



AGENDA

Regular Meeting
Tuesday, March 08, 2011 – 4:15 p.m.
Board Room – District Office

AGENDA POSTED: March 04, 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**

	<u>Reference</u>	<u>Action</u>
5.1 Approve the agenda as submitted or amended.		Moved by _____ Seconded _____ Vote _____
5.2 Approve minutes of regular meeting of February 08, 2011.	Exhibit A	Moved by _____ Seconded _____ Vote _____
5.3 Approve minutes of special meeting of February 22, 2011.	Exhibit B	Moved by _____ Seconded _____ Vote _____
5.4 Communication		No Action Required

6.0 **SELECTION PROCESS**

6.1 List of Current Recruitments (Test Plan)	Exhibit C	No Action Required
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AGENDA

**Regular Meeting
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Board Room – District Office**

7.0 CLASSIFICATION AND SALARY

7.1 Approve revised job description for Warehouse Supervisor at salary range MGMT-7.

Exhibit D

Moved by _____
Seconded _____

8.0 CLOSED SESSION

8.1 Adjourn to Closed Session

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

Adjourn to Closed Session _____ p.m.

Reconvened to Regular Meeting _____ p.m.

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: April 19, 2011
Time: 4:15 p.m.
Location: Board Room-District Office

11.0 ADJOURNMENT: _____ p.m.

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



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MINUTES

Regular Meeting
Tuesday, February 08, 2011 – 4:15 p.m.
Board Room – District Office

1.0 CALL TO ORDER

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

2.0 ROLL CALL

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

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. Jack Janec, AFSCME Representative, spoke regarding item number 7.1, Exhibit D on the Agenda. He had a question about veteran points and called attention to the fact that veteran points are only received on a one time basis when an individual participates in a recruitment process for the first time with AUHSD. After the individual is employed with the district, they are eligible for seniority points but not veteran points. Therefore, an outside candidate that is a veteran could receive more points in the recruitment process than a current employee that is a veteran in the same recruitment. Dr. Wintering addressed his concerns.

5.0 GENERAL FUNCTIONS

- 5.1 On the motion of Mr. Darrington, duly seconded and unanimously carried, the Personnel Commission adopted the agenda as amended.
- 5.2 On the motion of Mr. Darrington, duly seconded and unanimously carried, the Personnel Commission approved the minutes of the regular meeting of January 11, 2011.
- 5.3 Communication

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 Mr. Darrington, duly seconded and unanimously carried, the Personnel Commission approved the eligibility list for Bus Driver.
 - 6.2.2 On the motion of Mr. Darrington, duly seconded and unanimously carried, the Personnel Commission approved the eligibility list for Job Developer/Job Coach.

MINUTES

Regular Meeting
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7.0 RULES AND REGULATIONS

- 7.1 On the motion of Mr. Darrington, duly seconded and unanimously carried, the Personnel Commission did *not* approve the revisions made to Chapter 5 of the Personnel Commission Rules.

8.0 CLOSED SESSION

- 8.1 Adjourn to Closed Session

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

Adjourned to Closed Session at 4:25 p.m.

Reconvened to Regular Meeting at 4:38 p.m.

No action was taken.

9.0 OTHER

- 9.1 No unfinished business at this time.
9.2 Commissioner's Comments

Dr. Wintering stated that the April regular meeting would be rescheduled from Tuesday, April 12, 2011 to Tuesday, April 19, 2011.

10.0 NEXT REGULAR MEETING

Date: **Tuesday, March 08, 2011**
Time: 4:15 p.m.
Location Board Room

11.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 4:39 p.m.

Speed Castillo, Vice-Chairperson

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



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MINUTES

Regular Meeting
Tuesday, February 22, 2011 – 2:00 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 2:00 p.m.

2.0 ROLL CALL

Present: Audrey Cherep, Chairperson; Speed Castillo, Vice Chairperson; Charles Darrington, Commissioner; and Marc Steele, Consultant.

3.0 PLEDGE OF ALLEGIANCE

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

4.0 PUBLIC COMMENTS

1. Armando Cortez, AFSCME member, asked what case was going to be discussed in the closed session on the present agenda. Ms. Cherep referred him to the verbiage on the Agenda as it states what the closed session is taking action on.

5.0 CLOSED SESSION

5.1 Adjourn to Closed Session

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

Acceptance of demand for hearing and appointment of hearing officer for employee discipline/dismissal/release.

Case # HR-2009-10-7

Adjourned to Closed Session at 2:02 p.m.

Reconvened to Regular Meeting at 2:30 p.m.

On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the hiring of Ms. Terri Tucker as the hearing officer for Case # HR-2009-10-7.

6.0 NEXT REGULAR MEETING

Date: **Tuesday, March 08, 2011**
 Time: 4:15 p.m.
 Location: Board Room

7.0 ADJOURNMENT

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



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MINUTES

Regular Meeting
Tuesday, February 22, 2011 – 2:00 p.m.
Board Room – District Office

The Personnel Commission adjourned the meeting at 2:35 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
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	2/16/2011	N/A			SD
Food Service Assistant II		11/1/2010	11/23/2010	15	Promo	None	12/16/2010		1/26/2011	N/A	3/8/2011	38	VK
School Community Liaison Bilingual - Korean		1/12/2011	2/4/2011	15	Open	None	2/23/2011						MT
Instructional Assistant Math (with Bilingual Spanish Stipend)		1/12/2011	2/4/2011	15	Open	Yes	2/22/2011						MT
Language Testing Assistant-Bilingual (Spanish)		1/18/2011	2/8/2011	15	Promo	None	3/1/2011						VK
Assistant Director-Nutrition Services		1/11/2011	2/2/2011	15	Open	None							SD
Food Service Assistant I		2/7/2011	3/1/2011	15	Open	None							

WAREHOUSE SUPERVISOR

DEFINITION

Under the direction of the Director of Purchasing and Central Services, plan, organize, supervise and participate in District warehousing operations and distribution activities including receiving, processing, storing and issuing of District supplies, equipment and mail; assure District sites receive timely deliveries; train and evaluate the performance of assigned staff.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class participate in the planning, organization and overseeing of the daily operations and activities of the District's centralized warehouse. Incumbents directly supervise staff involved in shipping, receiving, storing and issuing of materials, commodities, or equipment and participate in the daily warehousing activities. Incumbents participate in resolving issues regarding damaged items, incomplete or partial vendor shipments, tracking lost or missing shipments and the authorization of payments to vendors.

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.

Warehouse Operations

Plans, organizes, supervises and participates in District warehousing operations and distribution activities; assures supplies, materials, equipment and mail are delivered in a timely manner; schedules warehouse and delivery activities; supervises and participates in the receiving, unloading and inspection of shipments for damage and conformity to purchase order specifications and packing slips; prepares, maintains and submits a variety of records, logs and reports related to the operation of the District warehouse; participates in filling orders and preparing pallets; stacks materials; fills and distributes work orders or other requests; sorts and places materials or items on racks, shelves or in bins in accordance with established procedures; supervises and participates in the preparation of materials for shipment; coordinates the storage functions of the warehouse; determines proper location of supplies to allow for maximum space utilization; oversees the maintenance of the warehouse to assure clean, orderly, safe and secure operations; **arranges for equipment repairs**; coordinates and participates in the performance of periodic and annual physical inventories; conducts physical inventories; maintains inventory of warehouse equipment and supplies; submits requisitions for supplies as necessary; **supervises the identification and marking of capital equipment for inventory and record maintenance; coordinates the storage, maintenance, and proper handling of District records as they are related to records retention; assists in gathering and disposition of records and surplus materials; monitors, coordinates, and supervises the District surplus and excess item program**; analyzes operations and recommends improvements to assure a safe work environment; makes recommendations regarding proper storage, inventory and warehousing procedures and improvements in warehouse efficiency; operates a vehicle and a variety of warehouse equipment including forklifts, pallet jacks, dollies and postage meters; drives a vehicle to various sites as needed; **certifies District employees in the operation of forklifts as assigned by the position. E**

Mail Room Operations

Supervises and oversees all mailroom activities including scheduling, assigning and participating in routine and special deliveries of supplies, mail, materials, equipment and furniture; prepares inter-office deliveries and bulk mailings; oversees proper filling, marking and delivery of shipments between schools, District office and offsite facilities as required. E

Communication

Resolves delivery problems, including storage claims, and adjustments; contacts vendors regarding shortages, damaged goods or other discrepancies; contacts local freight and transports agencies to arrange shipment; responds to and assigns emergency service requests; communicates with administrators, personnel and outside organizations to coordinate activities, resolve issues and exchange information. **E**

Personnel Management

Trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, termination and disciplinary actions; prepares schedules and staffing assignments to assure proper coverage; maintains employee absence records. **E**

Monitoring and Controlling Resources

Assists in the preparation of the annual department budget; assigns budget numbers and authorize payment to vendors; ~~maintain department petty cash fund~~; operates a computer and assigned software to input data and generate reports; performs related duties as assigned. **E**

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and skill in qualifying. A typical way to obtain the required knowledge and skill would be:

Experience and Education:

Any combination equivalent to: Graduation from high school and four years of responsible warehouse experience involving the receipt, storage and issuance of supplies and equipment. **Two years of lead or supervisory experience is required. Six years of warehouse experience and/or participation in a supervisory certificate program may be substituted for the two years of supervisory experience.**

License and Certificate Requirements:

Possession of a valid, appropriate California driver's license at time of appointment, and throughout employment in a position in this classification.

Valid Forklift Certification **is required.** ~~within first month of employment.~~

Ability to possess certification as a Forklift Trainer in accordance with OSHA regulation 29 CFR 1910.178(l)(2)(iii) within the first month of employment is highly desirable.

EMPLOYMENT STANDARDSKnowledge of:**Principles and practices of a stores warehouse, using a computerized program.**

Warehouse operations, procedures, equipment and terminology.

Use and terminology of requisitions, purchase orders, invoices and other warehouse documents.

District organization, operations, policies and objectives.

Principles and practices of supervision and training.

Methods of storing equipment, materials and supplies.

Proper methods of loading and unloading of trucks.

Space utilization and inventory techniques.

Operation of warehouse equipment including forklifts, hand trucks and pallet jacks.

Health and safety regulations.

Basic ~~Advanced~~ mathematical related to inventory control.

Traffic laws, defensive driving techniques and rules of the road.

State regulations regarding the training and certification of forklift operators.

Operation of a computer and assigned software.

Interpersonal skills using tact, patience and courtesy.

Applicable laws, rules and regulations related to warehouse operations.

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

Oral and written communication skills.

Proper lifting techniques.

Ability to:

Plan, organize, coordinate, supervise and participate in the operations and activities of a **computerized central warehouse and delivery system, including analyzing and utilizing methods of storage and delivery for a wide variety of books, materials and equipment.**

Receive, store, ship and deliver materials, mail, supplies and equipment to various locations.

Train, supervise and evaluate assigned staff.

Operate a forklift, pallet jack, hand truck and other equipment utilized in the warehouse.
Utilize space efficiently and effectively.
Take inventory and maintain accurate control systems.
Develop delivery schedules.
Operate a computer and assigned software.
Understand and follow oral and written instructions.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Prioritize and schedule work
Maintain records and prepare reports related to assigned activities.
Observe legal and defensive driving practices.
Observe health and safety regulations.
Add, subtract, multiply and divide quickly and accurately.

PHYSICAL DEMANDS

Employees in this classification stand, walk, sit, may lift and carry up to 400 **50lbs.**, **over 50lbs** with assistance, carry, push/pull, maintain balance, stoop/bend, bend repeatedly, reach over head, repetitively use fingers, repetitively use wrists or hand in a twisting motion or while applying pressure, use both hands/legs simultaneously, have rapid mental/muscular coordination, speak clearly, hear normal voice conversation, have depth perception, color vision, distinguish shades, see small details, see long distances, operate mobile motorized equipment, drive a vehicle, use a computer and a telephone.

WORK ENVIRONMENT

Employees in this classification work both inside and outside, in temperatures above 90° and below 50°, in changing temperatures, with sharp objects, dust, chemicals, odors, machinery with moving parts, moving vehicles, ladder/scaffolding, exposed to minor contagious illnesses (colds, flu, etc.), in direct contact with the public, other District staff, **in the absence of direct supervision with constant interruptions and tight deadlines.**

ENVIRONMENT:

~~Warehouse environment.
Driving a vehicle to conduct work.
Regular exposure to fumes, dust and odors.~~

PHYSICAL DEMANDS:

~~Dexterity of hands and fingers to operate a computer keyboard and a variety of warehouse equipment.
Hearing and speaking to exchange information in person or on the telephone.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Walking.
Lifting, carrying, pushing and pulling heavy objects weighing 50 pounds or more.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling and crouching.
Heavy physical labor.
Climbing ladders to reach supplies and equipment.~~

HAZARDS:

~~Working around and with machinery having moving parts.
Working at heights.
Fumes from vehicle and equipment operation~~

E Essential Job Functions**Approved 6/12/01****BOT Approved: 2/21/02****Revised: 3/8/11****Salary Range: MGMT- Range/07****FLSA: Exempt**