



AGENDA

Regular Meeting Tuesday, August 14, 2012 – 4:15 a.m. Board Room – District Office

AGENDA POSTED: August 10, 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**

| | <u>Reference</u> | <u>Action</u> |
|--|------------------|--|
| 5.1 Approve the agenda as submitted or amended. | | Moved by _____ Seconded _____ Vote _____ |
| 5.2 Approve minutes of special meeting of June 8, 2012. | Exhibit A | Moved by _____ Seconded _____ Vote _____ |
| 5.3 Approve minutes of special meeting of June 11, 2012. | Exhibit B | Moved by _____ Seconded _____ Vote _____ |
| 5.4 Approve minutes of regular meeting of June 12, 2012. | Exhibit C | Moved by _____ Seconded _____ Vote _____ |
| 5.5 Approve minutes of special meeting of June 19, 2012. | Exhibit D | Moved by _____ Seconded _____ Vote _____ |



AGENDA

Regular Meeting
Tuesday, August 14, 2012 – 4:15 a.m.
Board Room – District Office

- 5.6 Communication No Action Required
- Job Developer/Job Coach Flyer
 - Korean Translator Flyer
 - Sign Language Interpreter Flyer

6.0 SELECTION PROCESS

- 6.1 List of Current Recruitments (Test Plan) **Exhibit E** No Action Required
- 6.2 Certification/Ratification of Eligibility Lists **Exhibit F & G** Moved by _____
Seconded _____
Vote _____
- 6.2.1 Food Service Manager I
- 6.2.2 Food Service Assistant II (Promotional)
- 6.3 Approve the extension of the Bus Driver Eligibility List, established on June 14, 2011 and expired on June 14, 2012, for a period of six months. **Exhibit H** Moved by _____
Seconded _____
Vote _____
- 6.4 Approve the extension of the Executive Assistant eligibility list, established on October 11, 2011 and expiring on October 12, 2012, for a period of six months. **Exhibit I** Moved by _____
Seconded _____
Vote _____

7.0 NEXT REGULAR MEETING

The next regular meeting date:

Date: September 11, 2012
Time: 4:15 p.m.
Location: Board Room-District Office

8.0 **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

Special Meeting
Monday, June 11, 2012 – 12:00 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 12:00 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 CLOSED SESSION**5.1 Adjourn to Closed Session**

Public Employee Discipline/Dismissal/Release (Government Code 54957)

Case # HR-2011-12-03

Adjourned to Closed Session at 12:01 p.m.

Reconvened to Special Meeting at 2:50 p.m.

No action taking in closed session.

6.0 NEXT REGULAR MEETING

Date: **Tuesday, August 14, 2012**
 Time: 4:15 p.m.
 Location: Board Room

7.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 2:51 p.m.

Charles Darrington, Chairperson

The Personnel Commission
Anaheim Union High School District
 501 Crescent Way • Post Office Box 3520
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MINUTES

Regular Meeting
Tuesday, June 12, 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

Joaquin Alvarado, Auditorium Operations Assistant, spoke regarding the hardship of reducing hours from 8 to 4 starting July 1, 2012.

5.0 GENERAL FUNCTIONS

- 5.1 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 on May 8, 2012.
- 5.3 Communication
None

6.0 SELECTION PROCESS

- 6.1 List of Current Recruitments (Test Plan)
- 6.2 6.2.1 on the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission certified the eligibility list for Secretary – Attendance/Bilingual.

7.0 OTHER

- 7.1 No unfinished business at this time.
- 7.2 No Commissioner's comments at this time



MINUTES

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

8.0 NEXT REGULAR MEETING

Date: **Tuesday, August 14, 2012**
Time: 4:15 p.m.
Location Board Room

Scheduling of future dates where discussed. No regular meeting in July was scheduled.

Gerry Adams spoke regarding the pending hearing decision.

9.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 4:33 p.m.

Charles Darrington, Chairperson

The Personnel Commission
Anaheim Union High School District
 501 Crescent Way • Post Office Box 3520
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MINUTES

Special Meeting
Tuesday, June 19, 2012 – 10:30 a.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 10:34 a.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

Jack Janec, vice-president of AFSCME, spoke regarding the process of the personnel appeal hearing regarding case HR 2011-12-03.

Stephen Howard, AFSCME representative, spoke regarding having compassion for district employees especially during this difficult economic time.

5.0 OTHER

On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved services to be provided by Musick, Peeler & Garrett LLP to the Anaheim Union High School District Personnel Commission.

6.0 CLOSED SESSION

6.1 Adjourn to Closed Session

Public Employee Discipline/Dismissal/Release (Government Code 54957)

Case # HR-2011-12-03

Adjourned to Closed Session at 10:42 a.m.

Reconvened to Special Meeting at 10:08 a.m.

On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission ordered a supplemental hearing regarding case HR-2011-12-03 based on Education Code 45312

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



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MINUTES

**Special Meeting
Tuesday, June 19, 2012 – 10:30 a.m.
Board Room – District Office**

7.0 NEXT REGULAR MEETING

Date: **Tuesday, August 14, 2012**
Time: 4:15 p.m.
Location Board Room

8.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 12:10 p.m.

Charles Darrington, Chairperson

The Personnel Commission
Anaheim Union High School District
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MINUTES

Special Meeting
Friday, June 8, 2012 – 11:00 a.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 11:00 a.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

Gerry Adams, AFSCME president, spoke regarding the process of the pending personnel appeal hearing.

5.0 CLOSED SESSION

5.1 Adjourn to Closed Session

Public Employee Discipline/Dismissal/Release (Government Code 54957)

Case # HR-2011-12-03

Adjourned to Closed Session at 11:08 a.m.

Reconvened to Special Meeting at 3:37 p.m.

No action taking in closed session.

6.0 NEXT REGULAR MEETING

Date: **Tuesday, August 14, 2012**
 Time: 4:15 p.m.
 Location: Board Room

7.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 3:38 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 | | | | N/A | | | VK |
| Food Service Manager I | | 5/3/2012 | 5/24/2012 | 15 | Open | None | 6/19/2012 | 6/19/2012 | 7/25/2012 | N/A | 8/14/2012 | 43 | VK |
| Legal Administrative Assistant | | 6/11/2012 | 7/2/2012 | 15 | Open | None | 7/17/2012 | 8/2/2012 | 8/28/2012 | N/A | | | VK |
| ASB Accounting Technician | | 6/11/2012 | 7/2/2012 | 15 | Open | None | 7/26/2012 | N/A | 8/14/2012 | N/A | | | VK |
| Food Service Assistant II (Promotional) | | 6/11/2012 | 6/29/2012 | 15 | Promo | None | 7/13/2012 | | 7/31/2012 | N/A | 8/14/2012 | 21 | LP |
| Korean Translator | | 6/28/2012 | 7/19/2012 | 15 | Open | None | | 8/20/2012 | | | | | LP |
| Sign Language Interpreter | | 7/11/2012 | 7/31/2012 | 15 | Open | TBD | | | | | | | LP |
| Job Developer/Job Coach (Promotional) | | 7/17/2012 | 8/6/2012 | 15 | Promo | | | | | | | | LP |
| Programmer Analyst | | 8/16/2012 | 9/5/2012 | 15 | Open | None | | | | | | | VK |



ANAHEIM UNION HIGH SCHOOL DISTRICT

Learning With Purpose: College and Career Ready

ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. F08 – 2012 VK

POSITION: FOOD MANAGER I – OPEN

DATE ADVERTISED: 05/3/12 – 05/24/12

NUMBER OF APPLICATIONS RECEIVED: 113

NUMBER OF APPLICANTS ADMITTED TO EXAM 48

DATE OF WRITTEN/PERFORMANCE EXAM: 06/19/2012

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 37

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 25

DATE OF ORAL EXAM: 07/25/12

NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM 23

NUMBER OF APPLICANTS PASSING ORAL EXAM 18

| | |
|--|-----------|
| TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST: | 18 |
|--|-----------|

PANEL MEMBERS:

MAUREEN CONKLIN, MANAGER OF NUTRITIONAL SERVICES, ABC USD

LENETTE BROWN, DIRECTOR OF FOOD SERVICES, CYPRESS SD

SUSAN SEALY, DIRECTOR OF FOOD SERVICES, MAGNOLIA SD

AMANDA COLON, DIRECTOR OF FOOD SERVICES, FULLERTON SD

VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: August 14, 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. F03-LPB-2012

POSITION: FOOD SERVICE ASSISTANT II – PROMOTIONAL ONLY

DATE ADVERTISED: 06/11/12 – 06/29/12

NUMBER OF APPLICATIONS RECEIVED: 70

NUMBER OF APPLICANTS ADMITTED TO EXAM 18

DATE OF WRITTEN EXAM: 07/13/2012

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 18

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 15

DATE OF ORAL EXAM: 07/37/12

NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM 14

NUMBER OF APPLICANTS PASSING ORAL EXAM 11

| | |
|--|-----------|
| TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST: | 11 |
|--|-----------|

PANEL MEMBERS:

JEANNE DINKLE, DIRECTOR OF FOOD SERVICES, SAVANNA SD

MARY ANDERSON, FOOD SERVICE SUPERVISOR I, WALNUT VALLEY USD

VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: AUGUST 14, 2012

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 64R01-01

POSITION: SUBSTITUTE BUS DRIVER

DATE ADVERTISED: 03/25/2011 TO 04/15/2011

| | |
|--|----|
| NUMBER OF APPLICATIONS RECEIVED: | 31 |
| NUMBER OF APPLICANTS ADMITTED TO EXAM | 20 |
| DATE OF WRITTEN EXAM: 05/10/2011 | |
| NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM | 10 |
| NUMBER OF APPLICANTS PASSING WRITTEN EXAM | 8 |
| DATE OF PERFORMANCE EXAM: 06/06/2011 | |
| NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM | 8 |
| NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM | 6 |

| | |
|--|----------|
| TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST: | 6 |
|--|----------|

PANEL MEMBERS:

RICHARD MOORE, PERSONNEL DIRECTOR, ROWLAND USD

GAYLYNN AMBROSE, BUS DRIVER TRAINER, HUNTINGTON BEACH USD

VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: FEBRUARY 14, 2011

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 64R01-01

POSITION: SUBSTITUTE BUS DRIVER

DATE ADVERTISED: 03/25/2011 TO 04/15/2011

| | |
|--|----|
| NUMBER OF APPLICATIONS RECEIVED: | 31 |
| NUMBER OF APPLICANTS ADMITTED TO EXAM | 20 |
| DATE OF WRITTEN EXAM: 05/10/2011 | |
| NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM | 10 |
| NUMBER OF APPLICANTS PASSING WRITTEN EXAM | 8 |
| DATE OF PERFORMANCE EXAM: 06/06/2011 | |
| NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM | 8 |
| NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM | 6 |

| | |
|--|----------|
| TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST: | 6 |
|--|----------|

PANEL MEMBERS:

RICHARD MOORE, PERSONNEL DIRECTOR, ROWLAND USD
 GAYLYNN AMBROSE, BUS DRIVER TRAINER, HUNTINGTON BEACH USD

VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: June 14, 2011

EXTENDED:

EXPIRED:

Human Resources • Personnel Commission
 501 Crescent Way • Post Office Box 3520
 Anaheim • California 92803•3544
 Tel: 714•999•3548 Fax: 714•520•9752
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