



AGENDA

Regular Meeting Tuesday, July 9, 2013 – 3:30 p.m. Board Room – District Office

AGENDA POSTED: July 3, 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 June 11, 2013. **Exhibit A** Moved by _____
 Seconded _____
 Vote _____

5.4 Communication No Action Required

- Assistant Director-Nutrition Services – Open, Flyer.
- Nutrition Services – Sous Chef – Open, Flyer.

6.0 **SELECTION PROCESS**

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



AGENDA

Regular Meeting Tuesday, July 9, 2013 – 3:30 p.m. Board Room – District Office

- 6.2 Certification/Ratification of Eligibility Lists
- 6.2.1 HVAC-EMCS Technician **Exhibit C** Moved by _____
Seconded _____
Vote _____
- 6.2.2 Senior Administrative Assistant/Senior Administrative Assistant – School Support **Exhibit D**
- 6.2.3 Senior Administrative Assistant Bilingual/Senior Administrative Assistant – School Support Bilingual **Exhibit E**
- 6.2.4 Office Assistant Bilingual **Exhibit F**
- 6.2.5 Food Services Assistant I **Exhibit G**
- 6.2.6 Auditorium Operations Assistant **Exhibit H**
- 7.0 **CLASSIFICATION AND SALARY**
- 7.1 Approve the reclassification of Richard Ferr from Mechanic at salary range AFSM/61 to Maintenance Service Worker at salary range AFSM/53, but will be Y-Rated at current salary, effective July 10, 2013. **Exhibit I** Moved by _____
Seconded _____
Vote _____
- 7.2 Approve the revised job classification of FSA IV – Production at salary range AFSM/51 to Nutrition Services Production Assistant at salary range AFSM/51, effective July 10, 2013. **Exhibit J** 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: August 13, 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
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MINUTES

Special Meeting
Tuesday, June 11, 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

4.1 CSEA President, Sharon Yager expressed her wish that Administrative Assistants, Judy Ocegüera and Terri Kipp, who are potentially facing reclassification to a lower position, remain in their existing classifications until their retirement.

4.2 CSEA Vice President, Julie Payne expressed her disagreement with the portion of the Sr. Administrative Procurement Assistant job description which states that this classification will provide input regarding evaluations of other employees.

5.0 GENERAL FUNCTIONS

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

5.2 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the minutes of the regular meeting of May 14, 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 May 16, 2013.

5.4 Communication

5.4.1 Nutrition Services Operation

5.4.2 Instructional Assistant – Medically Fragile/Orthopedically Impaired

5.4.3 Human Resources Technician

6.0 SELECTION PROCESS

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MINUTES

Special Meeting
Tuesday, June 11, 2013 – 3:30 p.m.
Board Room – District Office

6.1 List of Current Recruitments (Test Plan)

7.0 **CLASSIFICATION AND SALARY**

- 7.1 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the reclassification of Ivy Encinas from Secretary – Attendance at salary range CSEA/51 to Secretary – Attendance/Bilingual at salary range CSEA/53, effective June 12, 2013
- 7.2 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the revised job classification of FS Cook at salary range AFSM/55 to Nutrition Services Sous Chef at salary range AFSM/55, effective June 12, 2013.
- 7.3 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the job classification of Senior Administrative Assistant – Program Support, at salary range CSEA/59 and Senior Administrative Assistant – Program Support/Bilingual, at salary range CSEA/61, effective June 12, 2013.

Dr. Wintering stated, regarding seniority ranking within the various Sr. Administrative Assistant classifications, that the least senior employee of all of the Senior Administrative Assistant classifications will be the person(s) displaced due to Reductions in Force if necessary.

CSEA President, Sharon Yager expressed her wish to eventually remove ASB responsibilities, at the junior high schools, from the Sr. Administrative Assistant position, and to possibly split the ASB duties of two junior highs between one ASB Clerk instead.

- 7.4 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the Reallocation of the following employees/positions from Senior Administrative Assistant at salary range CSEA/59, to Senior Administrative Assistant – Program Support at salary range CSEA/59, effective June 12, 2013:

Kathy Bates(Safe Schools), Jeanette Landgraf(SYS),
 Vacancy (Transportation), Linda Lavamaki(Special Programs),
 Rochelle Atwood (Maintenance/Operations),
 Sherry Alamia (Food Services), Shirley Pacia (Information Technology)

- 7.5 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the reclassification of Teresa Rodarte from Administrative Assistant at salary range CSEA-57 with Bilingual Stipend to Senior Administrative Assistant – Program Support/Bilingual at salary range CSEA/61, effective June 12, 2013.

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7.6 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the reclassification of Estela Conejo from Administrative Assistant/Bilingual at salary range CSEA/59 to Senior Administrative Assistant-Program Support/Bilingual at salary range CSEA/61, effective June 12, 2013.

7.7 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the job classification of Senior Administrative Procurement Assistant at salary range CSEA/59, effective June 12, 2013.

Dr. Wintering called Brad Minami, Director of Purchasing, to provide input regarding the Senior Administrative Procurement Assistant classification. With his input and that of the Commissioners and Dr. Wintering, the following statements were struck from the job description:

“Reimburses cash site expenditures and submits Alternative Revolving Cash (ARC) fund report to Accounting department;”

“evaluation input,”

7.8 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the Approve the reallocation of the following employee: Joanie Taurman (Purchasing), from Senior Administrative Assistant, at salary range CSEA/59, to Senior Administrative Procurement Assistant at salary range CSEA/59, effective June 12, 2013.

8.0 CLOSED SESSION

8.1 Adjourn to Closed Session: 3:17p.m.

Reconvene to Regular Meeting 3:46p.m.

9.0 OTHER

9.1 No unfinished business at this time.

10.0 NEXT REGULAR MEETING

Date: **Tuesday, July 9, 2013**
Time: 3:30 p.m.
Location: Board Room–District Office

11.0 ADJOURNMENT

**The Personnel Commission
Anaheim Union High School District
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MINUTES

**Special Meeting
Tuesday, June 11, 2013 – 3:30 p.m.
Board Room – District Office**

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
Auditorium Operations Assistant		3/4/2013	3/22/2013	15	Open	None	4/23/2013	N/A	N/A	N/A	7/9/2013		78	LPB
Substitute Office Assitant/Office Asst Biling		3/13/2013	3/14/2013	2	Open	None	4/9/2013	N/A		6/12/2013	N/A			LPB
HVAC-EMCS Technician		3/14/2013	3/28/2013	15	Open	None	4/15/2013	6/19/2013	5/7/2013	N/A	7/9/2013		74	JG
Sign Language Interpreter		4/16/2013	Continuous		Open	6/28/2013	N/A	N/A	N/A	N/A				LPB
Office Assistant-Bilingual (Spanish)		4/15/2013	5/3/2013	15	Promo	None	5/24/2013	N/A	6/11/2013	6/12/2013	7/9/2013		48	VK
Senior Admin Asst-School Support/Senior Admin Asst -Bilingual (Spanish)		4/24/2013	5/14/2013	15	Promo	None	5/30/2013	6/7/2013	6/7/2013	6/12/2013	7/9/2013		41	MT
Senior Admin Asst-School Support/Senior Admin Asst		4/24/2013	5/14/2013	15	Promo	None	5/30/2013	6/7/2013	6/7/2013	N/A	7/9/2013		41	MT
Food Service Assistant I		4/25/2013	5/15/2013	15	Open	None	6/3/2013	N/A	N/A	N/A	7/9/2013		40	VK
Credentials Technician		4/30/2013	5/20/2013	15	Open	None	6/13/2013	7/2/2013	N/A	N/A				VK
Instructional Assistant-MedFrag/Ortho Imp		5/15/2013	6/5/2013	15	Open	6/28/2013	TBD	N/A	TBD	N/A				LPB
Nutrition Services Operations Supervisor		5/22/2013	6/12/2013	15	Open	None	N/A	7/17/2013	7/17/2013	N/A				VK
Secretary Attendance		6/5/2013	6/25/2013	15	Promo	None	TBD	N/A	TBD	N/A				VK
Secretary Attendance/Bilingual			7/2/2013		Promo	None	TBD	N/A	TBD	TBD				VK
Human Resources Technician		6/10/2013	6/28/2013	15	Open	None	7/16/2013	N/A	TBD	N/A				JG
Nutrition Services Sous Chef		6/12/2013	7/2/2013	15	Open	None	TBD	TBD	TBD	N/A				LPB
Assistant Director - Nutrition Services					Open	None	N/A	N/A	TBD	N/A				MT



ANAHEIM UNION HIGH SCHOOL DISTRICT

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ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. MO5-JG HVAC-EMCS TECH

POSITION: HVAC-EMCS TECHNICIAN – OPEN

DATES ADVERTISED: 03/14/13 – 03/28/13

NUMBER OF APPLICATIONS RECEIVED: 37

NUMBER OF APPLICANTS ADMITTED TO EXAM 20

DATE OF WRITTEN EXAM: 04/15/13

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 20

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 10

DATE OF WRITTEN PERFORMANCE EXAM: 06/19/13

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN PERFORMANCE EXAM 10

NUMBER OF APPLICANTS PASSING WRITTEN PERFORMANCE EXAM 4

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	4
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VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: JULY 9, 2013

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT

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PERSONNEL COMMISSION

ELIGIBILITY LIST NO. S22-MT-2013

POSITION: Senior Administrative Assistant/Senior Administrative Assistant-School Support – Promotional

DATE ADVERTISED: 04/24/13 – 05/14/13

NUMBER OF APPLICATIONS RECEIVED: 87
 NUMBER OF APPLICANTS ADMITTED TO EXAM 35


DATE OF WRITTEN EXAM: 05/30/13
 NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 33
 NUMBER OF APPLICANTS PASSING WRITTEN EXAM 14

DATE OF ORAL EXAM: 06/07/13
 NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM 18
 NUMBER OF APPLICANTS PASSING ORAL EXAM 13

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	13
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PANEL MEMBERS:

Kristen Duggins, Executive Secretary, Huntington Beach Union High School District
 Sandy, Fenoglio, Administrative Assistant, Los Alamitos Unified School District
 Estela Marroquin, Executive Assistant, Los Angeles County Office of Education
 Chantal Moreno, Senior Administrative Assistant II, Anaheim City School District



 VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: July 9, 2013

EXTENDED:

EXPIRED:



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PERSONNEL COMMISSION

ELIGIBILITY LIST NO. S23-2013 MT

POSITION: Senior Administrative Assistant Bilingual/Senior Administrative Assistant-School Support Bilingual – Promotional

DATE ADVERTISED: 04/24/13 – 05/14/13

NUMBER OF APPLICATIONS RECEIVED:	50
NUMBER OF APPLICANTS ADMITTED TO EXAM	24

DATE OF WRITTEN EXAM: 05/30/13	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	22
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	10

DATE OF ORAL EXAM: 06/07/13	
NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM	9
NUMBER OF APPLICANTS PASSING ORAL EXAM	7

DATE OF BILINGUAL CERTIFICATION: 06/11/13	
(6 APPLICANTS PREVIOUSLY CERTIFIED)	
NUMBER OF APPLICANTS PARTICIPATING IN EXAM	1
NUMBER OF APPLICANTS PASSING EXAM	0

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	6
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PANEL MEMBERS:

Kristen Duggins, Executive Secretary, Huntington Beach Union High School District
 Sandy, Fenoglio, Administrative Assistant, Los Alamitos Unified School District
 Estela Marroquin, Executive Assistant, Los Angeles County Office of Education
 Chantal Moreno, Senior Administrative Assistant II, Anaheim City School District



 VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: July 9, 2013

EXTENDED:

EXPIRED:

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PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 64S06-01-VK-2013

POSITION: OFFICE ASSISTANT-BILINGUAL (SPANISH) – PROMOTIONAL ONLY

DATE ADVERTISED: 04/15/13 – 05/03/13

NUMBER OF APPLICATIONS RECEIVED: 362

NUMBER OF APPLICANTS ADMITTED TO EXAM 16

DATE OF WRITTEN EXAM: 05/24/13

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 14

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 10

DATE OF ORAL EXAM: 06/11/13

NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM 10

NUMBER OF APPLICANTS PASSING ORAL EXAM 9

DATE OF BILINGUAL CERTIFICATION: 6/15/13

NUMBER OF APPLICANTS PARTICIPATING INVITED TO BILINGUAL EXAM 5

NUMBER OF APPLICANTS PASSING BILINGUAL EXAM 3

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	7
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PANEL MEMBERS:


ANNA LOPEZ, CLERICAL SPECIALIST I, GARDEN GROVE USD

MARISELA HOFFMAN, SENIOR PERSONNEL ASSISTANT, DOWNEY USD

BILINGUAL PANEL MEMBERS:

OSCAR HERRERA, TRANSLATOR/INTERPRETER, LONG BEACH USD

SANDRA DOMINGUEZ-RIVERA, BILINGUAL TESTING TECH, FOUNTAIN VALLEY SD


 VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: JULY 9, 2013

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT

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PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 64F02-VK-2013

POSITION: FOOD SERVICE ASSISTANT I

DATE ADVERTISED: 04/25/13 - 05/15/13

NUMBER OF APPLICATIONS RECEIVED: 223

NUMBER OF APPLICANTS ADMITTED TO EXAM 223

DATE OF WRITTEN EXAM: 06/03/13

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 130

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 117

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	117
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 VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: JULY 9, 2013

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT

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PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2013 – AUD OPS - LPB

POSITION: AUDITORIUM OPERATIONS ASSISTANT - OPEN

DATE ADVERTISED: 03/04/13 – 03/22/13

NUMBER OF APPLICATIONS RECEIVED: 77

NUMBER OF APPLICANTS ADMITTED TO EXAM 39

DATE OF WRITTEN EXAM: 04/23/13

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 25

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 13

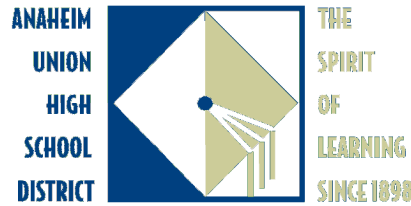
TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST: 13

VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: JULY 9, 2013

EXTENDED:

EXPIRED:



Human Resources • Personnel Commission

Memorandum

DATE: June 28, 2013

TO: Dr. Wintering, Executive Director of Human Resources

FROM: Marie Ragazzo, HR Analyst

SUBJECT: Reclassification Study for Richard Ferr, Mechanic

INTRODUCTION

A review of the classification of the incumbent, Richard Ferr was initiated by the Executive Director of HR, Dr. Wintering. Mr. Ferr is currently under the classification of Mechanic, but was temporarily reassigned to the Maintenance and Operations Department on July 23, 2007 and has remained under the direction of the M & O department since that time.

BACKGROUND

On July 1, 2005, Mr. Ferr was reinstated to his classification of Mechanic in the Transportation Department. Subsequently, Mr. Ferr requested an extended leave of absence, and on February 20, 2007 was placed on a 39 month medical reemployment list. On July 20, 2007, the administration of Dr. Julie Mitchell, Asst. Superintendent of HR, conducted an ADA interactive process with Mr. Ferr and both parties agreed to accommodate Mr. Ferr's request to be temporarily reassigned to the Maintenance & Operations department performing the work of a Maintenance Service Worker. At that time, Mr. Ferr signed a Transition Plan for Returning to Work Agreement which stated that he would work in the classification of Maintenance Service Worker upon returning, but would maintain his current salary range and placement, which was at AFSM/Range 61, Step 10. In addition, the agreement stated that Mr. Ferr would not receive any additional compensation for working out of class, and that his temporary assignment would be re-evaluated on August 31, 2007.

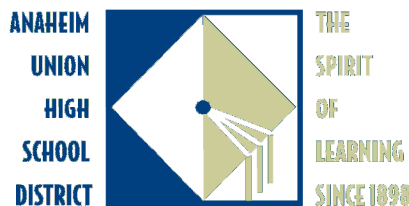
EVALUATION

On January 8, 2013, an observation of the incumbent was performed by Marie Ragazzo, Analyst and Dr. Wintering, Executive Director of HR. Mr. Ferr was observed performing semi-skilled work in a restroom at Western High School. It was noted that Mr. Ferr works independently on small projects a majority of the time. He also stated that he is given tasks to complete independently and uses his own discretion on completing small projects. For example, the incumbent performs semi-skilled to skilled tasks independently such as quad benches, enclosures for HVAC units, and other small projects. These type of assignments require the incumbent to possess proficient knowledge of construction trades in order to successfully complete the tasks.

After the observation was conducted, Mr. Ferr was invited to participate in a complete job analysis study for the classification of Maintenance Service Worker beginning January 29th, 2013. Upon collection and review of both the qualitative and quantitative data, it was noted that Mr. Ferr's assignments are more in alignment with that of the Maintenance Service Worker classification, and not Mechanic. Therefore, on June 26, 2013, a final discussion was held between HR staff, the incumbent, Mr. Ferr, and his supervisors, Director of M & O, Darrel Adair, and Maintenance Lead, Cheddy Castillo to clarify the scope of the work performed by the incumbent within the classification of Maintenance Service Worker.

RECOMMENDATION

It is recommended, based on the re-evaluation, that the Personnel Commission approve the reclassification of incumbent, Richard Ferr from the classification of Mechanic, AFSM/Range 61, Step 10, to Maintenance Service Worker. It is also recommended that Mr. Ferr's salary be Y-rated.



Human Resources • Personnel Commission

Memorandum

DATE: June 25, 2013

TO: Victoria Wintering, Ph.D., Executive Director, Classified HR

FROM: Marie Ragazzo, HR Analyst

SUBJECT: Job Analysis Study: Food Service Assistant IV - Production Classification

INTRODUCTION:

Due to the retirement of the incumbent, Betty Johnson, the Personnel Commission staff was asked to review the position of Food Service Assistant IV - Food Production Office in the District Food Center(DFC). Therefore, Personnel Commission staff distributed and collected data regarding the position beginning on April 26, 2013.

BACKGROUND:

The Food Service Assistant IV - Food Production Office classification is assigned to the central kitchen production staff. In 1988, the Anderson classification study titled the position as a Food Service Assistant II and stated the position's basic function was to "maintain records involving the production and distribution of food products; and to tally daily/monthly contract meal orders." In addition, the incumbent received general supervision from higher level staff, but did not exercise technical or functional supervision over lower level staff. In 2001, the Ewing classification study reallocated the incumbents that were assigned to the Food Production Office to the classification of Food Service Assistant IV - Food Production Office. The results of reallocation also increased the compensation from AFSM/Range 49 to AFSM/Range 51. The new classification outlined the significant difference between the FS II and IV classifications, as the latter was designated as the "advanced journey-level specialist classification in the series". The basic function of the position was to "receive, and process requests from site managers to modify production and shipping of food, beverage and related supplies from the District Food Center; and to perform production office clerical related duties."

METHODOLOGY:

Both qualitative and quantitative data collection techniques were used to gather information about the position. An initial review of similar job classifications was compiled in order to gain a better understanding of the qualifications required at entry into the position. Second, a classification questionnaire was emailed, using Survey Monkey, to both incumbents, Food Service Assistant IV - Production and their supervisor, Tom Bonikowski, Food Service Manager II. The purpose of the survey is to collect quantitative data regarding the essential duties, employment standards, minimum qualifications and physical demands and working conditions required of the position. The content of the survey listed the essential duties in the following constructs: clerical/dispatch tasks, warehouse tasks, food service tasks, and lead

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responsibilities. The knowledge, skills and abilities (KSAs) relevant to support those duties were also listed on the survey. Finally, a job observation of the incumbents was conducted from June 12 -14, 2013. The observation format consisted of shadowing the Food Service Assistant IV - Production incumbent's, asking questions, and taking notes. Finally, the descriptives were reviewed by the manager, Tom Bonikowski.

ANALYSIS:

An analysis of the data was conducted using descriptive analysis methods. A cutoff score was established to distinguish those tasks, KSAs, etc., which are essential for satisfactory performance on the job. All tasks, KSAs, etc. with a cutoff score ≥ 5 are considered essential and any that are listed < 5 are considered non-essential and are, therefore, removed. In addition, any ratings with a Standard Deviation (STDev) of 2 or more were reviewed by the Subject Matter Experts (SMEs) and presented for further discussion as to whether or not they should be included in the classification specification.

During the analysis it was noted that the incumbents must have knowledge of methods, procedures, and techniques of appropriate quantity cooking, baking, and salad making in large quantities. Incumbents are required to estimate the number of meals which will be served on a daily basis district-wide, and based on this data, calculate the total food production requirements. This information is utilized by the Nutrition Services Operations Supervisor to requisition necessary food and supplies to meet the projected number of meals. Incumbents must also have knowledge of intermediate mathematical, computer record management and report development procedures in order to convert, input and track food production orders.

Additionally, it was noted that incumbents must accurately perform complex statistical record keeping functions within tight deadlines. Primarily because lead workers in the production department use this information to plan and organize the work of their unit and schedule employees. Therefore, delays in completing the work in a timely manner may result in delays in the requisitioning process and the need to make last minute menu changes which creates additional work. In addition, the detail nature of the work, requires the incumbent to double check figures for accuracy as errors could potentially have a district-wide impact. Incumbents may assist in coordinating or leading in the receiving, inspecting, wrapping, and storing of foodstuffs and supplies. This requires the incumbent to have knowledge of food sanitation requirements and the ability to lead others in the course of their work.

Further, incumbent's must maintain positive communications and work closely with food service personnel to discuss menu changes and ensure proper loading and distribution of food. For example, incumbents must provide food service production staff with accurate production order sheets, indicating the number and type of food packaging items to produce. Incumbents also communicate with warehouse workers/delivery drivers to provide and retrieve dispatch sheets. Finally, incumbents communicate with school food service managers by telephone, and in writing to record and distribute final food invoice sheets indicating total food costs.

Overall, incumbents expedite the duties of other food production department staff by maintaining current detailed records about every aspect of the production process and refer to those records regularly. Incumbents must work well in a team environment and possess good problem-solving skills to address less complex issues, referring more complex questions to the supervisor as needed.

FINDINGS:

Upon completion of the job analysis study, each section of the study was presented and reviewed by the Director of Food Services, the Nutrition Services Supervisors and the incumbent. All parties reached a final agreement in the following areas: Job Title, Essential Job Tasks, Employment Standards, Minimum Qualifications, Physical Demands and Working Conditions, and Competencies. A final drafted job description was reviewed by the Executive Director of Human Resources and provided to the bargaining unit assigned to the position.

RECOMMENDATION

It is recommended, based on the findings of this study, that the Personnel Commission reallocate the position from Food Service Assistant IV - Production to that of Nutrition Services Production Assistant. Furthermore, it is recommended that the current compensation for the position remain the same.

**CLASS TITLE: ~~FOOD SERVICE ASSISTANT IV — FOOD PRODUCTION OFFICE~~
NUTRITION SERVICES PRODUCTION ASSISTANT**

BASIC FUNCTION: DEFINITION:

~~Under the direction of an assigned the Food Service Manager II and the Nutrition Services Supervisor, receives, and processes requests from site managers to modify production and shipping of food, beverage and related supplies from the District Food Center; performs production office clerical related duties; assists in the operations of the central kitchen; maintains a detailed database in the collection and correct interoperation of school meals information from a variety of sources; makes corrections or additions to the computerized information ordering system; leads, trains and provides work direction to others; and performs other related duties as required.~~

DISTINGUISHING CHARACTERISTICS:

~~The Food Service Assistant IV is the advanced journey level specialist classification in the series. Incumbents in the Food Production Office process orders from the various service sites, programs, and catering for District Food Center production. Incumbents in Food Preparation perform difficult and responsible duties including cooking, baking, and preparing food. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. The Food Service Assistant I is the entry level classification and performs basic and routine food service preparation and serving activities at an assigned site. Incumbents in the Food Service Assistant II classification perform more responsible food service at the District Food Center, or serve as second in command at District junior high school and high school sites. The Food Service Assistant III is the lead worker assigned to the elementary schools, and are assigned as floaters from the District Food Center.~~

REPRESENTATIVE DUTIES: ESSENTIAL 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.

Food Production, Dispatching and Distribution Support Functions:

~~Receives, accepts, reviews, and processes, telephone catering orders, and food, and food supply orders from school sites; converts data into anticipated production needs, and makes modifications to food production, dispatching and distribution records as school sites request quantity adjustments and/or changes for variety needs change; enters data received from school sites into food service computerized ordering system; modifies production and delivery of food and related supplies by receiving change requests from the school sites, convert information into modified production requirements; monitors changes to ensure timely delivery of required food and related supplies E; communicates with food service management and administrative staff regarding food production for special activities, product availability, and special dietary menu requirements; estimates, calculates, projects and orders appropriate quantities of food items and supplies for preschool/headstart meals based on inventory on hand; verifies daily food orders meet meal pattern requirements for preschool/headstart meals; assists with dairy product inventory and maintains routine records as directed; Modify food production, dispatching and distribution to meet the various changes that occur at the school sites as emergency changes in meal requirements develop and ordering dairy products as needed to meet the demands of food production and catering requests, the Meals on Wheels program and general food production for the school sites utilize proper methods of handling foods to be stored; and participates in food production activities as required or assigned.~~

Clerical and Customer Service Functions:

~~Performs various office functions such as answering phones, processing mileage reports, distributing payroll checks, processing District Food Center mail, and ordering office supplies; maintains a variety of files, documents and records for the purpose of documenting and/or providing reliable school meal review information for Nutrition Services department, and state and federal agencies; receives and responds to questions regarding basic child nutrition requirements; accounts for all school site receipts, sales reports, transport records and requests; identifies missing paperwork, resolves discrepancies, processes documents and materials for the purpose of providing information and direction; confers with supervisor and responds to emergency production changes appropriately; provides coverage at school sites and District Food Center in emergencies; assists in the assignment of substitute employees;~~

operates a variety of modern office equipment and machines including a two way radio, personal computer and related software **to input and maintain a variety of food and nutritional technical information**; **and leads, trains and provides work direction to others in the absence of the supervisor.**

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:

Graduation from high school **and supplemental training or course work in nutrition, quantity and quality control standards, safety and sanitation procedures and in computer applications, automated record management, storage and retrieval systems is preferred.**

Experience:

Two ~~Three~~ years of progressively responsible experience in a large quantity food cooking, baking and preparation. **production environment, such as a commercial, institutional or school food service facility, including one year of experience performing production control functions and complex statistical record keeping functions.**

LICENSES AND OTHER REQUIREMENTS:

Completion of "Serve Safe" course ~~desirable~~ **required at time of application and throughout employment.**

EMPLOYMENT STANDARDS:

Knowledge of:

Rules and regulations pertaining to health, sanitation, and safety requirements; ~~in the cafeteria;~~

Food production processes, serving and storage, and other techniques for maximizing the effective production and distribution of goods; Principles and methods of quantity food service preparation, serving and storage. ~~Storage and rotation of perishable food.~~

Sanitation and safety practices related to handling, cooking, baking and serving food **food production;**

Nutritional requirements of school-aged children; **dietary requirements, and alternative food sources;**

Principles and processes for providing professional customer service; ~~Interpersonal skills using tact, patience and courtesy.~~

Modern office equipment including computers and related software applications, including MS Word and Excel;

~~Modern office practices, procedures and equipment. Processing a volume of orders. Basic record-keeping techniques.~~

Clerical procedures and systems such as data entry, word processing, managing files and records, designing forms, and other office procedures and terminology;

The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar;

Professional Telephone Etiquette;

Intermediate math; ~~Basic math skills.~~

Correct English usage, grammar, punctuation, and spelling.

Ability to:

~~Learn and follow health and sanitation requirements;~~

Learn, interpret, apply and explain policies, procedures, rules and regulations related to assigned activities;

Understand and follow written or oral directions;

Perform a variety of complex technical tasks involving use of independent judgement with accuracy and speed;

Proficiently operate a computer and standard office equipment, including pertinent software applications such as MS Word and EXCEL; ~~Operate modern office equipment including a~~

~~calculator, typewriter, computer, printer, duplicating and fax machines.~~

Compile, collate, classify and record data on detailed production sheets for use by production workers as guides in assembly of food products;

Prepare records and reports for all aspects of assembly and production, following prescribed recordkeeping procedures, using a computer terminal;

Calculate factors, such as types and quantities of food items produced, materials used, and amount of leftovers using a calculator;

Prepare accurate production reports based on data compiled, tabulated, and computed, following prescribed formats;

Maintain files of documents used and prepared; ~~Maintain records.~~

Type at an acceptable rate of speed;

Inventory control techniques;

Lifting techniques;

Problem solve to identify issues and create action plans;

Communicate with diverse groups;

Establish and maintain effective working relationships; ~~Establish and maintain cooperative and effective working relationships with others.~~

Speak, read and write English at a level required for satisfactory performance;

Work efficiently with frequent interruptions;

Plan and organize work to meet deadlines. ~~Meet schedules and time lines.~~

PHYSICAL DEMANDS

Employees in this classification walk, stand, and sit for long periods of time, lift 5 to 25 lbs. unassisted, maintain balance, carry, push, pull, stoop, bend repeatedly, reach overhead, use both hands simultaneously, and use fingers, wrists or hands repetitively, must see small details, have rapid mental/muscular coordination, speak clearly, hear normal voice conversation, have depth perception, and use a computer and telephone.

~~Sitting or standing for extended periods of time.~~

~~Dexterity of hands and fingers to operate modern office equipment.~~

~~Reaching overhead, above shoulders and horizontally.~~

~~Bending at the waist, kneeling or crouching.~~

~~Hearing and speaking in English to exchange information in person and on the telephone.~~

WORK ENVIRONMENT

Employees in this classification work inside exclusively employees may work in direct contact with the other District staff, may be subjected to negative interpersonal situations, with high volume of work and tight deadlines, with loud noise, in temperature changes, with continuously changing priorities and interruptions, and may work alone without guidance from supervisor.

~~Food service environment.~~

~~Subject to heat from ovens.~~

~~Office environment.~~

~~Constant interruptions.~~

HAZARDS:

~~Heat from ovens.~~

~~Exposure to very hot foods, equipment, and metal objects.~~

~~Working around knives, slicers or other sharp objects.~~

~~Exposure to cleaning chemicals and fumes.~~