



AGENDA

Regular Meeting
Tuesday, March 13, 2012 – 4:15 p.m.
Board Room – District Office

AGENDA POSTED: March 9, 2012 – Personnel Commission Office Window

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

2.0 **ROLL CALL**

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

3.0 **PLEDGE OF ALLEGIANCE**

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

4.0 **PUBLIC COMMENTS: REQUEST TO SPEAK TO AGENDA AND NON-AGENDA ITEMS**

This is the appropriate point in the agenda for those present to speak to any item on the agenda.

Those who wish to speak to any item of concern not on the agenda, no action will be taken at this time.

5.0 **GENERAL FUNCTIONS**

Reference

Action

5.1 Approve the agenda as submitted or amended. Moved by _____
 Seconded _____
 Vote _____

5.2 Approve minutes of regular meeting of February 14, 2012. **Exhibit A**
 Moved by _____
 Seconded _____
 Vote _____

5.3 Communication No Action Required

- Food Service Assistant I Flyer
- Secretary Attendance – Bilingual Flyer
- Warehouse Worker – Nutritional Services Flyer

6.0 **SELECTION PROCESS**

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

7.0 **CLASSIFICATION AND SALARY**

7.1 Abolish the job classification of Athletic Facilities Worker II at salary range AF5M/52. **Exhibit C**
 Moved by _____
 Seconded _____
 Vote _____



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7.2 Abolish the job classification of Computer Operator at salary range CSEA/59.

Exhibit D

Moved by _____
Seconded _____
Vote _____

7.3 Abolish the job classification of Senior Computer Operator at salary range CSEA/63.

Exhibit E

Moved by _____
Seconded _____
Vote _____

8.0 OTHER

8.1 Unfinished Business

No Action Required

8.2 Commissioner's Comments

No Action Required

9.0 NEXT REGULAR MEETING

Date: **Tuesday, April 10, 2012**
Time: 4:15 p.m.
Location: Board Room

10.0 **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 14, 2012 – 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 Chuck Darrington at 4:15 p.m.

2.0 ROLL CALL

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

3.0 PLEDGE OF ALLEGIANCE

Personnel Commission Chairperson, Chuck Darrington, led the Pledge of Allegiance to the Flag of the United States of America.

4.0 PUBLIC COMMENTS: REQUEST TO SPEAK TO AGENDA AND NON-AGENDA ITEMS

1. Gerald Adams, AFSCME President, spoke regarding the process of notification of Hearing Officer's decision to the appellant in the case of Personnel Commission Hearings.
2. Pete Schnauffer, AFSCME Business Agent, spoke regarding the process of notification of Hearing Officer's decision to the appellant in the case of Personnel Commission Hearings.
3. Jack Janec, AFSCME Vice-President, spoke regarding agenda item 6.2.1, the Grounds Maintenance Worker position, and whether or not it has been frozen. Dr. Victoria Wintering responded that the position control committee has determined that at this time the position is temporarily frozen.
4. Jack Janec, Vice President of AFSCME, spoke regarding, agenda item 7.1 and 7.3 and his concern for separating the Athletic Facilities Worker II classification into two separate classifications. Dr. Victoria Wintering addressed his concerns.
5. Pete Schnauffer, AFSCME Business Agent, spoke regarding, agenda item 7.1 and 7.3 and his concern for separating the Athletic Facilities Worker II classification into two separate classifications. Dr. Victoria Wintering and Ms. Audrey Cherep addressed his concerns.

5.0 GENERAL FUNCTIONS

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



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- 5.2 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the minutes of the regular meeting of January 10, 2012.

6.0 SELECTION PROCESS

- 6.1 List of Current Recruitments (Test Plan)
- 6.2 6.2.1, 6.2.2, on the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission certified the eligibility lists for Grounds Maintenance Worker and Speech Language Pathology Assistant.

7.0 CLASSIFICATION AND SALARY

- 7.1 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the revised job classification of Athletic Facilities Worker II at salary range 52/AFSM to Athletic Facilities Worker II (Female) at salary range 52/AFSM.
- 7.2 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the reclassification of Connie Aragon, Debra Camara, Jennifer DeGrande, Linda Jacob, Kelly Mao, Guadalupe Sanchez, Cecelia Walach, from Athletic Facilities Worker II at salary range 52/AFSM to Athletic Facilities Worker II (Female) at salary range 52/AFSM, effective February 15, 2012.
- 7.3 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the revised job classification of Athletic Facilities Worker II at salary range 52/AFSM to Athletic Facilities Worker II (Male) at salary range 52/AFSM.
- 7.4 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the reallocation of Jose Alacala, Joseph Barela, James Burseson, Daniel Cassella, Carlos Garcia, Leo Jara, Scott Keene, Ron Ledesma, Yong Lee, Steven Oatman, Daniel Plamann, Robert Sanchez, Miguel Soto, and Barry Westphal from Athletic Facilities Worker II at salary range 52/AFSM to Athletic Facilities Worker II (Male) at salary range 52/AFSM, effective February 15, 2012.
- 7.5 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the revised job classification of Director of Information Systems at salary range 37/ADMN to Chief Technology Officer at salary range 37/ADMN.
- 7.6 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the reclassification of Erik Greenwood from Director of Information Systems at salary range 37/ADMN to Chief Technology Officer at salary range 37/ADMN, effective February 15, 2012.



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8.0 OTHER

8.1 No unfinished business at this time.

8.2 No Commissioners Comments at this time

9.0 CLOSED SESSION

9.1 Adjourn to Closed Session

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

Appeal Decision on:

Case #HR-2011-12-01

Adjourn to Closed Session at 4:53 p.m.
Reconvened to Regular Meeting at 5:43 p.m.

On the motion of Mr. Castillo, duly seconded carried with a vote of 2-1, the Personnel Commission sustained the recommendation made by Paul Crost, hearing officer, to uphold the action of the District regarding case # HR-2011-12-01

9.0 NEXT REGULAR MEETING

Date: **Tuesday, February 14, 2012**
Time: 4:15 p.m.
Location: Board Room

10.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 5:48 p.m.

Chuck Darrington, Chairperson

Personnel Commission
2011-2012
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
Substitute Bus Driver (Continuous)		6/13/2011	2/9/2012	158	Open	None				N/A			VK
Warehouse Worker - Nutritional Services(Promotional)		10/5/2011	10/26/2011	15	Promo	None	On hold			N/A			VK
Warehouse Worker - Nutritional Services(Open)		2/28/2012	3/20/2012	15	Open	None							
Athletic Facility Worker I (Promotional)		1/10/2012	1/31/2012	15	Promo	None	2/22/2012	N/A	3/20/2012				
Auditorium Operations Assistant (Substitute)		1/10/2012	2/9/2012	21	Open	None	3/13/2012						
Food Service Assistant III		1/25/2012	2/15/2012	15	Promo	None	3/1/2012	N/A	TBD	N/A			ME
Instructional Assistant - Behavioral Support		1/10/2012	1/31/2012	15	Open	2/16/2012	03/05/2012,03/06/2012		3/22/2012	N/A			LP
Food Service Assistant I		2/27/2012	3/16/2012	15	Open	None	3/28/2012		TBD	N/A			LP

ANAHEIM UNION HIGH SCHOOL DISTRICT**CLASS TITLE: ATHLETIC FACILITIES WORKER II****BASIC FUNCTION:**

Under the direction of an assigned supervisor, maintain girls and boys physical education fields and athletic equipment for an assigned senior high school site; receive, inventory, store, maintain and issue athletic uniforms and equipment for use in physical education classes and competitive sports; maintain assigned areas in a safe, clean and sanitary condition.

REPRESENTATIVE DUTIES:

Receive, store, issue and control inventory of uniforms, equipment and supplies to senior high school physical education classes and athletic teams; inspect for proper fit and protection; mark equipment; assure that equipment issued to students is returned. *E*

Issue loaned physical education or athletic uniforms to students; collect money from students; inspect and launder returned items; perform minor repair of uniforms and equipment as necessary; issue lockers for athletic and physical education students and maintain related records. *E*

Assist in the supervision of senior high school students utilizing the locker room; assign lockers and issue locks to students; assist students having problems with locks; repair locks as needed; set combination locks. *E*

Perform a variety of light maintenance and custodial duties including painting, vacuuming, dusting, mopping and sweeping; empty waste receptacles; remove gum and graffiti from locker room and gymnasium facilities; clean lockers and gym facilities. *E*

Prepare athletic fields and other athletic areas for men's and women's athletic events; assist in setting up athletic events held on campus; mow baseball fields and spray weeds on athletic areas as necessary. *E*

Order physical education and athletic supplies and equipment according to established procedures; maintain inventory records; recommend equipment for repair or replacement. *E*

Maintain a variety of records including uniform inventory and equipment usage. *E*

Transport tools, equipment, first aid supplies and other supplies to athletic events; set up equipment at athletic sites. *E*

Replace broken sprinklers as needed. *E*

Operate a variety of athletic and custodial equipment, including washer/dryer, floor scrubbers,

***E* Essential Job Functions**

Approved 3/13/01

BOT Approved: 2/21/02

whirlpools and related equipment. *E*

Set up and dismantle equipment for a variety of student activities and special events. *E*

Train and provide work direction to assigned student assistants as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Equipment, materials and supplies used in team and individual sports and the care and maintenance of related items.

Methods, materials and equipment used in athletics including proper fitting of athletic protective gear and use of power tools and equipment.

Safety precautions and rules and regulations of various sports.

District regulations regarding athletic equipment and field preparations.

Basic record-keeping techniques.

Health and safety regulations.

Proper methods of storing equipment, materials and supplies.

Basic inventory techniques.

Basic math.

ABILITY TO:

Receive, store, issue and control inventory of uniforms, equipment and supplies to Physical Education classes and athletic teams.

Set up and dismantle equipment for a variety of student activities and special events.

Operate a variety of athletic and cleaning equipment

Maintain and repair athletic clothing and equipment.

Understand and follow oral and written directions.

Maintain records and prepare reports.

Oversee the activities of students utilizing the locker room.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of experience performing athletic equipment repair or general custodial duties.

WORKING CONDITIONS:

ENVIRONMENT:

Physical education and athletic facilities environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate and repair athletic equipment.

Walking or standing for extended periods of time.

Lifting, carrying and pushing moderately heavy objects weighing up to 49 pounds.

Climbing ladders to put up nets, fix scoreboards and clean lights.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.

HAZARDS:

Exposure to cleaning chemicals.
Working at heights.

ANAHEIM UNION HIGH SCHOOL DISTRICT**CLASS TITLE: COMPUTER OPERATOR****BASIC FUNCTION:**

Under the direction of the Director of Information Systems, perform a variety of duties involved in the operation of a large scale computer and the appropriate peripheral equipment; operate a variety of equipment related to computer input and output; troubleshoot and define problems with equipment and software; burst, decollate and distribute a large volume of printed reports; maintain related records.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Computer Operator classification receive and process orders for regular and special data processing and printing requests. The Senior Computer Operator is a single incumbent classification and serves in a lead capacity scheduling and prioritizing work requests, and providing work direction and training to staff.

REPRESENTATIVE DUTIES:

Operate a large scale computer system and the appropriate peripheral equipment including disk drives, tape drives, I/O devices, printers, video display and printing terminals, optical scanner and forms handling equipment; operate personal computers; monitor the system for incorrect operation; monitor computer console for hardware and/or software malfunctions and error conditions; take corrective action or notify supervisors of major problems. *E*

Monitor various aspects of input and output of data for errors including unauthorized requests, forms and supply problems, errors between totals or balances on reports, and excessive use of system resources; assure batch files run properly. *E*

Interpret verbal and written instructions; read and interpret instructions from various manuals and operation guides. *E*

Contact vendor's agents or customer engineers to report problems with hardware as needed; notify appropriate Information Systems management staff. *E*

Clean and service equipment according to established time lines or as needed including changing toner in printers, cleaning and maintaining tape drive units, charging units, drums and other parts. *E*

Maintain records related to work scheduled and completed in a variety of formats, including daily record of work performed and records associated with special requests. *E*

Assure work is completed in a timely manner; distribute completed projects to appropriate staff. *E*

***E* Essential Job Functions**

Approved 2/21/01

BOT Approved: 12/13/01

Assist with maintenance of a library of backup tapes and related records; back up and restore files.

Participate in program code maintenance by assisting programmers with testing and debugging activities.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods and procedures of mainframe computer and auxiliary equipment operation.

Proper handling of forms and media used in operation of the computer.

Interpersonal skills including tact, patience and courtesy.

Record-keeping techniques.

Modern office practices, procedures and equipment.

Oral and written communication skills.

ABILITY TO:

Perform a variety of duties involved in the operation of a large scale computer and the appropriate peripheral equipment.

Operate a variety of equipment related to computer input and output.

Troubleshoot and define problems with equipment and software.

Burst, decollate and distribute a large volume of printed reports.

Explain technical problems and recommend solutions to appropriate staff.

Maintain records in a variety of formats.

Type at an acceptable rate of speed.

Understand and follow oral and written instructions.

Read, interpret and apply directions in manuals and operations guides.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in computer operations or related field and one year experience in data processing and computer operations.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.

Noise from computer and printing operations.

PHYSICAL DEMANDS:

Seeing to read a variety of materials and view a computer monitor.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Lifting, carrying, pushing or pulling heavy objects weighing 50 pounds or more.

Reaching overhead, horizontally and above the shoulder to retrieve supplies.

ANAHEIM UNION HIGH SCHOOL DISTRICT**CLASS TITLE: SENIOR COMPUTER OPERATOR****BASIC FUNCTION:**

Under the direction of the Director of Information Systems, receive, prioritize and schedule work orders to achieve maximum efficiency of personnel and equipment to meet time lines; perform a variety of duties involved in the operation of a large scale computer and the appropriate peripheral equipment; operate a variety of equipment related to computer input and output; troubleshoot and define problems with equipment and software; burst, decollate and distribute a large volume of printed reports; maintain related records; train and provide work direction to others.

DISTINGUISHING CHARACTERISTICS:

The Senior Computer Operator is a single incumbent classification and serves in a lead capacity scheduling and prioritizing work requests, and providing work direction and training to staff.

REPRESENTATIVE DUTIES:

Receive, prioritize and schedule work requests to achieve maximum efficiency of personnel and equipment to meet time lines; balance work loads during peak periods by prioritizing work and contacting work order requestor for clarification of request as needed; monitor progress of work requests. *E*

Train and provide work direction and guidance to assigned staff. *E*

Operate a large scale computer system and the appropriate peripheral equipment including disk drives, tape drives, I/O devices, printers, video display and printing terminals, optical scanner and forms handling equipment; operate personal computers; monitor the system for incorrect operation; monitor computer console for hardware and/or software malfunctions and error conditions; take corrective action or notify supervisors of major problems. *E*

Monitor various aspects of input and output of data for errors including unauthorized requests, forms and supply problems, errors between totals or balances on reports, and excessive use of system resources; assure batch files run properly. *E*

Interpret verbal and written instructions; read and interpret instructions from various manuals and operation guides; maintain and update operations user manual as needed; prepare and update command procedures used for operations processing. *E*

Contact vendor's agents or customer engineers to report problems with hardware as needed; notify appropriate Information Systems management staff. *E*

Assure peripheral equipment is in good repair and scheduled cleanings are completed according to

E Essential Job Functions

Approved 6/12/01

BOT Approved: 12/13/01

established time lines. *E*

Maintain records related to work scheduled and completed in a variety of formats, including daily record of work performed, supplies used, and various records associated with special requests; design and complete various forms for approval. *E*

Assure work is completed in a timely manner; distribute completed projects to appropriate staff. *E*

Organize and maintain an inventory of forms and supplies and work with supervisor and vendors when quantities approach reorder levels. *E*

Assist with maintenance of a library of backup tapes and related records; back up and restore files.

Participate in program code maintenance by assisting programmers with testing and debugging activities; provide support for the Internet including maintenance of Web pages as needed.

Assist with hardware/software system conversions as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and practices of training and providing work direction to others.
- Methods and procedures of mainframe computer and auxiliary equipment operation.
- Proper handling of forms and media used in operation of the computer.
- Interpersonal skills including tact, patience and courtesy.
- Record-keeping techniques.
- Forms design.
- Modern office practices, procedures and equipment.
- Oral and written communication skills.
- Inventory procedures and records.

ABILITY TO:

- Train and provide work direction to others.
- Prioritize and schedule work.
- Perform a variety of duties involved in the operation of a large scale computer and the appropriate peripheral equipment.
- Operate a variety of equipment related to computer input and output.
- Troubleshoot and define problems with equipment and software.
- Burst, decollate and distribute a large volume of printed reports.
- Explain technical problems and recommend solutions to appropriate staff.
- Maintain records in a variety of formats.
- Type at an acceptable rate of speed.
- Understand and follow oral and written instructions.
- Develop, modify, read, interpret and apply directions in manuals and operations guides.

Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Work independently with little direction.
Communicate clearly both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in computer operations or related field and three years increasingly responsible experience in data processing and large scale computer operations.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.
Noise from computer and printing operations.

PHYSICAL DEMANDS:

Seeing to read a variety of materials and view a computer monitor.
Hearing and speaking to exchange information.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching.
Lifting, carrying, pushing or pulling heavy objects weighing 50 pounds or more.
Reaching overhead, horizontally and above the shoulder to retrieve supplies.