

**\*\*\*\*\* PLEASE POST \*\*\*\*\***

ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION  
501 Crescent Way  
Anaheim, California 92803-3520

## Personnel Commission Meeting

Tuesday, March 10, 2009  
4:15 p.m.

Board Room -- District Office

**\*\*\*\*\* PLEASE POST \*\*\*\*\***



**AGENDA**

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

AGENDA POSTED: March 6, 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 February 10, 2009.

**Exhibit A**

Moved by \_\_\_\_\_  
 Seconded \_\_\_\_\_  
 Vote \_\_\_\_\_

## AGENDA

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

- 5.3 Approve minutes of special meeting of February 24, 2009. **Exhibit B** Moved by \_\_\_\_\_  
Seconded \_\_\_\_\_  
Vote \_\_\_\_\_
- 5.4 Communication No Action Required  
None
- 6.0 **SELECTION PROCESS**
- 6.1 List of Current Recruitments (Test Plan) **Exhibit C** No Action Required
- 6.2 Certification/ratification of eligibility lists **Exhibit D**
- 6.2.1 Custodian Moved by \_\_\_\_\_  
Seconded \_\_\_\_\_  
Vote \_\_\_\_\_
- 6.2.2 Instructional Assistant Severely Handicapped Moved by \_\_\_\_\_  
Seconded \_\_\_\_\_  
Vote \_\_\_\_\_
- 6.2.3 Secretary Moved by \_\_\_\_\_  
Seconded \_\_\_\_\_  
Vote \_\_\_\_\_
- 7.0 **CLASSIFICATION AND SALARY**  
None
- 8.0 **RULES AND REGULATIONS**
- 8.1 Approve Chapter 8 of the Personnel Commission Rules **Exhibit E** Moved by \_\_\_\_\_  
Seconded \_\_\_\_\_  
Vote \_\_\_\_\_
- 9.0 **CHARGES AND HEARINGS**  
None
- 10.0 **OTHER**
- 10.1 Unfinished Business No Action Required
- 10.2 Commissioner's Comments No Action Required

## AGENDA

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

### 11.0 NEXT REGULAR MEETING

Date: Tuesday, April 14, 2009  
Time: 4:15 p.m.  
Location: Board Room

12.0 ADJOURNMENT: \_\_\_\_\_ p.m.

## MINUTES

Regular Meeting  
Tuesday, February 10, 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. Sean Cho, Computer Lab Tech, wanted more information as to why he was not considered to test for Technology Service Technician, while others were considered. Dr. Victoria Wintering discussed the quantitative and qualitative job analysis methodologies used and the results of the factorial analysis that determined the eligible candidates.
2. Jack Janec, Maintenance Electrician, was concerned with rule 8.1.3 Unscheduled Exams and Return to Work, specifically as to whether the term "reasonable cause" is a legal term or subjective term. Dr. Wintering explained that the reason would have to be very compelling for an employee to be asked to undergo a physical exam. Mr. Janec was also concerned with rule 8.3.4 Oath of Allegiance. He wanted to know who was required to take the oath of allegiance. Dr. Wintering explained that every employee needs to sign the Oath of Allegiance.

### 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 January 13, 2009.
- 5.3 Budget update by Dr. Farley. He reported on upcoming budget cuts.
- 5.4 Communication
  - None

## MINUTES

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

### 6.0 SELECTION PROCESS

6.1 List of Current Recruitments (Test Plan)

6.2 Certification/ratification of eligibility lists

On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission certified eligibility lists for Athletic Facilities Worker II and Human Resources Assistant.

### 7.0 CLASSIFICATION AND SALARY

7.1 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the job classification of Computer Lab Assistant, at salary range 47, CSEA.

7.2 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the reallocation of Celia B. Chen, Sean Cho, Maria Lessard, and Peggy Ross from Computer Lab Technician to Computer Lab Assistant. Salary Range 47, CSEA, and will be Y rated, effective February 11, 2009.

7.3 On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission approved the job classification of Technology Service Technician, at salary range 57, AFSCME.

7.4 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the reallocation of James Barry, Carlos Coles, Adolfo Marrero, and Donovan Small from Computer Lab Technician to Technology Service Technician. Salary Range 57, AFSCME, at their current step, effective February 11, 2009.

7.5 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved to abolish the job classification of Computer Lab Technician, salary range 54, CSEA.

### 8.0 RULES AND REGULATIONS

8.1 On the motion of Mr. Costello, duly seconded and unanimously carried, following discussion, the Personnel Commission approved Classified Personnel Employees Handbook Chapter 7, with the recommended changes.

8.2 Classified Personnel Employees Handbook Chapter 8, First Reading.

### 9.0 CHARGES AND HEARINGS

None

### 10.0 OTHER

## MINUTES

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

### 10.1 Unfinished Business

### 10.2 Commissioner's Comments

Mr. Jack Janec attended the CSPCA meeting in San Diego and made some general comments regarding his experience per request of Mr. Castillo.

### 11.0 NEXT REGULAR MEETING

Date: **Tuesday, March 12, 2009**  
Time: 4:15 p.m.  
Location Board Room

### 12.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 4:46 p.m.

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Speed Castillo, Chairperson

## MINUTES

### Special Meeting Tuesday, February 24, 2009 Garden 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, and Victoria Wintering, Executive Director. Ron Costello, Commissioner, was absent.

#### 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 SPEECH BY DR. VICTORIA WINTERING

4.1 Dr. Victoria Wintering discussed the new Secretary job classifications that were on the Agenda. While she believes that these job classifications should be established in the future, discussions held with the CSEA President and the District confirmed that now is not the time to be innovative with the budget crisis at hand and the imminent lay-offs. Therefore, she recommended that the items on the agenda be tabled until the first of the next school year, at which time the new job classifications for Secretary can be revisited.

4.2 On the motion of Mr. Speed Castillo, duly seconded and unanimously carried, the Personnel Commission approved that the items on the Agenda be tabled at this time.

#### 5.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 4:20 p.m.

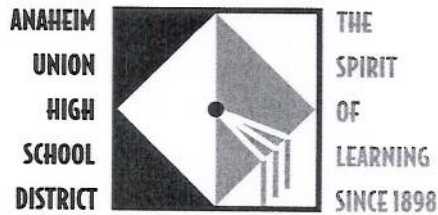
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Speed Castillo, Chairperson



TEST PLAN

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
Secretary	11/17/2008	12/3/2008	12/23/2008	15	Promo	None	1/16/2009	2/3/2009	n/a	3/10/2009		MT
Instructional Assistant- Severely Handicapped		12/16/2008	1/13/2009	15	Open	1/29/2009	1/29/2009	n/a	n/a	3/10/2009		MT
Buyer	12/12/2008	1/5/2009	1/23/2009	15	Open	None	2/3/2009	3/10/2009	n/a			CJ
Custodian	1/1/2009	1/15/2009	2/5/2009	15	Open	None	1/30/2009	n/a	n/a	3/10/2009		CJ



ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION  
ELIGIBILITY LIST NO. 004-01-09

POSITION: CUSTODIAN  
OPEN


DATE ADVERTISED: 01/15/2009-01/23/2009

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NUMBER OF APPLICATIONS RECEIVED: 200  
NUMBER OF APPLICANTS ADMITTED TO EXAM: 196

DATE OF WRITTEN EXAM: 01/30/2009  
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM: 165  
NUMBER OF APPLICANTS PASSING WRITTEN EXAM: 89

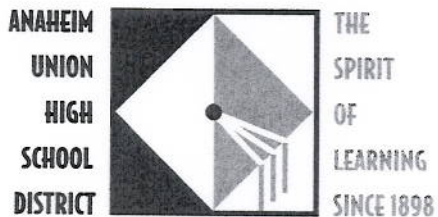
TOTAL NUMBER OF APPLICANTS CERTIFICATED ON CURRENT LIST:	89
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VICTORIA WINTERING, EXECUTIVE DIRECTOR  
CLASSIFIED HUMAN RESOURCES  
AUHSD PERSONNEL COMMISSION

CERTIFIED: March 10, 2009

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION  
ELIGIBILITY LIST NO. E03-08-MR

POSITION: **INSTRUCTIONAL ASSISTANT SEVERELY HANDICAPPED  
OPEN**

DATE ADVERTISED: 12/16/08 – 01/13/09

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<b>NUMBER OF APPLICATIONS RECEIVED:</b>	143
NUMBER OF APPLICANTS ADMITTED TO EXAM:	133
<b>DATE OF WRITTEN EXAM:</b> 01/29/09	
NUMBER OF APPLICANTS PARTICIPATING IN EXAM:	80
NUMBER OF APPLICANTS PASSING EXAM:	58
<b>NUMBER CERTIFIED ON CURRENT ELIGIBILITY LIST:</b>	<b>58</b>

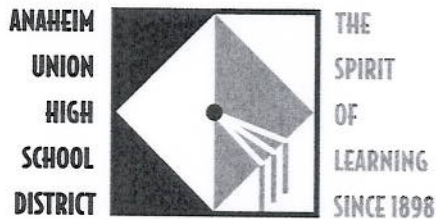


VICTORIA WINTERING, DIRECTOR  
HUMAN RESOURCES/CLASSIFIED

CERTIFIED: March 10, 2009

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION  
ELIGIBILITY LIST NO. S10-008

POSITION: **SECRETARY  
PROMOTIONAL**


DATE ADVERTISED: 12/3/08 – 12/23/08

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<b>NUMBER OF APPLICATIONS RECEIVED:</b>	45
NUMBER OF APPLICANTS ADMITTED TO EXAM:	16
<b>DATE OF WRITTEN EXAM: 01/16/09</b>	
NUMBER OF APPLICANTS PARTICIPATING IN EXAM:	16
NUMBER OF APPLICANTS PASSING EXAM:	11
<b>DATE OF ORAL EXAMINATION: 02/03/09</b>	
NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM:	11
NUMBER OF APPLICANTS PASSING ORAL EXAM:	9

<b>NUMBER CERTIFIED ON CURRENT ELIGIBILITY LIST:</b>	<b>9</b>
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**RATERS:**  
Candy Thompson – Los Alamitos Unified School District  
Linda Williams – Garden Grove Unified School District

  
VICTORIA WINTERING, DIRECTOR  
HUMAN RESOURCES/CLASSIFIED

CERTIFIED: March 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

**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 physician proposes to disqualify an individual, the doctor shall provide the District and individual 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 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.**