

## **MINUTES**

**Regular Meeting**  
**Tuesday, April 22, 2008**  
**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, Ron Costello, Vice-Chairperson, Speed Castillo, Commissioner, and Victoria Wintering, Executive Director.

### **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 ADOPTION OF THE AGENDA**

On the motion of Speed Castillo, duly seconded and unanimously carried, the Personnel Commission adopted the agenda.

### **5.0 PUBLIC COMMENTS**

John Adams, 1631 S. Pomona Street, Fullerton, requested a formal review of his job classification. He briefly described some of his duties as Auditorium Technician. Mr. Adams stated that he feels his position should be reclassified into a management position.

### **6.0 GENERAL FUNCTIONS**

6.1 On the motion of Ron Costello, duly seconded and unanimously carried, the Personnel Commission approved the minutes of March 11, 2008.

#### **6.2 Communication**

- March 13, 2008, Board of Trustees Agenda
- April 3, 2008, Board of Trustees Agenda
- April 7, 2008, Board of Trustees Agenda
- Reduction in Force Presentation Materials
- Classified Employee of the Year Packet
- Retirement Flyer for Linda Barnett

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- Retirement Flyer for Dave Pooley
- CSEA Union Newsletter

#### **7.0 SELECTION PROCESS**

- 7.1 List of Current Recruitments (Test Plan)
- 7.2 Certification/ratification of eligibility lists

##### **7.2.1 Instructional Assistant, Severely Handicapped**

On the motion of Speed Castillo, duly seconded and unanimously carried, following discussion, the personnel Commission ratified the eligibility list for Instructional Assistant, Severely Handicapped.

##### **7.2.2 Instructional Assistant, Special Education**

On the motion of Speed Castillo, duly seconded and unanimously carried, the personnel Commission ratified the eligibility list for Instructional Assistant, Special Education.

#### **8.0 CLASSIFICATION AND SALARY**

- 8.1 Approved the revised classification description for Public Information Manager.

A presentation explaining the classification study process was made by Victoria Wintering.

Following the presentation, the findings of the Public Information Manager and the Publications Technician study were presented to the Personnel Commission.

On the motion of Speed Castillo, duly seconded and unanimously carried, following discussion, the Personnel Commission approved the revised classification description for Public Information Manger.

- 8.2 Approved the revised classification description for Publications Technician, and reallocate salary effective April 23, 2008, for the following employees:

John Atwood  
Matthew Jara

On the motion of Speed Castillo, duly seconded and unanimously carried, the personnel Commission approved the revised classification and the reallocation of salary, effective April 23, 2008, for Publications Technician.

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Gerry Adams commented that he was impressed with how the study was handled and stated it was a very professional, systematic and comprehensive processes. Mr. Adams requested a classification study for Armando Cortez, Maintenance Service Worker.

### 9.0 RULES AND REGULATIONS

None

### 10.0 CHARGES AND HEARINGS

None

### 11.0 OTHER

11.1 Unfinished Business

**No Action Required**

11.2 Commissioner's Comments

Mr. Castillo expressed his appreciation for Dave Pooley who will retire in June.

### 12.0 NEXT REGULAR MEETING

**No Action Required**

Date: **Tuesday, May 13, 2008**

Time: 4:15 p.m.

Location: Board Room

### 13.0 ADJOURNMENT:

The meeting of the Personnel Commission was adjourned at 4:56 p.m.

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Audrey Cherep, Chairperson