

MINUTES

Regular Meeting
Tuesday, August 12, 2008 – 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 Audrey Cherep at 4:15 p.m.

2.0 ROLL CALL

Present: Audrey Cherep, chairperson, Ron Costello, vice chairperson, Speed Castillo, commissioner, and Victoria Wintering, executive director.

3.0 PLEDGE OF ALLEGIANCE

Personnel Commission Chairperson, Audrey Cherep, led the Pledge of Allegiance to the Flag of the United States of America.

4.0 PUBLIC COMMENTS

Pete Schnauffer, AFSCME representative, requested information regarding the job study on the Maintenance Service Worker position. Ms. Wintering discussed the job study summary.

Mr. Schnauffer requested that Ms. Wintering meet with both associations to read the changes being made in the Personnel Commission Rules. He would like to sit down and review the rules line by line.

He also requested that we stop the process of filling out the Request to Speak form prior to the start of the Personnel Commission meeting.

Jack Janec, 1155 W. South Street, Anaheim, discussed items on the job study summary.

5.0 GENERAL FUNCTIONS

5.1 Staff amended item 8.0 RULES AND REGULATIONS to read, Classified Personnel Handbook, Chapter 1, First Reading.

Staff also removed item 11.0 CLOSED SESSION, from the agenda.

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 Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the July 8, 2008 minutes.

5.3 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the July 23, 2008 minutes.

MINUTES

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5.4 Communication

- Review of classification studies in progress
- Board of Trustees Agenda, and Classified Exhibit, July 24, 2008
- Board of Trustees Agenda, and Classified Exhibit, August 7, 2008
- Recruitment Flyer, Maintenance Carpenter
- CODESP and PCASC Invoices
- School News Magazine

6.0 **SELECTION PROCESS**

6.1 List of Current Recruitments (Test Plan)

7.0 **CLASSIFICATION AND SALARY**

- 7.1 On the motion of Ron Costello, duly seconded and unanimously carried, the Personnel Commission approved the reclassification of Bobbie Wragg, from Payroll Technician, at salary range 57, to Senior Payroll Technician, at Salary Range 59, effective August 13, 2008.
- 7.2 On the motion of Speed Castillo, duly seconded and unanimously carried, following discussion, the Personnel Commission approved the job classification of Procurement Contract Specialist, at salary range 63 – CSEA.
- 7.3 On the motion of Ron Costello, duly seconded and unanimously carried, the Personnel Commission approved the reallocation of Jennifer Ellmore from Buyer to Procurement Contract Specialist. Salary range remains the same, at her current range and step, effective August 13, 2008.

8.0 **RULES AND REGULATIONS**

Classified Personnel Handbook, Chapters 1 and 2, First Reading

A short discussion ensued regarding the changes to Chapter 1.

9.0 **CHARGES AND HEARINGS**

None

10.0 **OTHER**

10.1 There was no unfinished business.

10.2 There were no commissioner's comments.



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11.0 NEXT REGULAR MEETING

Date: **Tuesday, September 9, 2008**
Time: 4:15 p.m.
Location Board Room

12.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 4:43 p.m.

Audrey Cherep, Chairperson