



AGENDA

Regular Meeting
Tuesday, June 12, 2012 – 4:15 p.m.
Board Room – District Office

AGENDA POSTED: June 8, 2012 – 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 regular meeting of May 8, 2012. **Exhibit A**
 Moved by _____
 Seconded _____
 Vote _____

5.6 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 _____
 Seconded _____
 Vote _____

6.2.1 Secretary - Attendance/Bilingual



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7.0 **OTHER**

8.1 Unfinished Business

No Action Required

8.2 Commissioner's Comments

No Action Required

8.0 **NEXT REGULAR MEETING**

Future dates to be discussed.

9.0 **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, May 8, 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

None

5.0 GENERAL FUNCTIONS

5.1 On the motion of Ms. Cherep, 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 April 10, 2012.

5.3 Discussion regarding the 2012/2013 Personnel Commission Budget.

5.4a The regular meeting of the Personnel Commission of the Anaheim Union High School District was adjourned to a public hearing by Mr. Darrington at 4:25 p.m.

There were no requests to speak.

The regular meeting of the Personnel Commission of the Anaheim Union High School District was reconvened from the public hearing by Mr. Darrington at 4:28 p.m.

5.4b On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the proposed 2012/2013 fiscal year budget for the Personnel Commission.

5.5 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the position seniority adjustment of the Technology Service Technician classification.



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5.6 Communication

Upcoming events were discussed, Classified Employee of the Year Banquet on 5/9, Years of Service Awards on 5/23, Scholar Athlete Awards on 5/23, and the Retirement Tea on 5/30.

Discussion of rescheduling the July meeting to the end of June if needed because of scheduled vacations.

6.0 **SELECTION PROCESS**

6.1 List of Current Recruitments (Test Plan)

6.2 6.2.1, 6.2.2, on the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission certified the eligibility lists for Food Service Assistant I, and Instructional Assistant – Behavioral Support.

7.0 **OTHER**

7.1 No unfinished business at this time.

7.2 Sharon Yager, CSEA President spoke about the voting for the CSEA contract. She also mentioned that she will be at the Employee of the Year Banquet where CSEA donates money to the finalists and winner of employee of the year.

8.0 **NEXT REGULAR MEETING**

Date: **Tuesday, June 12, 2012**
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9.0 **ADJOURNMENT**

The Personnel Commission adjourned the meeting at 4:53 p.m.

Charles 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/Written Test	Oral Test	Bilingual Certification	List Established	Bus. Days from Closing	Recruiter
Substitute Bus Driver (Continuous) (on Hold)	6/13/2011	2/9/2012	158	Open	None	None	4/13/2012	5/10/2012	6/26/2012	N/A			VK
Warehouse Worker - Nutritional Services(Open)	2/28/2012	3/20/2012	15	Open	None	None	4/17/2012	N/A	5/15/2012	N/A	6/12/2012	18	VK
Secretary Attendance/Bilingual	3/1/2012	3/21/2012	15	Promo	None	None				All certified			VK
Food Service Manager I	5/3/2012	5/24/2012	15	Open	None	None		6/19/2012					VK
Legal Administrative Assistant	6/11/2012	7/2/2012	15	Open	None	None							VK
ASB Accounting Technician	6/11/2012	7/2/2012	15	Open	None	None							VK
Food Service Assistant II (Promotional)	6/11/2012	7/2/2012	15	Promo	None	None							LP



ANAHEIM UNION HIGH SCHOOL DISTRICT

Learning With Purpose: College and Career Ready

ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. VK – SBA2012

POSITION: SECRETARY-ATTENDANCE/BILINGUAL – PROMOTIONAL ONLY

DATE ADVERTISED: 03/01/12 – 03/21/12

NUMBER OF APPLICATIONS RECEIVED: 74

NUMBER OF APPLICANTS ADMITTED TO EXAM 15

DATE OF WRITTEN EXAM: 04/17/2012

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 13

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 10

DATE OF ORAL EXAM: 05/15/12

NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM 10

NUMBER OF APPLICANTS PASSING ORAL EXAM 10

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	9
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PANEL MEMBERS:

MOLLY KOOPS, ATTENDANCE CLERK, LOS ALAMITOS USD
SUSAN LEAMING, PERSONNEL ANALYST, LONG BEACH USD

VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: June 12, 2012

EXTENDED:

EXPIRED: