



AGENDA

Regular Meeting
Tuesday, May 8, 2012 – 4:15 p.m.
Board Room – District Office

AGENDA POSTED: May 4, 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, Charles 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 April 10, 2012. **Exhibit A**
 Moved by _____
 Seconded _____
 Vote _____

5.3 Budget Discussion No Action Required

5.4 Adjourn regular meeting to a public hearing on the Personnel Commission Budget for the 2012/2013 fiscal year. **Exhibit B**
 Moved by _____
 Seconded _____
 Vote _____

Adjourned to public hearing at: _____ p.m.

Reconvened regular meeting at: _____ p.m.



AGENDA

Regular Meeting Tuesday, May 8, 2012 – 4:15 p.m. Board Room – District Office

- 5.5 Approve position seniority adjustment for the Technology Service Technician classification. Moved by _____
Seconded _____
Vote _____
- 5.6 Communication No Action Required
- 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** Moved by _____
Seconded _____
Vote _____
- 6.2.1 Food Service Assistant I
- 6.2.2 Instructional Assistant – Behavioral Support
- 7.0 **CLASSIFICATION AND SALARY**
- 7.1 Reclassify open position from Administrative Assistant, salary range 57-CSEA to Senior Administrative Assistant, salary range 59-CSEA, effective May 10, 2012. **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, June 12, 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



Page: 1 of 3

MINUTES

Regular Meeting
Tuesday, April 10, 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 STUDY SESSION

Jeff Riel, AUHSD Counsel, presented a study session on the Brown Act.

http://www.ocde.us/LegalServices/Documents/OVERVIEW_OF_THE_BROWN_ACT_2009.pdf

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

None

6.0 GENERAL FUNCTIONS

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

5.2 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the minutes of the regular meeting of March 13, 2012.

7.0 SELECTION PROCESS

7.1 List of Current Recruitments (Test Plan)

7.2 7.2.1, 7.2.2, on the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission certified the eligibility lists for Athletic Facilities Worker I, Auditorium Operations Assistant, and Food Service Assistant III

7.3 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved to terminate the Eligibility list for Instructional Assistant – Behavioral Support

8.0 OTHER



MINUTES

Regular Meeting
Tuesday, April 10, 2012 – 4:15 p.m.
Board Room – District Office

8.1 No unfinished business at this time.

8.2 The commissioners asked about information regarding commissioner meetings for the region that take place in Downey, Dr. Wintering said she would get more information.

9.0 NEXT REGULAR MEETING

Date: **Tuesday, May 8, 2012**
Time: 4:15 p.m.
Location Board Room

10.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 4:06 p.m.

Charles Darrington, Chairperson

ANNUAL BUDGET OF PERSONNEL COMMISSION
FISCAL YEAR 2012-13
(Education Code Section 45253)

Anaheim Union High School District, Orange County, California

NOTICE OF PUBLIC HEARING BY THE PERSONNEL COMMISSION

TO: The Governing Board and District Administration

The public hearing on this proposed budget will be held on May 8, 2012, 4:15 am/pm
at Anaheim Union High School District 501 Crescent Way, Anaheim, CA 92803

You are invited to attend and present your views.

Victoria Wintberg, Ph.D. May 4, 2012
Chairman or Director of Personnel Commission Date

ADOPTED ANNUAL BUDGET OF PERSONNEL COMMISSION

TO: Wendy Benkert, Associate Superintendent, Business Services
Orange County Department of Education

This proposed budget was adopted subsequent to a public hearing by the Personnel Commission of the district.

DATE OF MEETING: _____

REVIEWED BY THE DISTRICT SUPERINTENDENT

Superintendent Date

Chairman or Director of Personnel Commission Date

APPROVAL OF ANNUAL BUDGET OF PERSONNEL COMMISSION

TO: The Governing Board and Personnel Commission

This report has been examined and approved by the ORANGE COUNTY SUPERINTENDENT OF SCHOOLS.

William Habermehl
County Superintendent of Schools

_____, 2012

_____, Deputy
Wendy Benkert, Ed.D.
Associate Superintendent, Business Services

Annual Budget of Personnel Commission Fiscal Year 2012-13 Anaheim Union High School District		Column I 2010-11 Actuals (\$ only)	Column II 2011-12 Actuals or Estimate (\$ only)	Column III 2012-13 Budget (\$ only)
2000	Classified Salaries¹	15,000.00	15,000.00	15,000.00
2300	Classified Supervisors & Administrators	76,913.00	83,741.00	138,642.00
	Commission Members ²	3,000.00	3,000.00	3,000.00
	Director	147,269.00	150,175.00	150,175.00
2400	Clerical, Technical & Office Staff	236,175.00	219,184.00	136,064.00
	Secretaries, Clerks	61,428.00	63,756.00	66,168.00
	SUBTOTAL (2000 CLASS.)	539,785.00	534,856.00	494,049.00
3000	Employee Benefits			
3101	State Teachers Retirement System – Certificated			
3102	State Teachers Retirement System – Classified			
3201	Public Employees’ Retirement System-Certificated			
3202	Public Employees’ Retirement System-Classified	52,400.00	57,370.00	53,634.00
3301	OASDI/Medicare – Certificated			
3302	OASDI/Medicare – Classified	41,294.00	37,971.00	37,720.00
3401	Health & Welfare Benefits – Certificated			
3402	Health & Welfare Benefits – Classified	126,000.00	141,840.00	141,742.00
3501	Unemployment Insurance – Certificated			
3502	Unemployment Insurance – Classified	3886.00	8,611.00	7,954.00
3601	Workers’ Compensation Insurance – Certificated			
3602	Workers’ Compensation Insurance – Classified	8,543.00	8,423.00	8,449.00
3801	PERS Reduction – Certificated			
3802	PERS Reduction - Classified	18,000.00	12,268.00	13,286.00
3901	Other Benefits – Certificated			
3902	Other Benefits – Classified			
	SUBTOTAL (3000 CLASS.)	250,123.00	266,483.00	262,785.00

Annual Budget of Personnel Commission Fiscal Year 2012-13 Anaheim Union High School District		Column I 2010-11 Actuals (\$ only)	Column II 2011-12 Actuals or Estimate (\$ only)	Column III 2012-13 Budget (\$ only)
4000	Books and Supplies			
4200	Books & Reference Materials	225.00	225.00	225.00
	Literature, Periodicals			
4300	Materials & Supplies			
	Office Supplies	11,000.00	11,000.00	11,000.00
	SUBTOTAL (4000 CLASS.)	11,225.00	11,225.00	11,225.00
5000	Services & Other Operating Expenditures			
5200	Travel & Conferences	1,500.00	1,500.00	3,000.00
	Expense Allowances			
	Mileage	500.00	500.00	500.00
	Conferences			
5300	Dues and Memberships	2,868.00	2,868.00	3,300.00
5400	Insurance			
	Fire and Theft			
	Liability			
5500	Operations and Housekeeping Services ³			
	Utilities			
5600	Rentals, Leases & Repairs	5,600.00	5,600.00	5,600.00
5700	Direct Cost Transfers			
	Printing & Forms	6,500.00	6,500.00	6,500.00
5800	Prof/Consulting Services & Operating Expenditures	20,000.00	80,000.00	40,000.00
	Examinations			
	Advertising	5,000.00	5,000.00	3,500.00
	Professional Assistance (Screening Committee, Consultants, Analysis Surveys)	35,000.00	35,000.00	35,000.00
5900	Communications			
	Telephone	2,000.00	1,500.00	1,500.00

Annual Budget of Personnel Commission Fiscal Year 2012-13 Anaheim Union High School District		Column I 2010-11 Actuals (\$ only)	Column II 2011-12 Actuals or Estimate (\$ only)	Column III 2012-13 Budget (\$ only)
	Postage	3,000.00	3,500.00	3,500.00
	SUBTOTAL (5000 CLASS.)	81,968.00	141,968.00	141,968.00

Annual Budget of Personnel Commission Fiscal Year 2012-13 Anaheim Union High School District		Column I 2010-11 Actuals (\$ only)	Column II 2011-12 Actuals or Estimate (\$ only)	Column III 2012-13 Budget (\$ only)
6000	Capital Outlay			
6400	Equipment			
	Office Equipment	1,000.00	1,000.00	1,000.00
6500	Replacement of Equipment	2,500.00	2,500.00	2,500.00
	SUBTOTAL (6000 CLASS.)	3,500.00	3,500.00	3,500.00
	TOTAL EXPENDITURES	886,601.00	958,032.00	913,527.00
9000	Balance Sheet			
9770	Designated for Economic Uncertainties ⁴			

- 1) Include only those expenditures directly attributable to the activities of the Commission and their employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with personnel director.
- 2) Salaries for Commission member should not be included without prior and specific authorization by the governing board (Education Code Section 45250).
- 3) The district is required to provide suitable quarters for the Commission and their employees, therefore, expenditures in maintenance, operation, and capital outlay will be limited.
- 4) Include as Undistributed Reserve only such amount as may seem necessary for requirements.

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/Written 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	None	On hold			N/A			VK
Warehouse Worker - Nutritional Services (Promotional)	10/5/2011	10/26/2011	15	Promo	None	None	4/13/2012	5/10/2012		N/A			VK
Warehouse Worker - Nutritional Services (Open)	2/28/2012	3/20/2012	15	Open	None	None	4/13/2012			N/A			VK
Instructional Assistant - Behavioral Support	1/10/2012	1/31/2012	15	Open	2/16/2012	03/05/2012, 03/06/2012	4/11, 4/12	N/A	4/11, 4/12	N/A	5/8/2012	49	LP
Food Service Assistant I	2/27/2012	3/16/2012	15	Open	None	None	3/30/2012	N/A	N/A	N/A	5/8/2012	10	LP
Secretary Attendance/Bilingual	3/1/2012	3/21/2012	15	Promo	None	None	4/17/2012	N/A	5/15/2012	All certified			VK
Food Service Manager I	5/3/2012	5/24/2012	15	Open	None	None							VK



ANAHEIM UNION HIGH SCHOOL DISTRICT

Learning With Purpose: College and Career Ready

ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. F02-12-LPB

POSITION: FOOD SERVICE ASSISTANT I – PART-TIME OPEN

DATE ADVERTISED: 02/27/12 – 03/16/12

NUMBER OF APPLICATIONS RECEIVED:	261
NUMBER OF APPLICANTS ADMITTED TO EXAM	219
DATE OF WRITTEN EXAM: 03/30/2012	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	123
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	101

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	101
--	------------



VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: May 8, 2012

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT

Learning With Purpose: College and Career Ready

ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2012LP-BEH SUPPORT

POSITION: INSTRUCTIONAL ASSISTANT - BEHAVIORAL SUPPORT

DATE ADVERTISED: 01/10/12 – 01/31/12

NUMBER OF APPLICATIONS RECEIVED:	297
DATE OF WRITTEN (NCLB MATH) EXAM: 02/16/12	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	19
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	4
DATE OF WRITTEN (NCLB ENGLISH) EXAM: 02/16/12	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	18
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	6
DATE OF WRITTEN (ABILITY TO ASSIST) EXAM: 3/5/12, 3/6/12	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	225
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	111
DATE OF WRITTEN (IA COMPETENCY) EXAM: 3/5/12, 3/6/12	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	114
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	106
DATE OF WRITTEN (JOB KNOWLEDGE) EXAM: 3/5/12, 3/6/12	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	107
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	58
DATE OF ORAL EXAM: 04/11/12, 4/12/12	
NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM	58
NUMBER OF APPLICANTS PASSING ORAL EXAM	44

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	44
--	-----------



ANAHEIM UNION HIGH SCHOOL DISTRICT

Learning With Purpose: College and Career Ready

PANEL MEMBERS:

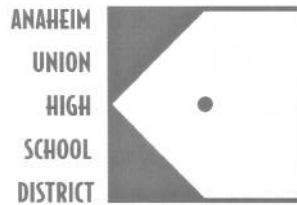
NANCY MATTHEWS, SPECIAL EDUCATION PROGRAM ADMINISTRATOR, DOWNEY USD
TRENA BECKER, ASSISTANT PRINCIPAL, ANAHEIM UNION HIGH SCHOOL DISTRICT
SONIA CORTEZ, ASSISTANT PRINCIPAL, ANAHEIM UNION HIGH SCHOOL DISTRICT
BRAD JACKSON, ASSISTANT PRINCIPAL, ANAHEIM UNION HIGH SCHOOL DISTRICT
CHERYLIN LEW, ASSISTANT PRINCIPAL, ANAHEIM UNION HIGH SCHOOL DISTRICT
NANCY MALOTTE, ASSISTANT PRINCIPAL, ANAHEIM UNION HIGH SCHOOL DISTRICT
SUSSANNE MIRANDA, ASSISTANT PRINCIPAL, ANAHEIM UNION HIGH SCHOOL DISTRICT
MICHELLE SURFAS, ASSISTANT PRINCIPAL, ANAHEIM UNION HIGH SCHOOL DISTRICT

VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: MAY 8, 2012

EXTENDED:

EXPIRED:



Human Resources • Personnel Commission

Memorandum

DATE: April 9, 2012
TO: Victoria Wintering, Ph.D., Executive Director, HR, Classified
FROM: Marie Ragazzo, Human Resources Analyst
SUBJECT: Reclassification of Clerical Position in Special Programs Department.

Introduction

In February 2012, Sharon Yager, CSEA President, requested Personnel Commission staff to review the position of Administrative Assistant in the Special Programs department of the Education division. Since a job analysis study for the Senior Administrative Assistant classification was already underway, it was decided to include the Special Programs clerical position within the study in order to analyze whether the position would be more appropriately classified as a higher clerical classification.

Background

Under the direction of the Director of Special Programs, the department had two positions, a Senior Administrative Assistant/Bilingual and an Administrative Assistant. Through attrition, the Senior Administrative Assistant/Bilingual position was eliminated as of July 1, 2009. At that time, the remaining position assigned to the Special Programs department was classified as an Administrative Assistant. Additionally, during that time a position in the Athletics department was vacated by a Senior Administrative Assistant, which also remains an open position.

In the Special Programs department, the Administrative Assistant's main function was to support district-wide programs such as Summer School, under the direction of Susan Stocks, Director of Special Programs. However, the Administrative Assistant position continued to support the Director of Special Programs relieving her of secretarial and administrative duties within a broader spectrum than that of Summer School. Further, the duties performed, by the incumbent, during the duration of summer school were noted to be above the classification of Administrative Assistant, and an agreement was made between the Assistant Superintendent, Dr. Fred Navarro and Human Resources that the incumbent would be merited out-of-class pay for the duration of the summer school assignment each, and every year. The duration of the summer school session included the beginning of enrollment of summer school students (on or about April 1) through the end of the summer school session (on or about August 28). The Special Programs department continues to manage Title I & II, QEIA, Williams compliance pertaining to textbooks and work experience among other district-wide programs. Therefore, a decision was

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

made to evaluate whether the position of Administrative Assistant in the Special Programs department is appropriate based on the current needs of the department.

Data Collection

In March of 2012, a job analysis survey was emailed using Survey Monkey to both substitute Administrative Assistant incumbent, Lina Welsh, and her supervisor, Susan Stocks, Director of Special Programs. The purpose of the survey was to collect data from both Administrative Assistant and Senior Administrative Assistant incumbents regarding the essential duties of their positions, and the knowledge, skills and abilities (KSAs) required at entry into the positions.

The survey content listed the essential duties in the following order: supervision received and exercised; following/interpreting guidelines, policies, procedures; interaction with others; administrative support; written communication; computation and financial activities; and school-based functions. The KSAs relevant to support those duties were also listed on the survey.

Classification Analysis

Historically, the clerical position supporting the Director of Special Programs was classified as an Senior Administrative Assistant and Senior Administrative Assistant/Bilingual. The definition of Senior Administrative Assistant is "Under the direction of an assigned Director or Principal, perform varied and complex secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications for the assigned supervisor; maintain confidentiality of privileged and sensitive information."

The distinguishing characteristics between an Administrative Assistant and a Senior Administrative Assistant is that "The Senior Administrative Assistant classification provides varied and complex secretarial and administrative assistance to a school Principal, Director of a major district-wide program or function with broad responsibilities for overall departmental and program administration. *Incumbents may provide work direction and guidance to other clerical and secretarial staff. The Administrative Assistant classification provides responsible sole secretarial and administrative support to an administrator at the level of a District Coordinator with responsibilities for District-wide program administration."

According to the survey responses posted by Susan Stocks and Lina Welsh, the level of administrative support and supervision exercised within the department have changed due to attrition. The Special Programs department position will require the incumbent to perform varied and complex secretarial and administrative support duties during the implementation of Supplemental Educational Services (SES). The SES program has grown from 50 students to over 750 students within the last 5 years. A brief summary of the corresponding duties within the area of supervision received or exercised include, reviewing confidential records such as payroll, invoices, employee evaluations and attendance to verify details, monitor work activities or evaluate performance. The incumbent of the position will also need to

assist in complex secretarial support duties to relieve the Director of Special Programs of administrative and clerical detail. A summary of those duties include maintaining records pertaining to compliance reviews, inventory, budgets, payroll, personnel, orders, supplies, or maintenance work orders. The incumbent in the position will be required to have knowledge of financial record-keeping and budget processes. Those duties include monitoring accounts and reviewing invoices in relation SES provider. Finally, the incumbent will also need to have the ability compute figures such as balances, totals, or stipends and compile data for budgets and or reports to relieve the Director of Special Programs of administrative detail.

The main differences between the current position of Administrative Assistant, and that of the District campus - Senior Administrative Assistant were analyzed using a statistical analysis method called a One-Way ANOVA. The analysis illustrates a comparison of the means between the groups surveyed. Therefore, if the level of significance (Sig.) is $< .05$, then it is determined that there is a significant difference for that particular task and/or KSA between the groups. Of all the tasks surveyed, only two tasks, and three KSAs were significantly different between the Special Programs department positions and the Senior Administrative Assistants assigned to other district departments. The following lists the tasks and KSAs that were significantly different between the Special Programs department position and the Senior Administrative Assistant positions of other departments at the District campus: SUP13: Participates in the selection of clerical employees; GUID16: Keeps informed of provisions of labor-management agreements and their effects on departmental operations (i.e. CSEA, AFSCME, and ASTA contracts). ADMN49: Maintains scheduling and event calendars; KSA11: Knowledge of correct oral usage of secondary language (Spanish); KSA25: Ability to calculate using mixed units (e.g., 3.5 hours and 4 hours 30 minutes); KSA30: Ability to develop staff skills (i.e. actively working to increase the skill level of the employee supervised).

In conclusion, it was noted that the position is more in alignment with that of a Senior Administrative Assistant and not that of an Administrative Assistant. Key factors which were noted in the analysis were the following: the level of supervision received, the historical job role, the type and level of interaction with others, and the administrative support in the implementation and coordination of major district-wide programs such as Supplemental Education Services (SES), compliance reviews, and work experience among other areas of Special Programs.

Classification Recommendation

Due to the current needs of the department, it is recommended that the Personnel Commission approve the reclassification of Administrative Assistant at salary range CSEA/57 to Senior Administrative Assistant at salary range CSEA/59 in the Special Programs department.