



AGENDA

Regular Meeting
Tuesday, September 10, 2013 – 3:30 p.m.
Board Room – District Office

AGENDA POSTED: September 6, 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 August 20, 2013. **Exhibit A** Moved by _____
 Seconded _____
 Vote _____

5.3 Communication **No Action Required**

- Custodian – Promotional, Flyer.
- Health Services Technician I – Open/Promotional, Flyer.
- Maintenance Service Worker – Promotional, Flyer.
- Nutrition Services Production Assistant – Open, Flyer.
- Secretary – Registrar/Records – Promotional, Flyer.
- Secretary – Registrar/Records Bilingual – Promotional, Flyer.



AGENDA

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6.0 SELECTION PROCESS

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

6.2 Certification/Ratification of Eligibility Lists

Moved by _____

6.2.1 Food Services Assistant 3

Exhibit C

Seconded _____

Vote _____

6.2.3 Nutrition Services Sous Chef

Exhibit D

7.0 CLASSIFICATION AND SALARY

7.1 Approve the reclassification of
Mirna Leavenworth from
Secretary – School Support at salary range
CSEA-51 to Secretary –Bilingual/School Support
at salary range CSEA-53, effective
September 11, 2013.

Exhibit E

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: October 8, 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, August 20, 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; 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

4.1 CSEA President, Sharon Yager, spoke to the Commission regarding three issues concerning CSEA:

- 4.1.1 Mrs. Yager stated that she did not agree with the proposal to change the current Health Services Technician position at Gilbert High School to the classification of Licensed Vocational Nurse. Mrs. Yager stated that this is unnecessary, and that in instances where the position has been changed to LVN no difference in services provided has been noticed.
- 4.1.2 Mrs. Yager expressed that she is concerned by the number of positions in the District which are becoming bilingual positions. She feels that bilingual stipends are a better option than making positions exclusively bilingual.
- 4.1.3 Mrs. Yager does not agree with the number of hours-worked proposed for the new Campus Safety Aide positions. She stated that the District should be working to standardize the number of hours-worked by position, instead of having employees in the same classifications working a variety of different schedules. Mrs. Yager stated that she feels that the proposed hours-worked for this classification have been kept intentionally low to avoid providing these employees with benefits.

5.0 GENERAL FUNCTIONS

- 5.1 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 minutes of the regular meeting of July 9, 2013.
- 5.3 Communication

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

- 5.3.1 Site Custodial Supervisor 1
- 5.3.2 Site Custodial Supervisor 2
- 5.3.3 Campus Safety Aide
- 5.3.4 Instructional Assistant – Medically Fragile/Orthopedically Impaired

6.0 SELECTION PROCESS

- 6.1 List of Current Recruitments (Test Plan)
- 6.2 Certification/ratification of eligibility lists
 - 6.2.1 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission certified the eligibility list for Credentials Technician, Nutrition Services Operations Supervisor, Instructional Assistant – Medically Fragile/Orthopedically Impaired, Assistant Director – Nutrition Services, and Human Resources Technician.

7.0 CLASSIFICATION AND SALARY

- 7.1 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the revised job classification of Maintenance Service Worker at salary range AFSM/53, effective August 21, 2013.

8.0 NEXT REGULAR MEETING

Date: **September 10, 2013**
 Time: 3:30 p.m.
 Location: Board Room–District Office

9.0 ADJOURNMENT

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

Charles Darrington, Chairperson

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
Substitute Office Assitant/Office Asst Billing		3/13/2013	3/14/2013	2	Open	None	4/9/2013	N/A	N/A	6/12/2013	N/A			LPB
Sign Language Interpreter		4/16/2013	Continuous	15	Open	6/28/2013	N/A	N/A	N/A	N/A				LPB
Secretary Attendance		6/5/2013	6/25/2013	15	Promo	None	7/23/2013	N/A	9/4/2013	N/A				VK
Secretary Attendance/Bilingual		6/12/2013	7/2/2013	15	Promo	None	7/25/2013	N/A	9/4/2013	9/5/2013				VK
Campus Safety Aide		8/6/2013	8/26/2013	15	Open	None	TBD	N/A	TBD	N/A				LPB
Custodian		8/26/2013	9/17/2013	16	Promotional	None	TBD	TBD	TBD	N/A				JG
Site Custodial Supervisor 1		8/5/2013	9/5/2013	15	Promotional	None	TBD	TBD	TBD	N/A				JG
Site Custodial Supervisor 2		8/15/2013	9/5/2013	15	Promotional	None	TBD	TBD	TBD	N/A				JG
Bus Driver		8/15/2013	9/5/2013	15	Open	None	TBD	TBD	TBD	N/A				VK
Health Technician I		8/22/2013	9/12/2013	15	Open/Promotional	None	TBD	TBD	TBD	N/A				LPB
Secretary Registrar/Records		8/26/2013	9/16/2013	15	Promotional	None	TBD							VK
Secretary Registrar/Records Bilingual		8/27/2013	9/17/2013	15	Promotional	None	TBD							VK
Maintenance Service Worker		8/27/2013	9/17/2013	15	Promotional	None	TBD							VK
Nutrition Services Production Assistant		8/27/2013	9/17/2013	15	Promotional	None	TBD	TBD	TBD	N/A				VK



ANAHEIM UNION HIGH SCHOOL DISTRICT

Learning With Purpose: College and Career Ready

ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. F07-2013-LPB

POSITION: NUTRITION SERVICES SOUS CHEF – OPEN

DATE ADVERTISED: 06/12/13 – 07/02/13

NUMBER OF APPLICATIONS RECEIVED: 44

NUMBER OF APPLICANTS ADMITTED TO EXAM 25

DATE OF WRITTEN EXAM: 07/31/13

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 16

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 13

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	13
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VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: SEPTEMBER 10, 2013

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT

Learning With Purpose: College and Career Ready

ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 64F05-VK-2013

POSITION: FOOD SERVICE ASSISTANT III - PROMOTIONAL

DATE ADVERTISED: 07/12/13 - 07/18/13

NUMBER OF APPLICATIONS RECEIVED: 29

NUMBER OF APPLICANTS ADMITTED TO EXAM 29

DATE OF WRITTEN EXAM: 08/01/13

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 17

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 15

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

CERTIFIED: SEPTEMBER 10, 2013

EXTENDED:

EXPIRED:



**Human Resources Personnel Commission
Memorandum**

DATE: September 10, 2013

TO: Speed Castillo, Personnel Commissioner
Audrey Cherep, Personnel Commissioner
Chuck Darrington, Personnel Commissioner

FROM: Victoria Wintering, Executive Director, HR
Marie Ragazzo, HR Analyst

SUBJECT: Reclassification Study on Mirna Leavenworth

INTRODUCTION

A request for a reclassification study was received on June 28, 2013 from incumbent, Mirna Leavenworth. Specifically, Ms. Leavenworth requested Personnel Commission staff to review her assigned bilingual duties and compare them to the duties assigned to the classification of Secretary-School Support/Bilingual. Ms. Leavenworth is currently classified as an Secretary - School Support in the counseling center at Gilbert High School. She receives an additional bilingual stipend for her Spanish skills. The reclassification questionnaire, completed by the incumbent, was reviewed and signed on July 11, 2013, by Mr. Kelly Wilson, Principal at Gilbert High School.

BACKGROUND

Ms. Leavenworth was originally hired in 1991, at The Learning Center in the classification of Secretary-Program Support/Bilingual. In November of 1994, Ms. Leavenworth requested a voluntary reduction in months and change of classification from Secretary-Program Support/Bilingual to Secretary-Attendance with a bilingual stipend for the TCHS program. Subsequently, Ms. Leavenworth worked for various alternative education programs, serving as a School Secretary with a bilingual stipend. Since May of 2005, Ms. Leavenworth worked in the position of Secretary - School Support with a bilingual stipend for the following alternative education programs: Polaris Independent Study, Gilbert West and currently for Gilbert High School. Gilbert West and Polaris school sites have a student population of over 80 percent Hispanic, with non english speaking parents. In order to serve the student/parent population, the need for bilingual skills are needed in staffing these school sites.

CLASSIFICATION REVIEW

During the study, it was noted that Secretary-School Support-Bilingual classification is distinguished from Secretary-School Support classification in that the incumbents in the former class require the ability to speak, read and write in a secondary language other than English.

In order to better understand the bilingual responsibilities assigned to Ms. Leavenworth, an observation/interview of the incumbent was conducted in the counseling center at Gilbert High School on September 3, 2013. During the

observation, Ms. Leavenworth explained that she receives direction from both school counselors and the assistant principals assigned to Gilbert High School. The incumbent's primary role is to facilitate communication and correspond with Gilbert High School parents in Spanish in regards to counseling or disciplinary activities. Ms. Leavenworth was noted to provide exemplary customer service to parents, students, faculty and staff who enter the Counseling Center. She feels her bilingual skills are crucial to the successful performance of essential tasks she is delegated to perform on the job. Ms. Leavenworth further explained that the large Spanish-speaking parent population at Gilbert High School, location of counseling office in relation to other school facilities, and the individualized enrollment procedures involved in alternative education programs increases the demand for her to regularly serve as an interpreter for the counselors, and AP's during parent conferences.

Ms. Leavenworth's further explained that her essential duties include clerical support, customer service/communication responsibilities, and other duties related to counseling program activities. Ms. Leavenworth's stated that she directly communicates information in Spanish such as credits, schedules, discipline and enrollment procedures/issues for the counseling center staff on a regular basis. Further, Ms. Leavenworth's customer service/communication duties consist of relaying Spanish tele-parent messages and is required to assist parents with accessing the student information system (i.e.Aeries) as necessary.

Ms. Leavenworth's clerical/office duties consist of greeting counseling center visitors, making parent phone calls, preparing packets, duplicating materials, preparing documentation for the purpose of providing proper tracking of student placement in different programs; developing and revising office documents; monitoring and ordering office supplies and materials; and keeping confidential files for Special Ed. students according to school code.

Upon completion of the observation, a discussion was held with Principal, Mr. Kelly Wilson, regarding the bilingual requirements of Ms. Leavenworth's position. Mr. Wilson, confirmed that the staff in the counseling center require the use of competent bilingual staff on a daily basis in order to effectively run the Gilbert High School program. A discussion was also held regarding the responsibility of other bilingual secretarial staff assigned to the Gilbert High School campus. Mr. Wilson further confirmed that the location of the counseling office in relation to the main office made it difficult to have adequate bilingual support in the counseling center. Therefore, Ms. Leavenworth's bilingual skills are heavily relied upon to conduct the daily business of the Counseling Center. Currently, the counseling secretarial staff, Ms. Mirna Leavenworth is the only bilingual incumbent in the counseling office.

CONCLUSION

In conclusion, it was noted that the Ms. Leavenworth's assigned bilingual responsibilities in the counseling office are for the sole purpose of interpreting for non-English speaking parents. However, it was noted, that in order for the incumbent to assist in the assigned bilingual duties of the job, it is critical that the incumbent possess the ability to speak, read, write and interpret fluently in both English and Spanish. Further, it was noted that the bilingual duties performed by Ms. Leavenworth are equal to, and in alignment with the duties performed by classification of Secretary - School Support/Bilingual. Therefore, in order to meet the bilingual minimum requirements of the job, the incumbent was invited to participate in, and successfully passed the AUHSD bilingual speech assessment certification on September 5, 2013.

RECOMMENDATION

According to the findings of the study, it is recommended that the Personnel Commission reclassify Ms. Mirna Leavenworth from Secretary - School Support, salary range CSEA-51 with a bilingual stipend to Secretary - School Support/Bilingual, at salary range CSEA-53.