical findings to the District.
- B. If the District's physician proposes to disqualify an individual, the doctor shall provide the District with a statement describing the specific condition and the limitations that have resulted in the individual's disqualification.
- C. If reasonable accommodation is requested, Human Resources, in consultation with the physician, shall make a determination if reasonable accommodation

can be made for the individual. If reasonable accommodation can be made, the individual shall be appointed. If reasonable accommodation is not possible, the individual will be so notified by Human Resources.

Reference: Education Code 45122

8.1.3 Unscheduled Exams and Return to Work

An employee may be required to undergo a physical exam at any time the District deems there is reasonable cause. Employees returning from an injury or illness leave may be required to submit to a medical exam to verify sufficient recovery to return to duty.

Reference: Education Code 45122

8.1.4 School Bus Driver Medical Examinations

In addition to any other physical exam that may be required by these Rules, school bus drivers must have a valid medical card as required by State Law. The District shall provide for and/or reimburse the costs of the school bus driver's examination for District employees.

8.2 Criminal Records

8.2.1 Fingerprinting

Every candidate to be employed shall submit to a criminal records check in accordance with prescribed procedures or shall forfeit eligibility for employment. The District will notify each such candidate where and when to report for fingerprinting, which shall take place prior to employment. The cost of pre-employment fingerprinting shall be borne by the candidate.

Reference: Education Code 45125, 45125.1, 45125.5, 45126

8.2.2 Review of Criminal Records

All criminal record reports received by Human Resources are confidential. Any employee charged with receiving and/or reviewing criminal records and who divulges information contained therein to an unauthorized person is subject to disciplinary action.

The criminal records report from the California Bureau of Criminal Identification and/or the Federal Bureau of Investigation will be reviewed together with the application form prior to employment. If there is a criminal record which was undisclosed, the conditional offer of employment may be withdrawn.

If an eligible is denied employment based on information disclosed on the criminal records report, they shall be removed from the eligibility list for that classification and they may be removed from all eligibility lists.

Reference: Education Code 45125, 45311

8.3 Other Employment Requirements

8.3.1 Income Tax Withholding Form

New employees shall submit the W-4 form for both State and Federal taxes at the time of employment.

8.3.2 Retirement Application

New employees shall submit a completed retirement application form for the Public Employees Retirement system (PERS) at the time of employment or when they become eligible for membership. This Rule shall apply only to those employees eligible for the PERS membership.

8.3.3 Social Security Numbers

New employees shall present their Social Security card to the District at the time of employment.

8.3.4 Oath of Allegiance

All new employees must sign an oath of allegiance as required by Article XX, Section 3, of the California State Constitution and the Education Code. Refusal to sign the oath of allegiance shall cause the employment offer to be withdrawn.

**Reference: Education Code 60
California State Constitution: Article XX, Section 3**

8.3.5 Right to Work Verification

All persons employed are required to provide proof of their right to work in the United States. An individual's right to work is a minimum qualification for employment with the District.

Proof of right to work is required when an initial offer of employment has been made by the District. All new employees are required to provide this verification.

No person shall be placed in paid status without having on file with the District sufficient documentation as required by Federal law as to the person's right to work.

Any person unable to provide verification of the right to work in this country and for the District pursuant to this Rule, shall be removed from all eligibility lists and shall not be employed by the District.

8.3.6 Required Notice of Status Change

Employees shall notify Human Resources whenever their status changes, such as a new address, new telephone number, marital status for health benefits, increase or decrease in number of dependents, person to notify in case of emergency or other changes affecting the employee's status.

8.3.7 Required Licenses or Certificates

Some classifications require employees to possess licenses or certificates. All new employees must file a copy of any required license or certificate with the District as a condition of employment. As these licenses and certificates are reviewed, copies must be filed with the District within ten (10) working days of receipt by the employee. Failure to maintain required licenses or certificates may be cause for discipline up to and including termination.