



AGENDA

Regular Meeting
Tuesday, September 11, 2012 – 4:15 a.m.
Board Room – District Office

6.0 SELECTION PROCESS

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

6.2 Certification/Ratification of Eligibility Lists **Exhibit E & F** Moved by _____
Secinded _____
Vote _____

6.2.1 ASB Accounting Technician - Promotional

6.2.2 Warehouse Worker Nutritional Worker Services - Open

7.0 CLASSIFICATION AND SALARY

7.1 Approve the revised job classification of Inventory Control Specialist duties, qualifications, licenses and other requirements, and employment standards **Exhibit G** Moved by _____
Secinded _____
Vote _____

8.0 NEXT REGULAR MEETING

The next regular meeting date:

Date: October 9, 2012
Time: 4:15 p.m.
Location: Board Room-District Office

9.0 **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
Thursday, August 9, 2012 – 8:00 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 8:02 a.m.

2.0 ROLL CALL

Present: Chuck Darrington, Chairperson; Speed Castillo, Vice-Chairperson; and Audrey Cherep, Commissioner.

Absent: 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 8:04 a.m.

Reconvened to Special Meeting at 4:03 p.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

6.0 NEXT SPECIAL MEETING

Date: **Friday, August 10, 2012**
 Time: 9:00 a.m.
 Location: PDC Room-District Office

**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
Thursday, August 9, 2012 – 8:00 a.m.
Board Room – District Office**

7.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 4:05 p.m.

Charles Darrington, Chairperson

**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
Friday, August 10, 2012 – 9:00 a.m.
PDC – 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 9:00 a.m.

2.0 ROLL CALL

Present: Chuck Darrington, Chairperson; Speed Castillo, Vice-Chairperson; and Audrey Cherep, Commissioner.

Absent: 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 9:03 a.m.

Reconvened to Special Meeting at 9:52 a.m.

The Personnel Commission has accepted some of the hearing officer's findings, rejected others, and made additional findings after the supplemental hearing. The Personnel Commission voted unanimously to sustain the Board of Trustees decision for dismissal.

6.0 NEXT REGULAR MEETING

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



MINUTES

Special Meeting
Friday, August 10, 2012 – 9:00 a.m.
PDC – District Office

7.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 9:54 a.m.

Charles Darrington, Chairperson

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 14, 2012 – 4:15 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 Vice-Chairperson Speed Castillo at 4:15 a.m.

2.0 ROLL CALL

Present: Speed Castillo, Vice-Chairperson; Audrey Cherep, Commissioner; and Victoria Wintering, Ph.D., Executive Director.

Absent: Chuck Darrington, Chairperson.

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

Dr. Victoria Wintering, Executive Director introduced new Employee Relations Analyst, Melanie Thomasson and HR Assistant, Angel Dam.

Ms. Cherep inquired about the responsibilities of the Employee Relations Analyst.

5.0 GENERAL FUNCTIONS

- 5.1 On the motion of Ms. Cherep, 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 special meeting of June 8, 2012.
- 5.3 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the minutes of the special meeting of June 11, 2012.
- 5.4 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the minutes of the regular meeting of June 12, 2012.
- 5.5 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the minutes of the special meeting of June 19, 2012.

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

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

5.6 Communication

5.6.1 Ms. Cherep inquired about the Job Developer/Job Coach Flyer.

5.6.2 None

5.6.3 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 Food Service Manager I.

6.2.2 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission certified the eligibility list for Food Service Manager II (Promotional).

6.3 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved 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.

6.4 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved 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.

7.0 **NEXT REGULAR MEETING**

Date: **Tuesday, September 11, 2012**
 Time: 4:15 p.m.
 Location Board Room

8.0 **ADJOURNMENT**

The Personnel Commission adjourned the meeting at 4:21 p.m.

 Charles Darrington, Chairperson

Personnel Commission
2012-2013

CURRENT TEST PLAN

Classification	Req to test rec'd	Posted	Closed	Days Posted	Field of Competition	NCLB Test	Written Test	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
Legal Administrative Assistant		6/11/2012	7/2/2012	15	Open	None	7/17/2012	8/2/2012	9/12/2012	N/A			VK
ASB Accounting Technician		6/11/2012	7/2/2012	15	Promo	None	7/26/2012	N/A	8/14/2012	N/A	9/11/2012	19	VK
Korean Translator		6/28/2012	7/19/2012	15	Open	None		8/20/2012	9/10/2012				LP
Sign Language Interpreter (re-opened 8-8-12)		7/11/2012	8/31/2012	33	Open	TBD							LP
Job Developer/Job Coach		7/17/2012	8/6/2012	15	Promo	None		8/24/2012	9/14/2012	N/A			LP
Programmer Analyst		8/16/2012	9/5/2012	15	Open	None							VK
Warehouse Worker-Nutritional Services		2/28/2012	3/20/2012	15	Open	None	4/13/2012	5/10/2012	6/28/2012	N/A	9/11/2012	51	VK



ANAHEIM UNION HIGH SCHOOL DISTRICT

Learning With Purpose: College and Career Ready

ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. ASB – VK - 2012

POSITION: ASB ACCOUNTING TECHNICIAN – PROMOTIONAL ONLY

DATE ADVERTISED: 06/11/12 – 07/09/12

NUMBER OF APPLICATIONS RECEIVED: 109

NUMBER OF APPLICANTS ADMITTED TO EXAM 15

DATE OF WRITTEN EXAM: 07/26/2012

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 14

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 12

DATE OF ORAL EXAM: 08/14/12

NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM 11

NUMBER OF APPLICANTS PASSING ORAL EXAM 5

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST: 5

PANEL MEMBERS:

CHRISTIANE GARISEK, SCHOOL BUSINESS TECH, HUNTINGTON BEACH UHSD

LORA STENE, ACCOUNTING TECH, GARDEN GROVE USD

VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: SEPTEMBER 11, 2012

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT

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PERSONNEL COMMISSION

ELIGIBILITY LIST NO. W05-2/2012

POSITION: WAREHOUSE WORKER NUTRITIONAL SERVICES – OPEN

DATE ADVERTISED: 02/28/12 – 03/20/12

NUMBER OF APPLICATIONS RECEIVED:	401
NUMBER OF APPLICANTS ADMITTED TO EXAM	81
DATE OF WRITTEN EXAM: 04/13/2012	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	51
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	42
DATE OF CRITICAL WRITTEN RESPONSE EXAM: 5/10/2012	
NUMBER OF APPLICANTS PARTICIPATING IN CRITICAL EXAM	36
NUMBER OF APPLICANTS PASSING CRITICAL EXAM	20
DATE OF ORAL EXAM: 06/28/12	
NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM	18
NUMBER OF APPLICANTS PASSING ORAL EXAM	14
TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	14

PANEL MEMBERS:

CORY WOOD, LEAD WAREHOUSE WORKER, GARDEN GROVE USD

JOHN TORRES, WAREHOUSE WORKER, DOWNEY USD

VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: SEPTEMBER 11, 2012

EXTENDED:

EXPIRED:

Personnel Commission
Anaheim Union High School District

Spec. Established 02/21/01
Revised

CLASS TITLE: INVENTORY CONTROL SPECIALIST

BASIC FUNCTION DEFINITION:

Under the direction of the Warehouse Supervisor, perform specialized capital inventory control work in support of the District purchasing function; prepare and maintain fixed asset inventory records of the District's supplies, materials and equipment; conduct mandated inventories and prepare reports; process new items purchased by the District and retire and surplus obsolete items.

ESSENTIAL DUTIES:

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

Capital Inventory Control and Distribution Duties

Perform specialized capital inventory control and distribution work in support of the District purchasing function; prepare, **audit** and maintain inventory records of the District's fixed asset inventory; *E*-perform mandated annual inventory of fixed assets; prepare, distribute and collect site forms; make accurate adjustments; prepare and distribute related report; research District files and records for pertinent data and information necessary to fixed asset control; *E*provide monthly update of District equipment inventory to appropriate administrator; maintain separate site totals; track and compare totals from previous years; *E*-process new items purchased by the District; assign and record District identification numbers of new fixed assets; record dates of acquisition and disposal and assure proper identification of donated and loaned items such as furniture and vehicles; *E*maintain inventory records of food service equipment for other locations outside the District; receive inventory records from elementary school sites; make necessary adjustments; *E* determine if a fixed asset should be written off by the District; assist in developing standardized criteria for writing off fixed assets; research suspicious site disposal activities; report related issues to the Director of Purchasing/Warehouse; *E* develop, distribute, collect and compile inventory forms and documents and follow-up as needed; prepare, edit and distribute computerized inventory spreadsheets; *E*distribute appropriate forms to District sites; record additions and deletions of fixed assets; record stolen and vandalized fixed assets; *E* **receive**, tag and identify District property; determine classification of equipment and source of funds used for purchase; notify school sites of proper locations to attach tags; *E* input data and update fixed assets inventories on assigned computer database; receive warrants from Accounting Department and input related data; maintain current and complete equipment histories; recommend **procedural changes and updates** pertaining to property control and requisition of equipment; and **work with supervisor(s) to assist in the development, implementation, and use of systems, automated or manual, to optimize the use of surplus materials and equipment.**

Warehouse Duties:

Oversee and participate in the shipping, receiving, storing and issuing of District supplies, equipment, and mail; assure supplies, materials, equipment, and mail are delivered in a timely manner; *E* oversee and participate in the receiving, unloading and inspection of shipments for damage and conformity to purchase order specifications and packing slips; contact vendors regarding shortages, damaged goods or other discrepancies; complete receiving, discrepancy and follow-up reports; *E* issue stock from stores to various District personnel; operate a variety of warehouse equipment including forklifts, pallet jacks, dollies and postage meters; operate a computer and assigned software to input data and generate reports; *E* and make recommendations regarding proper storage, inventory and warehousing procedures, including and improvements in warehouse efficiency.

Customer Service/Communications:

Compose a variety of correspondence independently; create forms which facilitate workflow; compile and type various letters, forms, lists, bulletins and memoranda; format, edit and proofread written materials; *E* **answer**, receive and place telephone calls; **greet and assist visitors**; research issues related to assigned activities and provide information **and resolve issues concerning requisitions, stock on hand, back orders and shipment discrepancies, damage or storage**, to callers as requested; interpret and explain related laws, codes, policies and procedures as necessary; *E* communicate with other departments, staff and outside agencies to exchange information, coordinate activities and resolve issues; *E* **meet with vendors and sales representatives as necessary**; *E* perform special projects and create various forms and brochures as assigned; and perform related duties as assigned.

INVENTORY CONTROL SPECIALIST

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EDUCATION AND EXPERIENCE MINIMUM QUALIFICATIONS:

Any combination of experience, education and training that would likely provide the required knowledge and abilities is qualifying. A typical combination would be the following: Any combination equivalent to:

Education and Training:

Graduation from high school.

Experience:

and Three years of purchasing, warehouse or inventory control experience.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid, appropriate California driver's license at time of appointment, and throughout employment in a position in this classification.

Proof of current California auto liability insurance at time of appointment, and throughout employment in a position in this classification. **Must be able to obtain forklift certification within the first month of employment.**

EMPLOYMENT STANDARDS:**Knowledge of:**

Purchasing and warehouse operations, **equipment**, terminology, practices and procedures;

Use and terminology of requisitions, purchase orders, invoices and other warehouse documents;

Capital inventory control practices, methods and systems;

Equipment, supplies and materials used in a school district;

Proper methods of loading and unloading of trucks;

Space utilization and inventory techniques;

Operation of warehouse equipment including forklifts, hand trucks and pallet jacks;

Health and safety regulations;

District organization, operations, policies and objectives;

Applicable laws, **rules and regulations**, codes, policies and procedures related to **warehouse operations and assigned activities;**

Basic accounting principles;

Operation of a computer, **assigned software** and data entry techniques;

Statistical record-keeping and report preparation techniques;

Interpersonal skills using tact, patience and courtesy;

Oral and written communication skills;

Correct English usage, grammar, spelling, punctuation and vocabulary;

Mathematical principles;

Proper lifting techniques;

Ability to:

Plan and participate in the operations and activities of a warehouse;

Perform specialized capital inventory control and distribution work in support of the District purchasing function;

Maintain statistical records;

Add, subtract, multiply and divide quickly and accurately;

Compile and verify data and prepare reports;

Input data and maintain computerized records;

Operate a computer and assigned software;

Obtain forklift certification within the first month of employment;

Operate a forklift, pallet jack, hand truck and other equipment utilized in the warehouse;

Utilize space efficiently and effectively;

Take inventory and maintain accurate control systems;

Compose correspondence and written materials independently;

Interpret, apply and explain applicable laws, codes, policies and procedures;

Maintain records and prepare reports related to assigned activities;

Make generalizations, **recommendations**, evaluations or decisions without immediate supervision;

Work independently with little direction;

Communicate effectively both orally and in writing;

Understand and follow oral and written instructions;

Salary Range: AFSM/55 – Non-Exempt

INVENTORY CONTROL SPECIALIST**Page 3**

Establish and maintain cooperative and effective working relationships with others;
Observe health and safety regulations;
Meet schedules and time lines.

PHYSICAL DEMANDS

Employees in this classification sit for extended periods of time, stand, walk, lift, carry, push, and pull up to 50 lbs (up to 100 lbs. with assistance); climb ladders and stairs; maintain balance; stoop and bend repetitively; reach over head, repetitively use fingers, repetitively use wrists and/or hands in a twisting motion or while applying pressure; simultaneously use both hands, arms, and/or legs; have rapid mental/muscular coordination; speak clearly, hear normal voice conversation; have depth perception, see small details and long distances; operate mobile motorized equipment and vehicles, and use a computer, telephone, and radio. 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.

WORK ENVIRONMENT

Employees in this classification work inside in poorly ventilated areas, inadequate lighting, at heights using ladders or scaffolding, with electrical hazards and dangerous machinery with moving parts, and moving vehicles, fumes, odors, loud noises, with exposure to minor contagious illnesses (cold, flu, etc.), and/or to severe contagious illnesses (tuberculosis, measles, mumps, chicken pox, hepatitis, etc.), in direct contact with the public, and District personnel, and in the absence of direct supervision.

WORKING CONDITIONS:**ENVIRONMENT:**

~~Office environment.~~

PHYSICAL DEMANDS:

~~Dexterity of hands and fingers to operate a computer keyboard.~~

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

~~Sitting for extended periods of time.~~

~~Seeing to read a variety of materials.~~

~~Lifting, carrying, pushing and pulling moderately heavy objects weighing up to 49 pounds.~~