



AGENDA

Regular Meeting
Tuesday, August 20, 2013 – 3:30 p.m.
Board Room – District Office

AGENDA POSTED: August 16, 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 July 9, 2013.

Exhibit A

Moved by _____
 Seconded _____
 Vote _____

5.3 Communication

No Action Required

- Site Custodial Supervisor 1 – Promotional, Flyer.
- Site Custodial Supervisor 2 – Promotional, Flyer.
- Campus Safety Aide – Open, Flyer
- Instructional Assistant – Medically Fragile/Orthopedically Impaired – Open, Flyer.

6.0 **SELECTION PROCESS**

6.1 List of Current Recruitments (Test Plan) Required

Exhibit B

No Action



AGENDA

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6.2 Certification/Ratification of Eligibility Lists

- | | |
|---|------------------|
| 6.2.1 Credentials Technician | Exhibit C |
| 6.2.2 Nutrition Services Operations Supervisor | Exhibit D |
| 6.2.3 Instructional Assistant – Medically Fragile/
Orthopedically Impaired | Exhibit E |
| 6.2.4 Assistant Director – Nutrition Services | Exhibit F |
| 6.2.5 Human Resources Technician | Exhibit G |

Moved by _____
Seconded _____
Vote _____

7.0 CLASSIFICATION AND SALARY

- | | |
|--|------------------|
| 7.1 Approve the revised job classification of
Maintenance Service Worker at salary range
AFSM/53, effective August 21, 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: September 10, 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, July 09, 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: Charles 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, Charles 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 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 July 9, 2013.

5.3 Communication

5.3.1 Assistant Director – Nutrition Services

5.3.2 Nutrition Services – Sous Chef

6.0 SELECTION PROCESS

6.1 List of Current Recruitments (Test Plan)

7.0 CLASSIFICATION AND SALARY

7.1 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the reclassification of Richard Ferr from Mechanic at salary range AFSM/61 to Maintenance Service Worker at AFSM/53, but will be Y-Rated at current salary, effective July 10, 2013.

7.2 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel

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

**Regular Meeting
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Board Room – District Office**

Commission approved the revised job classification of FSA IV at salary range AF5M/51 to Nutrition Services Production Assistant at salary range AF5M/51, effective July 10, 2013.

8.0 OTHER

8.1 Dr. Wintering asked the Commissioners if they were interested in enrolling in the ACSA Education Institute at the cost of \$150.00 per commissioner. The Personnel Commission unanimously declined.

9.0 NEXT REGULAR MEETING

Date: **August 20, 2013**
Time: 3:30 p.m.
Location: Board Room–District Office

10.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 3:45 p.m.

Charles Darrington, Chairperson

EXHIBIT B

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 Assistant/Office Asst Biling		3/13/2013	3/14/2013	2	Open	None	4/9/2013	N/A	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	N/A		48	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	N/A		55	VK
Instructional Assistant-Med/Frag/Ortho Imp		5/15/2013	6/5/2013	15	Open	6/28/2013	7/11/2013	N/A	N/A	N/A	8/20/2013		55	LPB
Nutrition Services Operations Supervisor		5/22/2013	6/12/2013	15	Open	None	N/A	7/17/2013	7/17/2013	N/A	N/A			VK
Secretary Attendance		6/5/2013	6/25/2013	15	Promo	None	TBD	N/A	TBD	N/A	N/A			VK
Secretary Attendance/Bilingual			7/2/2013		Promo	None	TBD	N/A	TBD	TBD	N/A			VK
Human Resources Technician		6/10/2013	6/28/2013	15	Open	None	7/11/2013, 7/16/2013	7/30/2013	N/A	N/A	8/20/2013		38	JG
Nutrition Services Sous Chef		6/12/2013	7/2/2013	15	Open	None	7/31/2013	N/A	N/A	N/A	9/10/2013		51	LPB
Assistant Director - Nutrition Services					Open	None	N/A	N/A	TBD	N/A				MT
Campus Safety Aide		8/6/2013	8/26/2013	15	Open	None	TBD	N/A	TBD	N/A				LPB



ANAHEIM UNION HIGH SCHOOL DISTRICT

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ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 64P01 – VK - 2013

POSITION: CREDENTIALS TECHNICIAN – OPEN

DATE ADVERTISED: 04/30/13 – 05/20/13

NUMBER OF APPLICATIONS RECEIVED:	206
NUMBER OF APPLICANTS ADMITTED TO EXAM	110
DATE OF WRITTEN EXAM: 06/13/2013	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	60
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	29
DATE OF PERFORMANCE EXAM: 07/02/13	
NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	25
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	15

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	15
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VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: AUGUST 20, 2013

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT
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PERSONNEL COMMISSION

ELIGIBILITY LIST NO. F10 – 2013 - LPB

POSITION: NUTRITION SERVICES OPERATIONS SUPERVISOR – OPEN

DATE ADVERTISED: 05/22/13 – 06/12/13

NUMBER OF APPLICATIONS RECEIVED:	35
NUMBER OF APPLICANTS ADMITTED TO EXAM	15
DATE OF PERFORMANCE/ORAL EXAM: 07/17/2013	
NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	10
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	7

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	7
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PANEL MEMBERS:

KRISTIN HILLEMANN, DIRECTOR OF FOOD SERVICE, FULLERTON JOINT UHSD
LAURA BUNNELL, NUTRITION SERVICES MANAGER, LONG BEACH USD
LEO BAS, ASSISTANT DIRECTOR OF FOOD SERVICES, GARDEN GROVE USD
DALE ELLIS, DIRECTOR OF NUTRITION SERVICES, NEWPORT-MESA USD



VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: AUGUST 20, 2013

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT

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PERSONNEL COMMISSION

ELIGIBILITY LIST NO. IA-MEDICAL-LPB-2013

POSITION: IA-MEDICALLY FRAGILE/ORTHO 2013

DATE ADVERTISED: 05/15/13 – 06/05/13

NUMBER OF APPLICATIONS RECEIVED: 32

NUMBER OF APPLICANTS ADMITTED TO EXAM 16

DATE OF WRITTEN (NCLB MATH & ENGLISH) EXAM: 06/28/13

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 8

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 4

DATE OF WRITTEN (ABILITY TO ASSIST) EXAM: 07/11/13

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 5

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 4

DATE OF WRITTEN (JOB KNOWLEDGE) EXAM: 07/11/13

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 6

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 5

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	5
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 VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: AUGUST 20, 2013

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT
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ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. D26 - MT - 2013

POSITION: Assistant Director Nutrition Services

DATE ADVERTISED: 6/11/13 - 7/17/13

NUMBER OF APPLICATIONS RECEIVED:	46
NUMBER OF APPLICANTS ADMITTED TO EXAM	12

DATE OF ORAL EXAM: 06/07/13	
NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM	6
NUMBER OF APPLICANTS PASSING ORAL EXAM	4

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	4
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PANEL MEMBERS:

Dawn Davey, Capistrano Unified School District
 Suzanne Morales, Los Alamitos Unified School District


 VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: August 20, 2013

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT

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PERSONNEL COMMISSION

ELIGIBILITY LIST NO. P03-2013-JG

POSITION: HUMAN RESOURCES TECHNICIAN – OPEN

DATE ADVERTISED: 06/10/13 – 06/28/13

NUMBER OF APPLICATIONS RECEIVED:	278
NUMBER OF APPLICANTS ADMITTED TO EXAM	183
DATE OF WRITTEN EXAM: 07/08/13, 07/11/13, 07/16/13	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	183
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	54
DATE OF PERFORMANCE EXAM: 07/30/13	
NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	54
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	42

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	42
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 VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: August 20, 2013

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT

Learning With Purpose: College and Career Ready

To: Victoria Wintering, Executive Director of Human Resources, Classified

From: Marie Ragazzo, HR Analyst, Classified Human Resources

Date: July 29, 2013

Re: Executive Summary on Job Analysis Study for:
Maintenance Service Worker Classification

EXECUTIVE SUMMARY

A job analysis study was conducted by the Personnel Commission to review the classification of Maintenance Service Worker. The study was requested by the Executive Director of Human Resources, Dr. Wintering, in conjunction with the reclassification study of incumbent Richard Ferr, (Mechanic) currently working as a Maintenance Service Worker. The study entails a complete review of the essential duties, minimum qualifications, employment standards, physical demands, and working conditions of the classification.

BACKGROUND & CURRENT LITERATURE

The Maintenance and Operations department oversees the following areas: Maintenance, Operations, Recycling, Fire Safety, Vandalism, and Grounds. The department currently has twelve Maintenance Service Worker positions. Each incumbent is assigned to assist in a wide variety of maintenance activities, which may address immediate operational and/or safety concerns. Incumbents are also assigned to assist journeymen in the skilled trades. Maintenance Service Worker incumbents work under general supervision of a trades foreman, but directly report to the Maintenance Lead positions.

In 1988, the Anderson classification study was completed and the position was classified as Maintenance Service Worker, which was defined as follows: "...to perform a wide variety of semi-skilled and unskilled building and equipment maintenance tasks as a helper and independently." In addition, the position received general supervision from the Maintenance Supervisor. During the 2002 Ewing study, the

Executive Summary - Maintenance Service Worker Job Study

classification was again revised, updated and approved by the Personnel Commission. Therefore, the current role of the classification is defined as follows: "... to perform a variety of unskilled and semi-skilled maintenance, repair and construction tasks in the maintenance of school buildings, facilities and equipment, assist other maintenance personnel with daily work assignments; and perform minor repairs independently or on an assigned maintenance crew". At that time, the employment standards were also modified to include knowledge of "health and safety regulations and procedures; general local building codes and regulations; basic math; and basic record-keeping techniques."

Survey Participants

A total of 12 incumbents and 2 supervisors participated in the job analysis study. During the survey, background and demographics information was collected from all survey participants. Two incumbents have less than 5 years experience; six, have 5 to 10 years experience; and four incumbents have 10 or more years in the classification. In addition, data regarding the focus group's highest level of education was compiled, and it was noted that eight of the twelve incumbents have a high school diploma, two completed additional coursework, and two have completed a 2 year degree/certificate program.

METHODOLOGY

The data collection approaches that were used in the present job analysis were a *Structured Online Job Analysis Questionnaire* (see Appendix A), *Direct Observation* (see Appendix B), and *Subject Matter Interviews*.

Survey Content

A total of 61 Tasks, 19 Knowledge, Skills, & Abilities (KSAs,) and 84 Physical Demands and Working Conditions (PDWks), were rated by each of the incumbents and their direct supervisor. In addition, a total of 5 Training/Experience and License and Certification (a.k.a. MQs) qualifications were listed, and 15 Competency (Traits) statements were included in the survey. The structured online job analysis questionnaire was the first technique used to collect information for the job analysis. Each incumbent and their supervisor was asked to come into the district office to complete the questionnaire in the computer lab. Each session was proctored by HR Analyst, Mrs. Ragazzo and/or HR Assistant, Mr.

Executive Summary - Maintenance Service Worker Job Study

Gilbert. All sections of the survey and rating procedures were explained thoroughly before the participants began. After noting all participants understood each section and the rating scales, they were asked to complete the questionnaire. Both Mrs. Ragazzo and Mr. Gilbert were available to assist the survey participants during the session on the computer.

Direct Observations

The next step in the job analysis process were direct observations. Direct observations are used to collect additional information and to better understand what a worker does when carrying out a function of the job. An observation checklist was developed to gather quantitative data regarding the following work activities:

- General Maintenance Duties — minor repairs, maintenance or construction tasks
- Crew work Duties - following preventative maintenance schedules, special event projects.
- Assisting Skilled Tradesmen Duties - painter, carpenter, electrician, HVAC etc.,

The observations were scheduled during various times of the work day (i.e. beginning of work shift, mid-morning - mid-afternoon, or end of work shift) in order to gain a full picture of the requirements of the job. Direct observations were conducted by HR staff for each available incumbent during the following time period/s: January 8, 2013 (Richard Ferr); and the weeks of April 1st through April 15th, 2013. A total of 8 out of 12 incumbents were observed. Further, an interview was held with the incumbent's supervisors to clarify the level and complexity of tasks assigned to the incumbents.

Subject Matter Expert Interviews

Upon completion of the data a subject matter expert meeting/interview was scheduled and conducted on August 1, 2013. Present in the meeting were the incumbents, Maintenance Leads, Dr. Victoria Wintering, Executive Director of HR; Marie Ragazzo, HR Analyst, and Armando Cortes, AFSMCE union representative. The purpose of the meeting was to review the descriptives and proposed updates to the current job description. Any further corrections, additions, or deletions were noted and a final proposal was completed for approval of the Personnel Commission.

Measures

Each section of the job analysis is assigned a minimum rating standard. There are four areas of the job analysis that were assigned this minimum rating; they are Tasks, KSAs, MQ's and PDWKs . The objective of the Task rating is to eliminate tasks from the essential duties which are rated as not performed, or as not critical, and to obtain an "Importance of Task" index for each of the remaining tasks. The "Importance of Task" is defined as the sum of "Relative Time Spent" plus "Criticality". The sum of all respondents on the "Relative Time Spent" is divided by the total number of respondents, which represents the mean average. An example of this would be to add all the responses together for a task then divide by the number of respondents to equal "Relative Time Spent" on the task. The "Criticality" scale is measured the same way by totaling the sum of a task on all respondents for the "Criticality" scale and dividing by the total number of respondents.

In the analysis, it was determined that the measures of "Relative Time Spent" and "Criticality", with a mean of less than five would be eliminated from the essential duties, physical demands and working conditions, and knowledge, skills and abilities. The method of measurement used to determine the "Importance of Task" in the work behavior(s) is referred to in the *Uniform Guidelines on Employee Selection Procedures, 1978, 1607.14C, 1607.15C*. The "Importance of Task" average rating was determined to be a score of five or above. Any task from the essential duties, physical demands or working conditions inventory of less than five and/or a standard deviation of 2 or more was reviewed by the incumbents. A determination was then made to include or exclude the function. The tasks are listed in descending average mean order (see Maintenance Service Worker-Task Descriptives, Appendix C).

The objective of the Knowledge, Skills, and Abilities (KSAs) analysis is to eliminate from the inventory KSA's not needed at entry or not critical to overall satisfactory performance. In the analysis, a determination was made that a sum of less than five would result in the elimination of a KSA from the job analysis unless a joint determination was made to include the item. The sum of "Expected at Entry" and "Criticality/Importance" scales were divided by the total number of respondents, and KSA's with scores of more than five were included in the analysis. The "Importance of KSA" index is the mean of the two scales "Expected at Entry" and "Criticality/Importance". The KSA items were then listed in descending rating order of highest to lowest average mean (see Maintenance Service Worker-KSA Descriptives, Appendix D).

Executive Summary - Maintenance Service Worker Job Study

The objective of the Physical Demands and Working Conditions analysis was to eliminate from the inventory physical demands and working conditions not needed on the job, and to assure that the classification will be in compliance with ADA requirements. The sum of "Relative Time Spent" and "Criticality" scales were divided by the total number of respondents and the physical demands and working conditions having a score of less than five were eliminated. The "Importance of the Physical Demands and Working Conditions" index is obtained by adding the "Relative Time Spent" and "Criticality" scales. The Physical Demands and Working Conditions were listed in order from highest to lowest average mean rating (see Maintenance Service Worker -PDWK Descriptives, Appendix E).

The objective of the Minimum Qualifications analysis is to eliminate from the inventory training and experience not needed on the job, and to assure that the the classification is in compliance with industry and regulatory requirements. The "Criticality" scale was used when rating this component. Scores of less than four were eliminated. The "Importance of the Training and Experience" index is obtained by averaging the "Importance/Criticality" scale. The MQs were listed in order from highest to lowest average mean rating (see Maintenance Service Worker-MQs Descriptives, Appendix F).

RESULTS

QUANTITATIVE ANALYSIS

In order to understand the measures of central tendency of the set of scores, the mean is computed through the use of descriptive statistics. For scores which had a standard deviation(STDev) > 2, exploratory statistics were computed to identify outliers within the dataset. Discussions were held with incumbents during the observations to clarify items that were considered borderline to determine if they should be considered essential or non-essential to the job. A total of 4 Tasks, 1 KSA, and 1 PDWKs were identified as having one or more extreme scores; therefore, the median score was considered the value that would best represent the entire group and was computed for those variables. (See Descriptives)

A factor analysis (FA) is computed on all measured variables using the principal component method. The FA is a variable reduction technique used to identify the number of latent constructs and the underlying factor. During the analysis, eight (8) factors were identified. Overall, three of the eight factors

Executive Summary - Maintenance Service Worker Job Study

showed variables with a correlation coefficient value of .7 or higher which signifies that the factor extracted sufficient variance from that variable (See Table 1 below).

A general description of the factors are as follows: Factor I was identified as "General Maintenance Duties." It contains twenty seven activities with a loading of at least .5. Twelve activities loaded .7 or greater on this factor, the two highest being: " T25 Installs furniture, shelving, counters, cabinets, bulletin boards, student desks, projector screens, pencil sharpeners, etc." and " T49 Mixes paints and applies finishes to a variety of equipment, furniture and physical structures." Factor II was identified as "Assisting Skilled Tradesmen Duties." It contains nineteen activities with a loading of at least .5. Five activities loaded .7 or greater, the two highest being: " T46 Replaces washers, valves, fittings and other components." and " T44 Cuts and threads pipes." Eight activities in this factor had a negative relationship within the factor. Those activities referenced duties related to HVAC and/or electrical trades. Therefore, it was noted that incumbents assisting in the plumbing, plastering and carpentry trades were not assisting HVAC Technicians or Electricians. Factor III was identified as Unskilled-Semi Skilled Independent Duties. It contains five activities with a loading of at least .5. Three activities loaded with a .7 or greater, the two highest being: "T16 Performs minor repairs independently as instructed in glazing" and "T30 Patches and repairs concrete walks and structures, potholes, cracks and cuts in asphalt surfaces."

Factor #	Factor Description
I	General Maintenance Duties (assembles, installs, repairs, prepares, stripes, moves, operates, etc.)
II	Assisting Trades Duties (i.e. cleaning drains and sewers, help in replacement of broken pipes)
III	Unskilled-Semi Skilled Independent Duties (perform small projects independently (i.e. drywall, painting, plastering repairs, carpentry)
IV	Shop Duties (orders/stocks supplies and materials, vehicle maintenance)
V	Driving Duties (drives a work truck)
VI	Crew Work Assignments (filter crew, starting blocks, removing poles, float valve fabrication, repair

Executive Summary - Maintenance Service Worker Job Study

	information marquee)
VII	Assists Other Trades (Pool Technician) (Repair or replace various pool related equipment.)
VIII	Delivery Work (Transporting Materials)

QUALITATIVE ANALYSIS

The observations confirmed that incumbent's are required to perform unskilled and semi-skilled duties in the maintenance, repair and construction of school buildings and facilities. First, incumbents were observed performing repair work at various locations such as replacement of ceiling tiles, or prep work for painting projects. Second, incumbents were observed assisting a tradesmen (i.e. Maintenance Electrician, or Carpenter) at various locations. An example of the duties assigned were as follows: transporting and/or securing materials, and/or assisting in the completion of trade specific tasks for the purpose of completing maintenance projects in a safe, and efficient manner. The type of trade-specific projects observed were as follows: the replacement of exit signs, electrical lighting fixtures (i.e. ballasts), and/or installing lighting, electrical outlets or circuit breakers. During the observation, incumbents were noted to possess good hand eye coordination to carry out assignments (i.e. drill mounting bracket holes on fixtures using hand power tools), and must be able to work in hazardous conditions (i.e. electrical, chemical or heights). In addition, it was noted that some procedures related to specific trades were learned on the job (i.e. prep all wiring connections according to instructions). Further, incumbents were noted to be able to see small details and distinguish shades in order to successfully perform the essential functions of the job. Overall, incumbents noted that it was essential to have knowledge of the general requirements of maintaining buildings and must adhere to established health & safety precautions when handling electrical equipment. Third, incumbents were observed working in a crew. Crew work duties observed were replacing filters in air handling units on a rooftop. Further, it was noted that crews are required to follow instructions for an established preventative maintenance schedule which occurs on a rotation basis approximately every four months. The department usually assigns two members at time. It was noted that incumbents assigned to the crews must have the ability to learn how to assess basic HVAC components (i.e. motor belts, and refrigerant coils) to identify damage. Incumbents must also have the ability to write to report needed repairs. Additionally, incumbents must possess basic record keeping

Executive Summary - Maintenance Service Worker Job Study

techniques and follow oral and written instructions during the course of work. Also noted during the observation, was the level of complexity of the assignments reviewed by the incumbents were basic in nature. However, any components deemed highly technical and beyond the scope of the Maintenance Service Worker are only accessed by the journeyman level (i.e. electro-mechanical controls).

Further, it was noted that all incumbents receive both technical and functional supervision from the Maintenance Leads, Cheddy Castillo and Albert Guerrero. Further it was noted that the work assignments are currently computer based but are printed out by the Leads and given to the incumbents. However, the the process of tracking work/orders and completed assignments is computer based. Therefore, incumbents should have knowledge of computers and district software applications at entry into the position. Finally, other job requirements, such as, conditions of employment, and licenses or certifications of the job were gathered during the analysis. All incumbents must have a California Driver's License, and evidence of adequate insurance, as well as, successful completion of a pre-employment physical at entry into the position and throughout employment. Incumbents must also be able to interact with others, including secondary aged students. Overall, incumbents must have knowledge of tools used in various building and maintenance trades to successfully perform the essential functions of the job.

DISCUSSION

Maintenance Service Workers are generally assigned work in three areas: maintenance of, repair of and/or construction of school buildings, facilities and equipment. While maintenance crews are mainly focused on maintaining physical units or systems within the school district, other tasks allow the incumbents to assist the tradesmen, or to independently perform unskilled to semi-skilled activities in a building construction trade. Therefore, it was noted that the distinguishing characteristics between the Maintenance Service Worker classification and that of the trades is to perform unskilled or semi-skilled maintenance, repair, and construction tasks in the upkeep of school facilities. In contrast, a tradesperson performs journey-level functions in the installation, maintenance, and repair of school buildings, facilities and related equipment.

Finally, the essential duties of the position are somewhat limited in scope and effect and work is reviewed occasionally to ensure proper completion of assignments. Overall, the Maintenance Service Worker classification helps to promote a safe learning environment for AUHSD students, faculty and staff.

Executive Summary - Maintenance Service Worker Job Study

The job analysis findings identify selection criteria to help administer fair and effective hiring practices and to develop training and appraisal programs for the district.

RECOMMENDATION

It is recommended based on the findings of this study that the Personnel Commission revise job classification of Maintenance Service Worker . Furthermore, it is recommended that the salary for the revised classification remain the same. (See Job Description)

MAINTENANCE SERVICE WORKER**DEFINITION: BASIC FUNCTION:**

Under the direction of an assigned supervisor, performs a variety of unskilled and semi-skilled maintenance, repair, and construction tasks in the maintenance of school buildings, facilities and equipment; assists other maintenance personnel with daily work assignments; performs minor repairs independently or on an assigned maintenance crew; **and performs other related duties as required.**

DISTINGUISHING CHARACTERISTICS:

A Maintenance Service Worker performs unskilled and semi-skilled maintenance, repair, and construction tasks in the upkeep of school facilities. In contrast, a trades person performs journey-level functions in installing, maintaining and repairing school buildings, facilities and related equipment.

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.

GENERAL MAINTENANCE AND MISC. DUTIES

Performs preventive, **unskilled and semi-skilled maintenance work, independently, as instructed in various maintenance projects; repairs and maintains structures and on other equipment such as roofs, walls, partitions, ceilings and other building elements, as well as,** replacing furnace filters, and adjusting and **maintaining** servicing motors, belts and shafts; ~~E~~ **installs and makes minor repairs to furniture, shelving, counters, cabinets, bulletin boards, student desks, projector screens, window cranks—and pencil sharpeners, flag holders and door stops; repair student desks and install projector screens. etc.;** **drives and is responsible for assigned vehicle to conduct work throughout the district;**~~E drive a vehicle to assigned sites to conduct work;~~ **Responsible for assigned vehicle;** ~~E~~ **works from verbal and written instructions, blueprints, sketches and workorders; orders and stocks an adequate supply of parts and materials; responds to emergency and non-emergency calls as needed;** ~~E~~ **Operate a utilizes a variety of maintenance and construction tools and equipment;** ~~E~~ **Perform minor adjustments utilizing hand tools and other equipment. and maintains records, such as work orders, invoices, materials lists and inspection schedules for various maintenance activities. Lubrication and inspection schedules and records for the various heating and cooling units at each school.** ~~E~~

TRADE SPECIFIC DUTIES

Assists skilled maintenance tradespersons as an assistant, helper, perform minor repairs independently or in a on an assigned maintenance crew in various trades including carpentry, glazing, plastering, locksmithing, painting, plumbing, electrical, and air conditioning and heating, welding; **assists by holding, lifting, preparing, positioning and/or supporting materials, equipment, and use of hand tools while assisting in the installing and repairing of asphalt and concrete surfaces, such as walks and structures, potholes, cracks and cuts; installing forms, mixing, pouring and finishing concrete; installing and repairing doors, door stops, doorknobs, locks, hinges, closures, strike plates and panic bars;** ~~E~~ **assist in laying and repairing laying and repairing floors and roofs including work with asphalt tile and other composition materials—stripe parking lots, basketball and tennis courts and other surfaces;** **cleaning stopped drains and sewers; replacing faucets, fixtures, broken pipes, washers, valves, fittings and other components; replacing plugs, outlets, elements, light bulbs, light switches, diffusers and ballasts; and preparing surfaces for painting;** loads, unloads, and transports building materials, equipment, furniture and various supplies **to and from worksite;** ~~E~~ **and performs other related duties as assigned.**

MINIMUM QUALIFICATIONS:

~~Any combination equivalent to:~~ **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:

Graduation from high school or equivalent.

Experience:

~~One year of experience as a laborer, assistant or similar work in the building and maintenance trades.~~ **Two years of experience in performing minor maintenance and repair work of buildings**

and grounds, or as an assistant in a building construction trade.

Licenses and Certifications:

Possession of a valid, appropriate California Driver's License at time of appointment, and throughout employment in a position in this classification; **evidence of adequate insurance for motor vehicle which meets the California legal liability insurance requirement and continual insurance coverage throughout employment.**

Conditions of Employment/Physical Requirements:

Successful completion of a pre-employment physical examination.

EMPLOYMENT STANDARDS:

Knowledge of:

Common Tools, materials, and equipment used in the various building and maintenance trades;

Safe working practices and procedures;

General local building codes and regulations;

Basic math;

General maintenance requirements of in maintaining buildings and facilities in good repair;

Operation and **maintenance** of hand and power tools, and equipment **used in various building and maintenance trades;**

Health and safety regulations and procedures **relating to construction and repair work;**

Basic record-keeping techniques.

Customer service techniques;

Interpersonal skills using tact, patience and courtesy;

Oral and written communication skills;

Software applications used by district;

Computer Skills.

Ability to:

Assist skilled maintenance trades personnel;

Perform general maintenance and repair **work** on District furniture, buildings, fixtures, and facilities **in a crew or independently, as instructed;**

Operate tools and equipment common to the building trades;

Work in crews or independently;

Complete work assignments on schedule;

Observe health and safety regulations;

Understand and follow oral and written instructions;

Establish and maintain ~~cooperative~~ **positive** and effective working relationships with others;

Follow general building codes and regulations;

Maintain routine records related to work performed;

Understand and **complete work on schedule and** within scope of authority;

Make mathematical calculations related to the trades;

Read, understand and follow basic plans, drawings, and specifications relating to the repair and remodeling of District facilities;

Read and write English at a level required for satisfactory performance;

Communicate effectively orally and in writing;

Understand and follow oral and written directions.

PHYSICAL DEMANDS

Employees in this classification stand, walk, lift, and carry up to 50 lbs. and more than 50 lbs. with assistance; climb ladders and stairs; maintain balance; push, pull, stoop, kneel, crawl, and bend repeatedly; 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; hear normal voice conversation; speak clearly; have depth perception and color vision, distinguish shades, see small details and long distances; sit for extended periods of time; operate a vehicle; use a computer and telephone. All employees must be able to comply with work place safety and regulatory requirements, including Occupational Safety and Health Administration (OSHA) regulations, and those of any other competent authority. ~~Dexterity of hands and fingers to operate various maintenance tools and equipment. Climbing~~

Salary Range: AFSM/53 – Non-Exempt

~~ladders. Lifting, carrying, pushing and pulling heavy objects weighing 50 pounds or more. Walking. Reaching overhead, above the shoulders and horizontally. Heavy physical labor. Seeing to perform various work assignments. Bending at the waist. Kneeling or crouching.~~

WORK ENVIRONMENT

Employees in this classification work both inside and outside, in changing temperatures, including temperatures below 50° and over 90°, poorly ventilated areas, inadequate lighting, wet or damp areas, confined spaces, at heights using ladders or scaffolding, with electrical hazards and dangerous machinery with moving parts, sharp objects, moderate to high concentrations of allergenic dust, lead, asbestos, fumes, odors, loud noises, vibrations, hands in water, exposure to minor and severe contagious illnesses (cold, flu, chicken pox, etc.), use eye protection, gloves and work boots, moving vehicles, in direct contact with the public, students, and District personnel, with a high volume of work and tight deadlines with continuously changing priorities; and may work alone in the absence of direct supervision.

~~Indoor and outdoor work environment. Driving a vehicle to conduct work. Regular exposure to fumes, dust and odors. Seasonal heat and cold or adverse weather conditions. HAZARDS: Fumes from paints and solvents. Working around, and with, machinery having moving parts. Working at heights.~~



ANAHEIM UNION HIGH SCHOOL DISTRICT
501 Crescent Way / P.O. Box 3520
Anaheim, CA 92803-3520
Tel: (714) 999-3548 Fax: (714) 520-9752
HUMAN RESOURCES - CLASSIFIED

An Equal Opportunity Employment District

Site Custodial Supervisor I

Full-Time Employment – **PROMOTIONAL APPLICANTS ONLY**

Transfer Opportunities: Employees intending to request a transfer must submit a "Transfer Request Form" to HR before of the end of the posting period.

This examination is open to promotional applicants ONLY. The eligibility lists established from this examination shall be valid for 12 months or until fewer than 3 eligible ranks remain.

Vacancy: Various Sites - Classified
Salary: \$3,971.00 – \$5,155.00/month
Term: 12 Month Employee/40 hours per week

The closing date for this recruitment is **Thursday, September 5, 2013 at 4:00 p.m.** To review the complete job description and/or apply online go to www.auhsd.us and choose the "Employment" tab "Classified Jobs.". You can also apply online in the District's Human Resources/Personnel Commission Office kiosk by that date and time. Applications will be screened and the qualified applicants will be notified of the additional testing date, time and location.

The Position: Under the direction of the Principal, plan, organize, coordinate and supervise the work of custodians at an assigned District junior high school site; perform responsible custodial activities at an assigned school site or facility to maintain buildings, rooms and adjacent grounds areas in a clean, orderly and secure condition; train, supervise and evaluate the performance of assigned staff.

Minimum Qualifications: (Please attach valid proof of educational requirements: valid proof includes a copy of diploma and/or transcripts from an educational institution). Any combination equivalent to: graduation from high school and two years increasingly responsible custodial experience.

Employment Standards:

KNOWLEDGE OF: Proper methods, materials, tools and equipment used in custodial work and non-technical maintenance; requirements of maintaining school buildings in a safe, clean and orderly condition; principles of training and providing work direction; appropriate safety precautions and procedures; modern cleaning methods including basic methods of cleaning and preserving floors, black boards, carpets, furniture, walls and fixtures; basic record-keeping techniques; proper methods of storing equipment, materials and supplies; proper lifting techniques.

ABILITY TO: Plan, organize, coordinate and provide work direction and guidance to assigned custodians at a District junior high school site; assign and inspect the work of others; work independently with minimum direction; establish and maintain cooperative and effective working relationships with others; properly estimate quantity of required custodial supplies and equipment; apply and explain schedules, procedures and use of equipment and supplies used in custodial work; maintain tools and equipment assigned in clean working order and provide proper security; inspect and assure the security of facilities during assigned shift; use cleaning materials, equipment and methods according to pre-determined standards; apply knowledge of the schedules, procedures and use of equipment and supplies used in custodial work; perform minor non-technical repairs; observe and report need for maintenance and repair; understand and follow oral and written directions; meet schedules and time lines; communicate effectively both orally and in writing.

Application Process:

Applications are to be submitted online or in the Classified Personnel Office kiosk, 501 Crescent Way, in Anaheim between the hours of 7:45 a.m. and 4:00 p.m. Promotional applicants are required to complete an updated application for testing eligibility. Resumes will not be accepted in lieu of a completed online application. All information contained in the application is subject to review and verification. Applicants may be rejected on the basis of incomplete application or failure to meet minimum posted qualifications. Veterans may obtain additional five points and disabled veterans ten points added to their score by submitting proof of veteran's status in the form of a DD214 at the time of application. Applications and requests for testing will not be accepted after the recruitment closing date and time.

The Examination: The examination may consist of any of the following: a supplemental or a written, performance, structured interview or other test of fitness. The examination part(s) for this classification has not yet been scheduled. All parts of the examination process are job related. A passing score must be attained on each portion of the exam to advance to the next stage. Applicants requiring reasonable accommodation for the testing process must call 714-999-3549 no less than two (2) days prior to the examination.

Posting date: August 15, 2013

Remove from board: September 5, 2013

PLEASE POST: Thank you



ANAHEIM UNION HIGH SCHOOL DISTRICT
501 Crescent Way / P.O. Box 3520
Anaheim, CA 92803-3520
Tel: (714) 999-3548 Fax: (714) 520-9752
HUMAN RESOURCES - CLASSIFIED

An Equal Opportunity Employment District

Site Custodial Supervisor II

Full-Time Employment – **Promotional Applicants Only**

Transfer Opportunities: Employees intending to request a transfer must submit a "Transfer Request Form" to HR before of the end of the posting period.

This examination is open to promotional applicants only. The eligibility lists established from this examination shall be valid for 12 months or until fewer than 3 eligible ranks remain.

Vacancy: Various Sites - Classified
Salary: \$4,159.00 – \$5,401.00/month
Term: 12 Month Employee/40 hours per week

The closing date for this recruitment is **Thursday, September 5, 2013 at 4:00 p.m.** To review the complete job description and/or apply online go to www.auhsd.us and choose the "Employment" tab "Classified Jobs.". You can also apply online in the District's Human Resources/Personnel Commission Office kiosk by that date and time. Applications will be screened and the qualified applicants will be notified of the additional testing date, time and location.

The Position: Under the direction of the Principal, plan, organize, supervise and participate in the custodial and building maintenance activities of an assigned high school site; inspect facilities and consult with maintenance personnel and District administrators to coordinate and prioritize work projects; train, supervise and evaluate the performance of assigned staff.

Minimum Qualifications: (Please attach valid proof of educational requirements: valid proof includes a copy of diploma and/or transcripts from an educational institution). Any combination equivalent to: graduation from high school and four years custodial experience.

Employment Standards:

KNOWLEDGE OF: Methods, materials and equipment used in custodial, groundskeeping and general building maintenance work; requirements of maintaining buildings and facilities in good repair; appropriate safety precautions and procedures; cleaning equipment, tools, materials and supplies used in custodial work; principles and practices of training and providing work direction to others; proper methods of storing equipment, materials and supplies; oral and written communication skills; record-keeping techniques; basic math; operation and use of hand and power tools and equipment.

ABILITY TO: Plan, organize, supervise and participate in the custodial activities of an assigned high school site; estimate and order custodial supplies; assist skilled personnel in the maintenance and repair of buildings and facilities; inspect facilities for maintenance and repair needs and fire, safety and health hazards; prioritize and schedule work; estimate materials and labor costs; work independently with little direction; communicate effectively both orally and in writing; maintain detailed records and prepare reports; establish and maintain cooperative and effective working relationships with others; perform heavy physical labor; observe legal and defensive driving practices.

Application Process:

Applications are to be submitted online or in the Classified Personnel Office kiosk, 501 Crescent Way, in Anaheim between the hours of 7:45 a.m. and 4:00 p.m. Promotional applicants are required to complete an updated application for testing eligibility. Resumes will not be accepted in lieu of a completed online application. All information contained in the application is subject to review and verification. Applicants may be rejected on the basis of incomplete application or failure to meet minimum posted qualifications. Veterans may obtain additional five points and disabled veterans ten points added to their score by submitting proof of veteran's status in the form of a DD214 at the time of application. Applications and requests for testing will not be accepted after the recruitment closing date and time.

The Examination: The examination may consist of any of the following: a supplemental or a written, performance, structured interview or other test of fitness. The examination part(s) for this classification has not yet been scheduled. All parts of the examination process are job related. A passing score must be attained on each portion of the exam to advance to the next stage. Applicants requiring reasonable accommodation for the testing process must call 714-999-3549 no less than two (2) days prior to the examination.

Posting date: August 15, 2013.

Remove from board: September 5, 2013

PLEASE POST: Thank you



ANAHEIM UNION HIGH SCHOOL DISTRICT

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Tel: (714) 999-3548 Fax: (714) 520-9752

HUMAN RESOURCES - CLASSIFIED

An Equal Opportunity Employment District

CAMPUS SAFETY AIDE

Part-Time Employment - OPEN

Transfer Opportunities: Employees intending to request a transfer must submit a "Transfer Request Form" to HR before of the end of the posting period.

This examination is open to both the general public and promotional applicants. The eligibility lists established from this examination shall be valid for 12 months or until fewer than 3 eligible ranks remain.

Vacancy: Various Sites - Classified

Salary: \$14.38 - \$18.97/hour

Term: 9 Month Employee/3.75 hours per day

The closing date for this recruitment is **Monday, August 26, 2013 at 4:00 p.m.** To review the complete job description and/or apply online go to www.auhsd.us and choose the "Employment" tab "Classified Jobs.". You can also apply online in the District's Human Resources/Personnel Commission Office kiosk by that date and time. Applications will be screened and the qualified applicants will be notified of the additional testing date, time and location.

The Position: Under the supervision of the principal or designee, perform a wide variety of entry-level security services at District high schools, junior high schools and other sites to ensure the safety of persons, protect property of various kinds, maintain order, and enforce rules and regulations governing student conduct.

Minimum Qualifications: High school graduation or the equivalent. Experience working with adolescents is desirable.

(Please attach valid proof of educational requirements: valid proof includes a copy of diploma and/or transcripts from an educational institution). **Licenses and other requirements:** Possession of a valid California Class C Driver License. Evidence of adequate insurance for a motor vehicle that meets or exceeds the California legal liability insurance requirement and continues to maintain insurability. **Physical Requirement:** Successfully complete a pre-employment physical examination. **Special Requirement:** Certification of completion of 832.2 of California Penal Code, in compliance with California Education Code Section 38001.5. First aid and CPR Certificates are required within the first three months of employment. May be required to work adjustable work schedules including evenings, weekend and holiday assignments.

Employment Standards:

KNOWLEDGE OF: Rules, laws and regulations related to maintaining campus control and appropriate student behavior; Adolescent behavior; Effective practices for maintaining campus control, security and appropriate student behavior; School district organization; California law: penal, health and safety, education and motor vehicle code; Basic first aid, CPR and blood borne pathogens; Modern office equipment and procedures; English usage, spelling, grammar, and punctuation; Principles of radio voice communications; Record keeping techniques; General principles of law enforcement. **ABILITY TO:** Learn rules, regulations, policies, and procedures; Learn to recognize illegal and contraband weapons and substances; Pursue, apprehend, and constrain persons; Maintain confidentiality, remember facts, information and people; Communicate orally and in writing in English; Analyze situations, exercise sound judgment, and adopt effective courses of action; Learn the operation of communication devices and other job-related equipment; Understand and carry out oral and written directions in English; Establish and maintain cooperative working relationships with those contacted in the course of work; Perform duties involving occasional running and climbing and considerable walking; Perform duties involving prolonged exposure to weather conditions; Maintain records and prepare reports; Perform routine clerical work; Provide basic first aid and CPR. Direct traffic; Oversee the activities of students on and adjacent to campus property; Facilitate communications between students, employees, district officials and staff to enhance understanding and promote a secure environment Observe situations and accurately determine effective courses of action; Act quickly and with mature judgment; Physically cover the areas of responsibility under varying weather conditions; Operate a vehicle observing legal and defensive driving practices; Maintain work pace appropriate to given workload.

Application Process: Applications are to be submitted online or in the Classified Personnel Office kiosk, 501 Crescent Way, in Anaheim between the hours of 7:45 a.m. and 4:00 p.m. Promotional applicants are required to complete an updated application for testing eligibility. Resumes will not be accepted in lieu of a completed online application. All information contained in the application is subject to review and verification. Applicants may be rejected on the basis of incomplete application or failure to meet minimum posted qualifications. Veterans may obtain additional five points and disabled veterans ten points added to their score by submitting proof of veteran's status in the form of a DD214 at the time of application. Applications and requests for testing will not be accepted after the recruitment closing date and time.

The Examination: The examination may consist of any of the following: a supplemental or a written, performance, structured interview or other test of fitness. The examination part(s) for this classification has not yet been scheduled. All parts of the examination process are job related. A passing score must be attained on each portion of the exam to advance to the next stage. Applicants requiring reasonable accommodation for the testing process must call 714-999-7756 no less than two (2) days prior to the examination.

Posting date: August 6, 2013

Remove from board: August 26, 2013

PLEASE POST: Thank you



ANAHEIM UNION HIGH SCHOOL DISTRICT
501 Crescent Way / P.O. Box 3520
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Tel: (714) 999-3548 Fax: (714) 520-9752
HUMAN RESOURCES - CLASSIFIED

An Equal Opportunity Employment District

INSTRUCTIONAL ASSISTANT – MEDICALLY FRAGILE/ORTHOPEDICALLY IMPAIRED

Part Time Employment – OPEN

Transfer Opportunities: Employees intending to request a transfer must submit a "Transfer Request Form" to HR before of the end of the posting period.

This examination is open to both the general public and promotional applicants. The eligibility lists established from this examination shall be valid for 12 months or until fewer than 3 eligible ranks remain.

Vacancy: To establish an eligibility list
Salary: \$18.38 hour
Term: 6 hours/9 months

This recruitment is open until filled. To review the complete job description and/or apply online go to www.auhsd.us and choose the "Employment" tab "Classified Jobs.". You can also apply online in the District's Human Resources/Personnel Commission Office kiosk by that date and time. Applications will be screened and the qualified applicants will be notified of the additional testing date, time and location.

The Position: Under the general supervision of an administrator, and general direction of a classroom teacher and specialists, including technical direction of a registered nurse, performs duties related to, but not limited to basic health care, meals, socialization, and developmentally appropriate activities for students who have acute or chronic health problems which require daily, ongoing care, or monitoring by trained personnel; assists certificated staff in reinforcing instructional activities to students who are medically fragile and/or non-ambulatory either individually, or in small groups in accordance with prescribed learning objectives; and performs other related duties as required.

MINIMUM QUALIFICATIONS:

Education and Training:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing, reading, writing and mathematics.

Experience:

Minimum of two years paid experience as a Nursing Attendant providing essential health care services in a hospital, skilled nursing, extended care, or convalescent care setting. Current enrollment in an approved nursing program may be substituted for one (1) year of experience.

Licenses and Certifications:

CNA certification in compliance with California's Health & Safety Code Section 1337.2, and possession of a valid CPR/First Aid certificate at time of application and throughout employment.

Conditions of Employment/Physical Requirement:

Successfully complete a pre-employment physical examination.

Application Process: Applications are to be submitted online or in the Classified Personnel Office kiosk, 501 Crescent Way, in Anaheim between the hours of 7:45 a.m. and 4:00 p.m. Promotional applicants are required to complete an updated application for testing eligibility. Resumes will not be accepted in lieu of a completed online application. All information contained in the application is subject to review and verification. Applicants may be rejected on the basis of incomplete application or failure to meet minimum posted qualifications. Veterans may obtain additional five points and disabled veterans ten points added to their score by submitting proof of veteran's status in the form of a DD214 at the time of application. Applications and requests for testing will not be accepted after the recruitment closing date and time.

The Examination: The examination may consist of any of the following: a supplemental or a written, performance, structured interview or other test of fitness. The examination part(s) for this classification has not yet been scheduled. All parts of the examination process are job related. A passing score must be attained on each portion of the exam to advance to the next stage. Applicants requiring reasonable accommodation for the testing process must call 714-999-7756 no less than two (2) days prior to the examination.

Posting date: July 26, 2013

Remove from board: Continuous

PLEASE POST: Thank you