



AGENDA

**Regular Meeting
 Tuesday, April 19, 2011 – 4:15 p.m.
 Board Room – District Office**

AGENDA POSTED: April 15, 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**

Reference **Action**

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

5.2 Approve minutes of regular meeting of March 08, 2011. **Exhibit A** Moved by _____
 Secoded _____
 Vote _____

5.3 Communication No Action Required

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** Moved by _____
 Secoded _____
 Vote _____

6.2.1 Assistant Director, Nutrition Services

6.2.2 Food Services Assistant I

6.2.3 Food Services Manager I

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6.2.4 Instructional Assistant Mathematics

6.2.5 School Community Liaison-Bilingual (Korean)

7.0 **CLOSED SESSION**

7.1 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

8.0 **OTHER**

8.1 Unfinished Business

No Action Required

8.2 Commissioner's Comments

No Action Required

9.0 **NEXT REGULAR MEETING**

Date: May 10, 2011
Time: 4:15 p.m.
Location Board Room-District Office

10.0 **ADJOURNMENT:** _____ p.m.

MINUTES

Regular Meeting
Tuesday, March 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 Chairperson Audrey Cherep at 4:15 p.m.

2.0 **ROLL CALL**

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

3.0 **PLEDGE OF ALLEGIANCE**

Personnel Commission Chairperson Audrey 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 the Food Services Manager I recruitment process. He inquired about the field of competition and wanted to know why the recruitment was open rather than promotional. Dr. Wintering replied that she looked at past recruitments for the position and found that this particular position has always had an open recruitment; therefore, she decided to follow past practice.

5.0 **GENERAL FUNCTIONS**

- 5.1 On the motion of Mr. Darrington, duly seconded and unanimously carried, the Personnel Commission adopted the agenda as submitted.
- 5.2 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the minutes of the regular meeting of February 08, 2011.
- 5.3 On the motion of Mr. Darrington, duly seconded and unanimously carried, the Personnel Commission approved the minutes of the special meeting of February 22, 2011.
- 5.4 Communication

Dr. Wintering spoke a little about the CSPCA conference attended by Mr. Darrington and herself. She said the conference was well attended and she would like to consider some of the ideas that were discussed at the conference for AUHSD, such as a new progressive discipline system and education on workplace bullying.

6.0 **SELECTION PROCESS**

6.1 List of Current Recruitments (Test Plan)

1. Dr. Wintering commented that there are so many qualified applicants due to the high unemployment rate, which makes it a challenge for the Human Resources department in

MINUTES

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terms of selection. She invited any of the audience members to stop by her office or make an appointment with her if they would like to learn more about the recruitment process.

7.0 CLASSIFICATION AND SALARY

- 7.1 On the motion of Mr. Darrington, duly seconded and unanimously carried, the Personnel Commission approved the revised job description for Warehouse Supervisor at salary range MGMT-7.

8.0 CLOSED SESSION

- 8.1 Adjourn to Closed Session

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

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

Reconvened to Regular Meeting at 4:47 p.m.

No action was taken.

9.0 OTHER

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

The Commissioners did not have any additional comments.

10.0 NEXT REGULAR MEETING

Date: **Tuesday, April 19, 2011**
Time: 4:15 p.m.
Location Board Room

11.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 4:48 p.m.

Audrey Cherep, Chairperson

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 II		3/25/2011	4/15/2011	15	Open	None				N/A			VK
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	4/19/2011	94	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				3/17/2011	52	MT
Instructional Assistant Math (with Bilingual Spanish Stipend)		1/12/2011	2/4/2011	15	Open	Yes	2/22/2011				4/19/2011	52	MT
Language Testing Assistant-Bilingual (Spanish)		1/18/2011	2/8/2011	15	Promo	None	3/1/2011		4/27/2011		3/29/2011		VK
Assistant Director-Nutrition Services		1/11/2011	2/2/2011	15	Open	None			3/9/2011			51	SD
Food Service Assistant I		2/7/2011	3/1/2011	15	Open	None	3/22/2011 & 3/23/2011	N/A	N/A		4/19/2011	16	VK



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. D26-2010

POSITION: ASSISTANT DIRECTOR, NUTRITION SERVICES – PROMOTIONAL & OPEN COMPETITIVE

DATE ADVERTISED: 01/11/11 – 02/01/11

NUMBER OF APPLICATIONS RECEIVED: 17
NUMBER OF APPLICANTS ADMITTED TO EXAM 6

DATE OF ORAL EXAM: 03/09/11
NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM 6
NUMBER OF APPLICANTS PASSING ORAL EXAM 5

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	5
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PANEL MEMBERS:

ELIZABETH BROWN-SMITH, DIRECTOR OF FOOD SERVICES, WALNUT VALLEY USD
WES HOWARD, ADMINISTRATOR CHILD NUTRITION, PASADENA USD

VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: April 19, 2011

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
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ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 64F02-02

POSITION: FOOD SERVICE ASSISTANT I

DATE ADVERTISED: 02/07/2011 TO 03/01/2011

NUMBER OF APPLICATIONS RECEIVED:	391
NUMBER OF APPLICANTS ADMITTED TO EXAM	360
DATE OF WRITTEN EXAM: 03/22/2011 & 3/23/2011	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	203
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	179

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	179
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PANEL MEMBERS:

VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: April 19, 2011

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 64F08-1110

POSITION: FOOD SERVICE MANAGER I – PROMOTIONAL & OPEN COMPETITIVE

DATE ADVERTISED: 11/01/10 – 11/23/10

NUMBER OF APPLICATIONS RECEIVED: 104

NUMBER OF APPLICANTS ADMITTED TO EXAM 62

DATE OF WRITTEN EXAM: 12/13/10

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 51

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 42

DATE OF PERFORMANCE EXAM: 01/19/11

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM 40

NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM 23

DATE OF ORAL EXAM: 02/16/11

NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM 23

NUMBER OF APPLICANTS PASSING ORAL EXAM 22

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	22
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PANEL MEMBERS:

LEO BAS, ASSISTANT DIRECTOR FOOD SERVICES, GARDEN GROVE USD
 STEFFANY HOPKINS, FOOD SERVICE SUPERVISOR, DOWNEY USD
 CHARMANE WILLIAMS, NUTRITION SERVICES SUPERVISOR II, IRVINE USD
 SUSAN SEALY, DIRECTOR FOOD SERVICES, MAGNOLIA SD

VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: April 19, 2011

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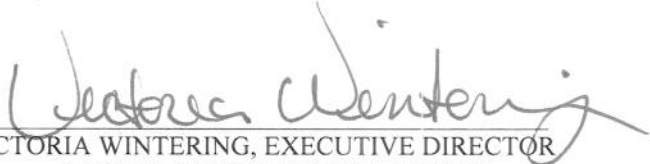
ANAHEIM UNION HIGH SCHOOL DISTRICT
 PERSONNEL COMMISSION
 ELIGIBILITY LIST NO. 64E18-11MT

POSITION: INSTRUCTIONAL ASSISTANT MATHEMATICS – PROMOTIONAL AND OPEN COMPETITIVE

DATE ADVERTISED: 1/12/11 – 2/4/11

NUMBER OF APPLICATIONS RECEIVED:	89
NUMBER OF APPLICANTS ADMITTED TO EXAM	73
DATE OF WRITTEN EXAM: 2/22/11	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	36
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	22
DATE OF BILINGUAL CERTIFICATION: 3/29/11	
NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	21
NUMBER OF APPLICANTS PASSING PEFORMANCE EXAM	12
TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	21

PANEL MEMBERS:
 Jesus Villasenor, AUHSD
 Araceli Chavez, AUHSD
 Norma Granados, GGUSD
 Sandra Castro, HLPUSD


 VICTORIA WINTERING, EXECUTIVE DIRECTOR
 HUMAN RESOURCES/CLASSIFIED

CERTIFIED: April 19, 2011

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ANAHEIM UNION HIGH SCHOOL DISTRICT
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 ELIGIBILITY LIST NO. 64E18-11MT

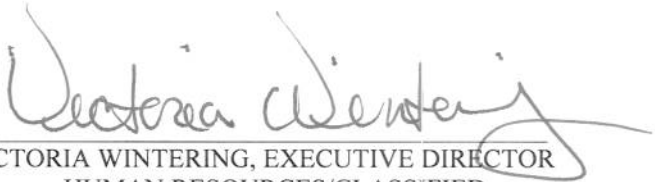
POSITION: SCHOOL COMMUNITY LIAISON BILINGUAL – KOREAN – PROMOTIONAL AND OPEN COMPETITIVE

DATE ADVERTISED: 1/12/11 – 2/4/11

NUMBER OF APPLICATIONS RECEIVED:	32
NUMBER OF APPLICANTS ADMITTED TO EXAM	28
DATE OF WRITTEN EXAM: 2/23/11	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	18
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	15
DATE OF BILINGUAL CERTIFICATION: 3/17/11	
NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	15
NUMBER OF APPLICANTS PASSING PEFORMANCE EXAM	12

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	12
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PANEL MEMBERS:
 Sang Hu Lee, AUHSD
 Jennifer Shynn, AUHSD


 VICTORIA WINTERING, EXECUTIVE DIRECTOR
 HUMAN RESOURCES/CLASSIFIED

CERTIFIED: April 19, 2011

EXTENDED:

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