



## AGENDA

### Regular Meeting Tuesday, May 14, 2013 – 3:30 p.m. Board Room – District Office

AGENDA POSTED: May 10, 2013 – Personnel Commission Office Window

1.0 **CALL TO ORDER** By: \_\_\_\_\_ Time: \_\_\_\_\_

2.0 **ROLL CALL**

		PRESENT	ABSENT
Chairperson	Charles 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 the regular meeting of April 9, 2013. **Exhibit A**  
 Moved by \_\_\_\_\_  
 Seconded \_\_\_\_\_  
 Vote \_\_\_\_\_

5.3 Communication No Action Required

- Credential Technician-Open Flyer.
- Food Service Assistant I-Open Flyer.
- Office Assistant-Bilingual (Spanish)-Promotional Only Flyer.
- Sign Language Interpreter-Open (Continuous) Flyer.
- Senior Administrative Assistant-School Support/Senior Administrative Assistant-Promotional Only Flyer.
- Senior Administrative Assistant-School Support Bilingual/Senior Administrative Assistant-Bilingual-Promotional Only Flyer.

6.0 **SELECTION PROCESS**

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



**AGENDA**

**Regular Meeting  
Tuesday, May 14, 2013 – 3:30 p.m.  
Board Room – District Office**

**7.0 CLASSIFICATION AND SALARY**

7.1 Approve the reclassification of Louisa Martinez from Office Assistant/Bilingual at salary range CSEA-47 to Secretary – Bilingual - Registrar/Records at salary range CSEA-53, effective May 15, 2013.

**Exhibit C**

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

7.2 Approve the revised job classification of Food Service Supervisor at salary range MGMT/11 to Nutrition Services Operations Supervisor at salary range MGMT/11 effective May 15, 2013.

**Exhibit D**

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

7.3 Reallocate the following employees:  
Gilbert Castillo, Jeffrey Adair, Erik Larsen  
from HVAC Technician at salary range AFSM/61  
To HVAC-EMCS Technician at salary range  
AFSM/61, effective March 13, 2013.

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

7.4 Reallocate the following employees:  
Julie Thrum, Marilyn Budovec, Jane Maerki  
from FS Supervisor at salary range MGMT/11  
To Nutrition Services Operations Supervisor at  
salary range MGMT/11, effective May 15, 2013.

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

7.5 Approve the revised job classification of EL Program Technician at salary range CSEA/57 to Assessment & Evaluation Technician at salary range CSEA/57, effective May 15, 2013.

**Exhibit E**

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

7.6 Reallocate the following employee:  
Lisette Ramirez  
from EL Program Technician at salary range CSEA/57  
to Assessment & Evaluation Technician at  
salary range CSEA/57, effective May 15, 2013.

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

**8.0 OTHER**

8.1 Unfinished Business

No Action Required

8.2 Commissioner's Comments

No Action Required

**The Personnel Commission  
Anaheim Union High School District  
501 Crescent Way • Post Office Box 3520  
Anaheim • California 92803•3544**



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**AGENDA**

**Regular Meeting  
Tuesday, May 14, 2013 – 3:30 p.m.  
Board Room – District Office**

**9.0 NEXT REGULAR MEETING**

The next regular meeting date:

Date: June 11, 2013  
Time: 3:30 p.m.  
Location: Board Room-District Office

**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, April 9, 2013 – 3:30 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 Charles Darrington at 3:30 p.m.

**2.0 ROLL CALL**

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

**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**

None

**5.0 GENERAL FUNCTIONS**

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

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 12, 2013.

5.3 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the minutes of the special meeting of March 27, 2013.

5.4 Budget Discussion

5.4.1

5.5 Communication

5.5.1 None

5.5.2 None

**6.0 SELECTION PROCESS**

6.1 List of Current Recruitments (Test Plan)

**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, April 9, 2013 – 3:30 p.m.  
Board Room – District Office**

- 6.2 Certification/ratification of eligibility lists
  - 6.2.1 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission certified the eligibility list for Business Technician-Promotional Only.

**7.0 OTHER**

- 7.1 No unfinished business at this time.
- 7.2 Vice-Chairperson, Speed Castillo commented on how he enjoyed the CSPCA 2013 Conference.
- 7.3 Chairperson, Charles Darrington commented on how he felt privileged for Superintendent, Dr. Elizabeth Novack speaking at the CSPCA 2013 Conference and to have Executive Director of Human Resources, Classified, Dr. Victoria Wintering as the Human Resources Director.

**8.0 NEXT REGULAR MEETING**

Date: **Tuesday, May 14, 2013**  
Time: 3:30 p.m.  
Location: Board Room–District Office

**9.0 ADJOURNMENT**

The Personnel Commission adjourned the meeting at 3:47 p.m.

\_\_\_\_\_  
Charles Darrington, Chairperson

Personnel Commission  
2012-2013  
CURRENT TEST PLAN

Classification	Req to test rec'd	Posted	Closed	Days Posted	Field of Competition	NCLB Test	Written Test	Performance Test	Oral Test	Bilingual Certification	List Established	PC Approval Date	Bus. Days from Closing	Recruiter
Business Technician		10/8/2012	10/30/12	15	Promo	None	12/5/2012	1/10/2013	1/10/2013	N/A	4/9/13	4/9/13	106	VK
Instructional Assistant-Specialized Academic Instruction		1/23/2013	2/13/2013	15	Open	2/28/2013	3/7/2013	N/A	5/22/2013	N/A				VK
Human Resources Assistant		2/26/2013	3/18/2013	15	Open	None	TBA		TBA	N/A				MR
Auditorium Operations Assistant		3/4/2013	3/22/2013	15	Open	None	4/23/2013	TBA	TBA	N/A				LPB
Substitute Office Assistant/Office Asst Biling		3/13/2013	3/14/2013	2	Open	None	4/9/2013			TBA				LPB
HVAC-EMCS Technician		3/14/2013	3/28/2013	15	Open	None	4/15/2013		5/7/2013					JG
Sign Language Interpreter		4/16/2013	Continuous		Open	None								
Office Assistant-Bilingual (Spanish)		4/15/2013	5/3/2013	15	Promo	None								
Senior Admin Asst-School Support/Senior Admin Asst.-Bilingual (Spanish)		4/24/2013	5/14/2013	15	Promo	None								
Senior Admin Asst-School Support/Senior Admin Asst.		4/24/2013	5/14/2013	15	Promo	None								
Food Service Assistant I		4/25/2013	5/15/2013	15	Open	None								
Credentials Technician		4/30/2013	5/20/2013	15	Open	None								



## ANAHEIM UNION HIGH SCHOOL DISTRICT

*Learning With Purpose: College and Career Ready*

### **Human Resources Personnel Commission Memorandum**

**DATE:** May 6, 2013

**TO:** Speed Castillo, Personnel Commissioner  
Audrey Cherep, Personnel Commissioner  
Chuck Darrington, Personnel Commissioner

**FROM:** Victoria Wintering, Executive Director, HR  
Marie Ragazzo, HR Analyst

**SUBJECT:** Reclassification Study on Louisa Martinez

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#### INTRODUCTION

A request for a reclassification study was received on March 6, 2013 from incumbent, Louisa Martinez. Specifically, Ms. Martinez requested Personnel Commission staff to review her assigned registration/records duties and compare them to the duties assigned to the classification of Secretary-Registrar/Records-Bilingual. Ms. Martinez's position is currently classified as an Office Assistant - Bilingual. Further, the reclassification questionnaire, completed by the incumbent, was reviewed and signed on March 6, 2013 by Mr. Ben Sanchez, Principal at Anaheim High School, and Cuba Munsey, supervising Assistant Principal.

#### BACKGROUND

The incumbent, Ms. Louisa Martinez, was hired into the position of Office Assistant/Bilingual at Brookhurst JH in December of 2007. However, the position was eliminated due to a Reduction in Force in 2008/09 at which time the incumbent was transferred to Dale Junior High. Then, in 2010, the incumbent accepted a voluntary reassignment with a change in location and months in lieu of layoff from Dale JH to Anaheim High School, effective on August 18, 2010. Since that time the incumbent was assigned to assist the registrar/records position in the counseling center under the supervision of Assistant Principal, Cuba Munsey. Currently, the school site has two Secretary-Registrar/Records positions assigned to the site. One, incumbent, Josefina Negro is assigned records duties, and is responsible to pull student cumulative folders upon request, receive and provide student transcripts, and deferred action activities. In contrast, the second incumbent - Dana Wright is responsible for processing grades, processing drops, data entry into Student Information System, and evaluations.

#### CLASSIFICATION REVIEW

During the study, it was noted that the significant difference between the Office Assistant-Bilingual classification and that of the Secretary-Registrar/Records - Bilingual classification is that the incumbents in the latter class perform various moderately complex clerical support and record-keeping duties related to pupil enrollment, graduation/promotion, and withdrawal of students in accordance with established policies and procedures. In addition the a Secretary-Registrar/Records-Bilingual position performs specialized functions related to student records management, transcripts analysis, and data input and provide oral and basic written translation and interpretation of materials from English to a designated second language.

The essential duties of the Secretary/Registrar-Records position requires incumbents to possess basic knowledge of transcript evaluation and student enrollment procedures; state and district laws, rules and regulations related to pupil enrollment, graduation, student records maintenance and confidentiality at entry into the position. In order to better understand the Registrar/Records responsibilities assigned to Ms. Martinez, an observation of the incumbent was conducted in the counseling office at Anaheim High School on October 23, 2012. It was noted that the incumbent, Ms. Martinez, works closely with supervising Assistant Principal, Cuba Munsey who is assigned to oversee Registration/Records activities at Anaheim High School. The incumbent's responsibilities involve preregistration/beginning registration activities, active cumulative records maintenance, clerical support for an administrator, bilingual translation/interpretation duties, and training and supervision of student aides.

The incumbent's beginning registration duties consist of distributing enrollment information and registration packets to all new students to ensure students have proper registration materials, including student agendas, school policies, and bus and lunch information. In addition, the incumbent is required to verify residency, request collect and follow through with all required registration documents, and provide appropriate enrollment information to counselors and health services. Second, the incumbent is responsible for the organization and maintenance of 3500 active cumulative files. Such duties consist of a perpetual inventory of cumulative files to assure they are in compliance with Education Code mandates.

During the observation it was noted that Ms. Martinez's clerical duties consist of performing a variety of secretarial responsibilities to relieve the administrator of clerical detail. The incumbent is responsible for assuring smooth operations of the office, coordinating appointments and daily schedules and screening and/or taking messages for incoming calls and directing them to the administrator. In addition, she develops or revises office forms, monitors supplies and forms for the office and orders when necessary. Ms. Martinez participates in the training and supervision of assigned student aides by keeping attendance records and providing input to school officials regarding grades for each quarter based on student attendance, attitude, and job performance. Due to the large Spanish speaking population associated with the site, Ms. Martinez is required to provide oral and basic written translation and interpretation of materials from English to Spanish on a daily basis. She also works as team member and assists in translating for a variety of meetings and conferences as needed.

Upon completion of the analysis, a meeting was held to discuss the findings of the study with all stakeholders. Present in the meeting were school Principal, Mr. Ben Sanchez; Assistant Principal, Ms. Cuba Munsey; Executive Director of HR, Dr. Wintering; CSEA President, Sharon Yager, and HR Analyst, Marie Ragazzo. During



the meeting it was noted that the California Code of Regulations mandates that the principal or certificated designee shall be responsible for the implementation of board and district policies relating to pupil records maintained in that school. Subsequently, Mr. Ben Sanchez noted that the current staffing allocation responsible for record-keeping duties related to pupil enrollment and student records management is not sufficient to meet regulatory requirements. Therefore, as noted in the reclassification study of Ms. Louisa Martinez, the records/registration responsibilities have been gradually accrued by the incumbent due to 2010 reassignment to counseling services at the site.

#### FINDINGS

The findings of the analysis noted that the incumbent, Ms. Louisa Martinez, has been and is currently responsible for all cumulative records of active students at the site. Further, it was noted that the criticality of this task is high because cumulative records are vital pupil records and legal documents that are to be maintained in perpetuity as mandated by the California Education Code. Therefore, the incumbent must successfully perform the essential duties of the position and possess knowledge of student enrollment procedures, State and District laws related to pupil enrollment, student records maintenance and confidentiality. During the study it was noted that it is the responsibility of all counseling services staff to see that information on the cumulative record is kept confidential, secure, and readily available. Therefore, Ms. Louisa Martinez is required to work with discretion when posting, maintaining and accessing pupil records.

In order to merit a re-classification on the basis of a gradual accretion or growth of duties or requirements, the following criteria should be met:

- 1.) there is a permanent change in duties and not a special project or short-term assignment;
- 2.) the addition, deletion, or change affects a duty that constitutes a significant portion of the job (a minimum of 15%);
- 3.) the duty which is added, deleted, or changed is substantially different in level and type from the balance of the job duties so that it seems reasonable that the change in that one duty would affect the evaluation of the job.

In conclusion, staff noted that the reclassification findings indicate that all of the above criteria have been met. Therefore, it was noted that the current classification of Office Assistant/Bilingual is not alignment with the level and type of job duties assigned to the incumbent since her reassignment in 2010.

#### RECOMMENDATION

According to the findings of the study, it is recommended that the Personnel Commission reclassify Ms. Louisa Martinez from Office Assistant - Bilingual, at salary range CSEA-47 to that of Secretary-Registrar/Records-Bilingual, at salary range CSEA-53.

Personnel Commission  
Anaheim Union High School District

Spec. Established 04/10/01  
Revised

**CLASS TITLE: FOOD SERVICE**  
**NUTRITION SERVICES OPERATIONS SUPERVISOR**

**DEFINITION: BASIC FUNCTION:**

Under the direction of the Director of Nutrition Services, plan, organize, coordinate and manage the District-wide and central kitchen food service programs and operations; assure compliance with federal, State, local and District laws, regulations, policies and procedures related District food service programs; assign, review and evaluate the work of assigned food service personnel.

**ESSENTIAL DUTIES: REPRESENTATIVE DUTIES:**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

**Nutrition Services Operations Duties:**

Plan, organize, coordinate and manage the District-wide and central kitchen food service programs and operations; develop and review work schedules and production standards. Analyze food service operations, **inventory** and cost effectiveness; communicate with food service staff, school administrators to implement improvements and changes, issues and concerns related to food preparation, service, menus, facilities and equipment. **E** Provide specialized support for the purchase or acquisition of District-wide food service equipment, supplies, commodities and associated products. **E** Monitor pricing and portion control; maintain related reports as required. **E** Plan, coordinate and participate in food service special functions including conferences, dinners and banquets; manage and supervise summer school feeding programs, meals-on-wheels and other activities. Assist in the review and revision of plans for new kitchen construction and remodeling of food service facilities. Attend a variety of meetings, conferences and other gatherings; receive and provide information, discuss, respond to questions, issues and complaints related to the food service program.-Supervise and monitor **Point of Sale (POS) systems.** the application and processing of meal tickets.

**Nutrition Services Program Compliance:**

Assure compliance with federal, State, local and District laws, regulations, policies and procedures related to the National School Lunch and Breakfast programs, sanitation, safety, free and reduced price meals, nutritional standards and related programs. **E** **Research, analyze, and** prepare a variety of related **complex** reports **relating to** for the District-wide food service programs, such as individual site files, site visitation reports, payroll records, menu planning worksheets and others; analyze, **audit** and review reports from Food Service Supervisors **Managers** and assure accuracy. **E**

**Supervisory and Miscellaneous Duties:**

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfer, reassignment, termination and disciplinary action; plan, develop, coordinate and arrange for appropriate training of subordinates; **assists managers with a variety of personel issues including documentation of work, preparation of performance evaluations and disciplinary actions.** **E** Operate a variety of standard office equipment, including a computer **and assigned applications**; drive a vehicle to conduct site visitations. **E** Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

*Any combination of experience, education and training that would likely provide the required knowledge and abilities is qualifying. A typical combination would be the following:*

**Education and Training:** Any combination equivalent to: Associate's \***Bachelor's** degree with emphasis in nutrition, food service management or closely related field. ~~and~~

**E Essential Job Functions**  
**Approved 4/10/01**  
**BOT Approved: 12/13/01**

**Experience:**

**Four** ~~Three~~ years supervisory experience in a school food service program or large institutional kitchen food service organization. \*Additional supervisory or managerial food service experience in a large institutional setting may be substituted for up to two years of the required education.

**Licenses and Other Requirements:**

**Valid and current Serv Safe certification required at time of application and throughout employment;** possession of a valid, appropriate California driver's license at time of appointment, and throughout employment in a position in this classification. Proof of current California auto liability insurance at time of appointment, and throughout employment in a position in this classification. Personal transportation for job-related travel throughout the District.

**EMPLOYMENT STANDARDS:****Knowledge of:**

Nutritional requirements of school-aged children.  
Menu planning techniques including food values, combinations and substitutions.  
Planning, organization and operation of a large food service program.  
Price and portion controls.  
Rules, regulations and eligibility requirements of the National School Lunch Program.  
Laws, rules and regulations related to child nutrition programs.  
District organization, operations, policies and objectives.  
Quantity food preparation and service.  
Automated food service systems.  
Sanitation practices related to handling and serving food.  
Principles and practices of supervision and training.  
Cost accounting techniques.  
Health and safety regulations.  
Oral and written communication skills.

**Basic inventory methods and practices**

**Customer service and customer support principles and methods;**

**Techniques of training and group presentation methods;**

**Modern office practices, procedures and equipment including the use of a computer and software applications (i.e. MS Office);**

**Interpersonal skills including tact, patience and courtesy.**

**Intermediate Math****Ability to:**

Plan, organize, coordinate and manage a large food service operation and related programs.  
Develop **creative** menus in accordance with nutritional requirements and budget limitations.  
Assure that food items are prepared, served and stored properly.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain records and prepare reports.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Maintain current knowledge of program rules, regulations, requirements and restrictions.  
Analyze situations accurately and adopt an effective course of action.  
Observe legal and defensive driving practices.  
Observe health and safety regulations.  
Communicate effectively both orally and in writing.  
Develop, implement and **maintain** District-wide in-service training in safe sanitation practices, State and federal regulations and ~~computer~~ **Point of Sale (POS) system** operation.  
Implement and maintain a District-wide computerized food service accountability program.  
~~Develop, implement and maintain on-going computer training.~~  
**Perform mathematical calculations involving addition, subtraction, multiplication, and division.** Add, subtract, multiply and divide quickly and accurately.  
**Demonstrate proficiency in MS Office applications (i.e. Word, Excel, and Outlook).**  
**Create reports, analyze and manipulate data in response to nutrition service program requirements;**  
**Participate in planning and delivery of a full range of nutrition service operations to the**

- organization;**
- Display tact and diplomacy when assisting customers, coworkers, and outside agencies;**
- Work under pressure;**
- Manage multiple, concurrent and conflicting priorities and deadlines;**
- Speak to large groups;**
- Reason logically;**
- Find, assess, and analyze business process alternatives and develop effective solutions;**
- Learn quickly;**
- Train and provide work direction to others including mentoring and coaching assigned 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 nutrition services operations guides;**
- Establish and maintain cooperative and effective working relationships with others;**
- Meet schedules and time lines;**
- Work independently with little direction;**

**PHYSICAL DEMANDS**

Employees in this classification stand, walk, sit, lift, and carry 5 to 25 lbs. unassisted, and up to 50 lbs. with assistance ; push, pull, stoop/bend, kneel, crawl, and bend repeatedly; climb stairs, maintain balance; repetitively use fingers, wrists, and hands while twisting or applying pressure; simultaneously use both arms, legs, and hands; reach overhead; have rapid mental and muscular coordination; speak clearly, hear normal voice conversation, have depth perception, distinguish shades, see small details; operate a vehicle; use a computer, and telephone.

**WORK ENVIRONMENT**

Employees in this classification work both inside and outside with varying temperature changes, in confined spaces with poor ventilation, dry atmospheric conditions, dangerous machinery with moving parts, inadequate lighting, loud noises, sharp objects, dust (moderate to high concentrations of silica or allergenic dust) cleaning chemicals, odors, toxic materials, moving vehicles, hands in water, exposure to minor contagious illnesses (cold, flu, etc.), exposure to severe contagious illnesses (tuberculosis, measles, mumps, chicken pox, hepatitis, etc.), in direct contact with the public, students, and District personnel, without guidance from supervisor, occasionally negative interpersonal situations, high volume and tight deadlines with continuous interruptions, and use of protective equipment, including required gloves.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- ~~Kitchen environment.~~
- ~~Driving a vehicle to conduct work.~~

**PHYSICAL DEMANDS:**

- ~~Sitting or standing for extended periods of time.~~
- ~~Hearing and speaking to exchange information in English.~~
- ~~Dexterity of hands and fingers to operate a computer keyboard.~~
- ~~Bending at the waist, kneeling or crouching.~~
- ~~Seeing to read schedules.~~

**HAZARDS:**

- ~~Heat from stoves and ovens.~~

Anaheim Union High School District  
Personnel Commission

Created: 2/21/01  
Revised:

**CLASS TITLE: ENGLISH LEARNER PROGRAM ASSESSMENT & EVALUATION TECHNICIAN**

**DEFINITION: BASIC FUNCTION:**

Under the direction of the **Assessment & Evaluation Analyst** English Learner Program Specialist, **compiles data for special reports and records needed to satisfy District-wide program requirements for local, State and Federal agencies;** ~~compile and assist in maintaining the accuracy of District-wide English Learner (EL) program training database reports, records and a variety of other reports related to the implementation and evaluation of the EL program;~~ **provides technical assistance to and assists in training District-wide users in student data and assessment to access reports and records; assists with tasks in support of district and State testing activities; and** performs other related duties **as assigned.**

**ESSENTIAL DUTIES: REPRESENTATIVE DUTIES:**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

**Data Support Duties:**

**Aggregates, manipulates, organizes, reconciles and prepares a variety of Assessment, Evaluation and other program data and a variety of comprehensive and specialized reports including statistical findings and non-technical summaries related to local, State, and Federal mandated reports; monitors the completeness and accuracy of student assessment, evaluation and program data as requested; assists preparing and maintaining statistical and analytical reports related to the various aspects of the EL program; prepares and creates brochures, pamphlets, flyers and various multimedia projects forms, spreadsheets, charts and graphs summarizing data related to student assessment, evaluation, demographics and other variables using advanced formatting techniques; utilizes a computer and assigned software to provide appropriate extracts and data exports for other District personnel to use in carrying out their functions; assists staff by entering and updating student data as requested; and maintains files and logs of all mandated reports and data revisions.** ~~create queries to extract data assist in the audit and collection of data related to State mandated reports.~~ **E**

**User Support Duties:**

**Assists in training other District personnel in carrying out the technical requirements of the assessment, evaluation and/or demographic sections of the student databases and other applicable systems; participates in a team-centered approach to education data collection and program evaluation activities; learns new operating systems, utilities and software to remain current with evolving computer technologies.** ~~research design and create database systems for EL program record keeping and reports; maintain database system and prepare mass mailings; Perform routine maintenance and troubleshooting of computers, software and peripheral equipment; research and recommend software, networking and hardware solutions for projects and program use.~~ **E** ~~Make arrangements for in-service trainings and a variety of meetings;~~

**Assessment & Evaluation Support Duties:**

**Assists in performing a variety of general clerical such as filing, duplicating, typing and distributing a variety of materials; answer phones, and greet, and assist parents, and visitors. and procedural duties in support of student assessment and evaluation program activities, including receiving mail, and customer service;** ~~monitors inventory levels, orders of testing supplies and maintains adequate supply levels; receives, counts, sorts, and prepares testing and assessment materials;~~ **inputs and updates student testing data in assigned data systems; maintains confidentiality and security of pertinent student data and information, including assessments, results, and other information; may schedule and/or administer District EL placement testing to new students as needed; interacts with school site personnel and others to obtain information or coordinate schedules, and sites for picking up and delivering test materials; follows pre-established District, State and Federal reporting schedules and guidelines; attends a variety of meetings and take and prepare notes for distribution to District staff, training sessions and workshops to stay abreast of student assessment, evaluation and other program timelines and guidelines; and performs special projects as assigned.**

~~E~~ **Essential Job Functions**  
**Approved 2/21/01**  
**BOT Approved: 12/13/01**

Printed: 4/18/2013

interpret at meetings as needed. ~~E~~ Provide general program information to the public, parents and school staff as necessary; collect EL program fees as directed. ~~E E~~ Assist teachers in locating instructional materials and resources; assist staff on technical matters related to the EL program. Assist and advise teachers and administrators regarding technical program matters such as certification, training and compliance; assist and train office staff on software used for translations. ~~E~~

### **MINIMUM QUALIFICATIONS:**

*Any combination of experience, education and training that would likely provide the required knowledge and abilities is qualifying. A typical combination would be the following:* ~~Any combination equivalent to:~~

### **EDUCATION AND EXPERIENCE:**

#### **Education and Training:**

~~G~~ graduation from high school supplemented by college-level course work in **the use of database, spreadsheet and other software applications** or a related field.

#### **Experience:**

~~and t~~ Two years of complex technical clerical experience utilizing a computer with emphasis on processing numerical data.

#### **Licenses and Other Requirements:**

~~Positions in this classification may be required to read, write and speak in English and a designated second language.~~

### **EMPLOYMENT STANDARDS: KNOWLEDGE AND ABILITIES:**

#### Knowledge of:

**General office practices, procedures and equipment, including filing systems, and customer service;**

~~Modern office practices, procedures and equipment.~~

~~Data processing operations.~~

**Advanced uses of word processing, spreadsheet, database and other specialized software to format, import/export data elements and create reports, documents and materials requiring the interpretation or manipulation of data;**

Operation of a computer, assigned software and peripheral equipment;

**Database querying**, record-keeping, ~~and~~ report **design and** preparation practices;

Laws, rules and regulations related to assigned activities;

**State and District student assessment and evaluation procedures, practices, and protocols. Training techniques;**

**Basic inventory methods and procedures;**

~~Policies and objectives of assigned program and activities.~~

Correct oral and written usage of English and a designated second language;

Interpersonal skills using tact, patience and courtesy;

Statistical methods and procedures;

**Computer skills.**

#### Ability to:

Perform **basic mathematical** computations for aggregation of data;

**Create, merge and manipulate spreadsheets using formulas;**

**Demonstrate competence in modern office applications (i.e. word processing, databases, email, spreadsheets, etc.);**

Prepare, review and evaluate statistical data;

**Create reports from various data sources;**

**Apply approved District methods, rules, regulations, policies and State laws in the process of effectively working with student data;**

Operate and maintain a variety of office equipment including a computer, assigned software and peripheral equipment;

Plan, **be detail oriented**, and organize work;

Prioritize and schedule work **and meet established deadlines;**

**Make decisions when faced with time constraints and limited information;**

Interpret, apply and explain applicable laws, codes, rules and regulations related to assigned activities.  
Complete work with many interruptions;

**Choose from a number of alternatives in solving problems considering interaction of other requirements for databases;**

**Present technical or complex information to a variety of audiences, adjusting the level of presentation to fit the specific audience and explain technical terminology and concepts at the appropriate level of the audience;**

**Achieve a high standard of accuracy;**

Communicate effectively both orally and in writing in English and a designated second language;

**Draft, and distribute memoranda for other personnel to use in operating assigned segments of the student database;**

**Detect errors and ensure data integrity;**

Establish and maintain cooperative and effective working relationships with others **encountered during the course of work;**

Type at **an acceptable rate of speed;** 40 words per minute from clear copy.

Prepare and maintain records and reports;

Understand and follow oral and written instructions;

Work independently with little direction.

### **PHYSICAL DEMANDS**

Employees in this classification sit for long periods of time; lift and carry 5 to 26 lbs. without assistance; use fingers repetitively and both hands simultaneously; must speak clearly and hear normal voice conversation; and use a computer and a telephone.

~~Dexterity of hands and fingers to operate a computer keyboard.~~

~~Hearing and speaking to exchange information. Seeing to read a variety of materials. Sitting for extended periods of time. Bending at the waist, kneeling or crouching to file materials.~~

### **WORK ENVIRONMENT**

Employees in this classification work inside exclusively; may work in direct contact with the public, and other District staff; with exposure to minor contagious illnesses (colds, flu, etc.); work independently with little supervision; in possible negative situations; with a high volume of work and tight deadlines, and continuously changing priorities and interruptions.

~~**WORKING CONDITIONS:** ENVIRONMENT: Office environment. Constant interruptions.~~