



AGENDA

**Regular Meeting
 Tuesday, September 13, 2011 – 4:15 p.m.
 Board Room – District Office**

AGENDA POSTED: September 09, 2011 – Personnel Commission Office Window

1.0 **CALL TO ORDER** By: _____ Time: _____

2.0 **ROLL CALL**

		PRESENT	ABSENT
Chairperson	Audrey Cherep	_____	_____
Vice-Chairperson	Speed Castillo	_____	_____
Commissioner	Chuck Darrington	_____	_____
Executive Director	Victoria Wintering, Ph.D.	_____	_____

3.0 **PLEDGE OF ALLEGIANCE**

Personnel Commission Chairperson, Audrey Cherep, 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**

5.1 Approve the agenda as submitted or amended.

Reference

Action

Moved by _____
 Seconded _____
 Vote _____

5.2 Approve minutes of regular meeting of August 09, 2011.

Exhibit A

Moved by _____
 Seconded _____
 Vote _____

5.3 Communication

No Action Required

6.0 **SELECTION PROCESS**

6.1 List of Current Recruitments (Test Plan)

Exhibit B

No Action Required

6.2 Certification/Ratification of Eligibility Lists

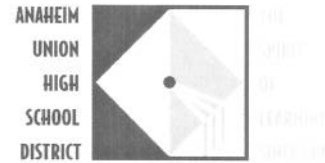
Exhibit C

Moved by _____
 Seconded _____
 Vote _____

6.2.1 Instructional Assistant-Adult Transition

6.2.2 Instructional Assistant-Special Abilities

6.2.3 Instructional Assistant-Specialized Academic Instruction



AGENDA

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7.0 CLASSIFICATION AND SALARY

- 7.1 Approve job classification of Community Use Of Facilities Supervisor, at salary range 09 - MGMT **Exhibit D** Moved by _____
Seconded _____
Vote _____
- 7.2 Reclassify Lynn Nakayama from Executive Assistant to Community Use Of Facilities Supervisor. Salary range 09 - MGMT, effective September 14, 2011. Moved by _____
Seconded _____
Vote _____

8.0 OTHER

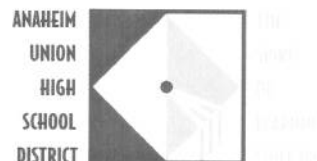
- 8.1 Unfinished Business No Action Required
- 8.2 Commissioner's Comments No Action Required

9.0 NEXT REGULAR MEETING

Date: **Tuesday, October 11, 2011**
Time: 4:15 p.m.
Location Board Room

10.0 **ADJOURNMENT:** _____ p.m.

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



Page: 1 of 3

MINUTES

Regular Meeting
Tuesday, August 09, 2011 – 4:15 p.m.
Board Room – District Office

1.0 CALL TO ORDER

The meeting of the Personnel Commission of the Anaheim Union High School District was called to order by Chairperson Audrey Cherep at 4:15 p.m.

2.0 ROLL CALL

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

3.0 PLEDGE OF ALLEGIANCE

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

4.0 PUBLIC COMMENTS: REQUEST TO SPEAK TO AGENDA AND NON-AGENDA ITEMS

1. Shelley Durieux, Human Resources Specialist, announced to the Personnel Commission that she has accepted employment at the Orange County Sanitation District and will be leaving AUHSD as of August 22, 2011. She spoke about how much she has enjoyed working in the district and how grateful she is to her director, Dr. Wintering for always being supportive of her.
2. Julie Payne, CSEA Vice-President, spoke regarding benefited Instructional Assistant positions. She also spoke regarding CSEA requesting that position that are listed as Confidential should only be those that are involved in negotiations and that she would like to see positions that are not appropriately on the Confidential salary schedule be placed on the CSEA salary schedule instead as incumbents vacate the position. She also wanted to acknowledge that the revisions that were to be approved for the Human Resources Technician on item 7.5 on the agenda did not include the requirement that a Human Resources Technician candidate would have to have a college degree.

5.0 GENERAL FUNCTIONS

- 5.1 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission adopted the agenda as submitted.
- 5.2 On the motion of Mr. Darrington, duly seconded and unanimously carried, the Personnel Commission approved the minutes of the regular meeting of July 05, 2011.

5.3 Communication

Dr. Wintering announced that the AUHSD Personnel Commission will be hosting the Merit Academy this year. The hosting duties include providing a room for the program to take place and also the refreshments for the attendees. In return for hosting, AUHSD gets to have one participants from the District attend for free. Mr. Darrington will be attending the Merit Academy this year. Mr. Castillo and Ms. Cherep will not be attending due to the cost.

MINUTES

Regular Meeting
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Board Room – District Office

6.0 SELECTION PROCESS

- 6.1 List of Current Recruitments (Test Plan)

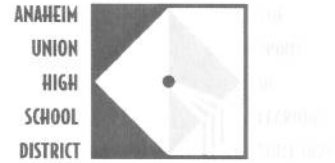
7.0 CLASSIFICATION AND SALARY

- 7.1 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the reallocation of Vanessa Hicks, Yvette Langley, and Amber Morales from Instructional Assistant-Special Abilities at salary range CSEA/51 to Instructional Assistant-Behavioral Support at salary range CSEA/51 effective August 10, 2011.
- 7.2 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the reallocation of Jeffery Gilbert from Instructional Assistant-Severely Handicapped at salary range CSEA/51 to Instructional Assistant-Behavioral Support at salary range CSEA/51 effective August 10, 2011.
- 7.3 On the motion of Mr. Darrington, duly seconded and unanimously carried, the Personnel Commission approved the reallocation of March Quinter from Instructional Assistant-Severely Handicapped at salary range CSEA/51 to Instructional Assistant-Specialized Academic Instruction and Y-rated her salary at salary range CSEA/43 effective August 10, 2011.
- 7.4 On the motion of Mr. Darrington, duly seconded and unanimously carried, the Personnel Commission approved the revised classification of Human Resources Specialist at salary range CONF/61 to Employee Relations Analyst at salary range MGMT/09.
- 7.5 On the motion of Mr. Darrington, duly seconded and unanimously carried, the Personnel Commission approved the revised job classification of Human Resources Technician at salary range CSEA/57.
- 7.6 On the motion of Mr. Darrington, duly seconded and unanimously carried, the Personnel Commission approved the revised job classification of Human Resources Analyst at salary range MGMT/09.
- 7.7 On the motion of Mr. Darrington, duly seconded and unanimously carried, the Personnel Commission abolished the job classification of Senior Human Resources Analyst at salary range MGMT/13.

8.0 OTHER

- 8.1 No unfinished Business at this time.
- 8.2 Commissioner's Comments
No comments at this time.

9.0 NEXT REGULAR MEETING



MINUTES

Regular Meeting
Tuesday, August 09, 2011 – 4:15 p.m.
Board Room – District Office

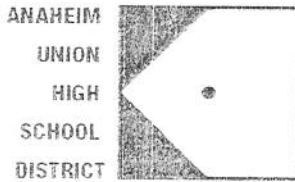
Date: **Tuesday, September 13, 2011**
Time: 4:15 p.m.
Location: Board Room

10.0 **ADJOURNMENT**

The Personnel Commission adjourned the meeting at 4:35 p.m.

Audrey Cherep, Chairperson

Classification	Req to test rec'd	Posted	Closed	Days Posted	Field of Competition	NCLB Test	Written Test	Perf Test	Oral/Perf Test	Bilingual Certification	List Established	Bus. Days from Closing	Recruiter
Warehouse Supervisor		6/29/2011	7/20/2011	15	Open	None		8/3,9,10/11	9/13/2011	N/A			MT
Substitute Bus Driver (Continuous)		6/13/2011			Open	None				N/A			VK
Maintenance Service Worker (Promotional)		6/27/2011	7/18/2011	15	Promo	None	8/9/2011	N/A	9/20/2011	N/A			VK
Health Technician I (Promotional)		6/27/2011	7/18/2011	15	Promo	None	8/4/2011	N/A	9/21/2011	N/A			VK
Executive Assistant		7/13/2011	8/2/2011	15	Promo	None	8/11/2011	N/A	9/15/2011	N/A			MT
Instructional Assistant - Adult Transition		7/13/2011	8/2/2011	15	Open	8/11/2011	8/11/2011	N/A	N/A	N/A	8/18/2011	12	MT
Instructional Assistant - Behavioral Support		7/13/2011	8/2/2011	15	Open	8/11/2011	8/22/2011	N/A	N/A	N/A			MT
Instructional Assistant - DHHVI		7/13/2011	8/2/2011	15	Open	8/11/2011				N/A			MT
Instructional Assistant - Medically Fragile/Ortho Impaired		7/13/2011	8/2/2011	15	Open	8/11/2011	9/8/2011	N/A	N/A	N/A			MT
Instructional Assistant - Special Abilities		7/13/2011	8/2/2011	15	Open	8/11/2011	8/12/2011	N/A	N/A	N/A	8/18/2011	12	MT
Instructional Assistant - Specialized Academic Instruction		7/13/2011	8/2/2011	15	Open	8/11/2011	8/15/2011	N/A	N/A	N/A	8/18/2011	12	MT
Licensed Vocational Nurse (LVN)		7/15/2011	8/4/2011	15	Open	None	9/16/2011	N/A		N/A			VK
Employee Relations Analyst		8/12/2011	9/9/2011	20	Open	None				N/A			MR
Human Resource Assistant		8/18/2011	9/8/2011	15	Promo	None	9/14/2011			N/A			MR



ANAHEIM UNION HIGH SCHOOL DISTRICT

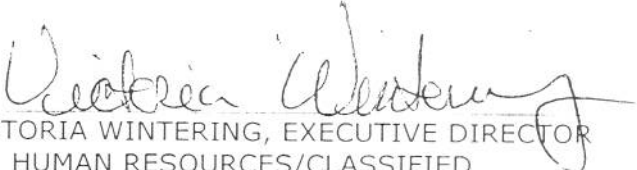
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 64ET3-2011

POSITION: **INSTRUCTIONAL ASSISTANT ADULT TRANSITION – PROMOTIONAL AND OPEN COMPETITIVE**

DATE ADVERTISED: **07/12/11 - 08/02/11**

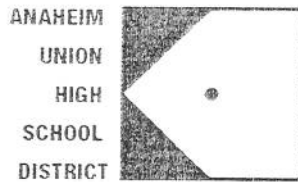
NUMBER OF APPLICATIONS RECEIVED:	216
NUMBER OF APPLICANTS ADMITTED TO EXAM	109
DATE OF WRITTEN (NCLB MATH & ENGLISH) EXAM: 8/10/11	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	5
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	3
DATE OF WRITTEN (ABILITY TO ASSIST) EXAM: 8/11/11	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	65
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	62
DATE OF WRITTEN (IA COMPETENCY) EXAM: 8/11/11	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	62
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	59
DATE OF WRITTEN (JOB KNOWLEDGE) EXAM: 8/11/11	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	59
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	49
TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	49


 VICTORIA WINTERING, EXECUTIVE DIRECTOR
 HUMAN RESOURCES/CLASSIFIED

CERTIFIED: September 13, 2011

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 64ES3-2011

POSITION: **INSTRUCTIONAL ASSISTANT SPECIAL ABILITIES** – PROMOTIONAL AND OPEN COMPETITIVE

DATE ADVERTISED: **07/12/11 - 08/02/11**

NUMBER OF APPLICATIONS RECEIVED:	153
NUMBER OF APPLICANTS ADMITTED TO EXAM	83
DATE OF WRITTEN (NCLB MATH & ENGLISH) EXAM: 8/10/11	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	3
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	1
DATE OF WRITTEN (ABILITY TO ASSIST) EXAM: 8/12/11	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	57
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	54
DATE OF WRITTEN (IA COMPETENCY) EXAM: 8/12/11	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	54
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	52
DATE OF WRITTEN (JOB KNOWLEDGE) EXAM: 8/12/11	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	49
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	43

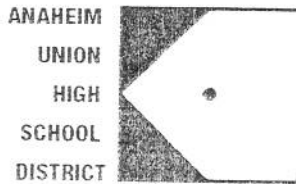
TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	43
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VICTORIA WINTERING, EXECUTIVE DIRECTOR
HUMAN RESOURCES/CLASSIFIED

CERTIFIED: September 13, 2011

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT

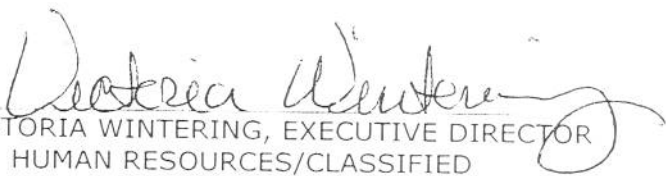
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 64ET3-2011

POSITION: **INSTRUCTIONAL ASSISTANT SPECIALIZED ACADEMIC INSTRUCTION** – PROMOTIONAL AND OPEN COMPETITIVE

DATE ADVERTISED: **07/12/11 - 08/02/11**

NUMBER OF APPLICATIONS RECEIVED:	133
NUMBER OF APPLICANTS ADMITTED TO EXAM	104
DATE OF WRITTEN (NCLB MATH & ENGLISH) EXAM: 8/10/11	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	1
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	0
DATE OF WRITTEN (ABILITY TO ASSIST) EXAM: 8/15/11	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	60
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	56
DATE OF WRITTEN (JOB KNOWLEDGE) EXAM: 8/15/11	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	56
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	52
TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	52


VICTORIA WINTERING, EXECUTIVE DIRECTOR
HUMAN RESOURCES/CLASSIFIED

CERTIFIED: September 13, 2011

EXTENDED:

EXPIRED:

COMMUNITY USE OF FACILITIES SUPERVISOR

DEFINITION

Under the general direction of the Assistant Superintendent of Business Services and general supervision of the Director of Facilities, supervises the approval of District facility use; oversees and controls assigned activities; provides information to others; schedules work assignments within established timeframes and standards; and performs other related duties as required.

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.

Use of Facilities Activities

Reviews, approves and/or denies, and processes use of District facilities requests by outside agencies and/or various school functions for the purpose of ensuring compliance with related policies and procedures, ensuring fair and equitable community use of facilities, encouraging approved use of District facilities, and facilitating the safe and effective use of District facilities (e.g. reviewing contracts, assigning costs for rentals, confirming scheduled use, assigns costs, sends out billings, collects rental fees, tracks costs to the District such as custodial overtime, and verifies liability insurance, etc.); coordinates activities related to the use of District facilities by outside agencies and school groups (e.g. approval, scheduling, monitoring, billing, cleaning, etc.) for the purpose of implementing and maintaining assigned District services and/or programs; facilitates meetings for the purpose of understanding desired facility use, identifying appropriate actions, developing facilities use requirements, supporting other staff, and serving as a District representative; inspects District facilities before and after use by approved groups for the purpose ensuring site safety, maintaining cleaning standards, and organizing and scheduling facilities use; interprets District Board of Education policy related to use of District facilities by all groups for the purpose of ensuring compliance with policy and procedure; responds to questions and mediates outside agency appeals; travels for the purpose of performing field duties related to assigned activities.

Fiscal Control Activities

Oversees and coordinates billing and receipt of facilities use fees (e.g. additional cleaning charges, etc.) for the purpose of ensuring organizational objectives are achieved, District facilities use fees are paid in a timely manner, and that appropriate accounting methods are followed; collects the District's special tax and developer fees; monitors fund balances related to facilities use and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses within budget limits and/or fiscal practices are followed.

Administrative Activities

Prepares and/or maintains a variety of materials (e.g. insurance documents, reports, memos, letters, procedures, manuals, invoices, facilities use contract specifications, board agenda items, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information; researches a variety of topics (e.g. liability insurance, tax exempt status, etc.) for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests; provides reports for the purpose of documenting activities and facility use; participates in meetings, workshops, and seminars for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out administrative responsibilities.

Staff Supervision Activities

Trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions; assigns work schedules for department operational staff; works a flexible schedule in order to supervise staff and related activities during District's non-operational hours such as evenings and weekends.

Communication Activities

Communicates with District staff, city staff, community members, etc. for the purpose of resolving scheduling conflicts and/or maintaining harmonious working relationships; responds to a variety of inquiries for the purpose of identifying relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue including emergency repairs; responds to emergencies for the purpose of determining and implementing appropriate actions required to resolve the situation.

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:

Experience and Education:

A bachelor's degree from an accredited institution in recreation and community services administration, leisure management, public administration or a related field; supplemented by three (3) years of increasingly responsible experience in the administration and supervision of public and/or private recreational programs.

License and Automobile Requirement:

Possession of a valid California Class C Driver License. Use of an automobile may be required for this position.

Insurance Requirement:

Evidence of adequate insurance for a motor vehicle that meets or exceeds the California legal liability insurance requirement and continues to maintain insurability.

Other Requirements:

Willingness to work irregular hours, evenings and/or on weekends to supervise assigned activities and staff.

EMPLOYMENT STANDARDS

Knowledge of:

Principles and techniques involved in community use of facility contract/agreement preparation, monitoring and control;
Practices and procedures of community use of facilities record-keeping and filing;
Budgeting and financial management;
Principles and practices of training and supervision.
Modern office practices, procedures and equipment.
Applicable sections of State Education Code and other applicable laws;
Interpersonal skills using tact, patience and courtesy.
Concepts of grammar and punctuation;
Telephone techniques and etiquette.

Ability to:

Plan, organize and oversee the community use of facilities functions and activities of the District;
Prepare and submit required reports;
Develop and revise community use of facility policies and procedure;
Perform complex community use of facilities record-keeping duties;
Train and evaluate assigned staff;
Interpret, apply and explain guidelines, rules, regulations, policies and procedures;
Process use of facility contracts/agreements and related records for assigned contracts;
Use business math;
Develop, establish and maintain cooperative and effective working relationships with others;
Schedule a number of activities, meetings, and/or events;
Gather, collate, analyze and/or classify data;
Meet deadlines and schedules;

Ability to cont'd:

- Work confidentially with discretion;
- Communicate effectively both orally and in writing with diverse groups;
- Utilize resources from other work units;
- Direct the use of budgeted funds within a work unit;
- Set priorities;
- Facilitate group discussions;
- Work with others in a wide variety of circumstances;
- Work a flexible schedule;
- Work as a team;
- Mediate disputes related to board policy;
- Solve practical problems;
- Complete work with many interruptions;
- Maintain records and prepare reports;
- Operate a computer, assigned software applications, and modern office equipment;
- Work independently with little direction.

PHYSICAL DEMANDS

Incumbents in this class must be able to stand or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; lift, carry, push, and/or pull up to 25 lbs without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a telephone and a computer keyboard; to speak clearly and hear normal voice conversation to exchange information.

WORK ENVIRONMENT

Incumbents in this class work both inside, in an office setting, and occasionally outside; in direct contact with staff, and the public; work in negative interpersonal situations (irate community members); and work with continuous interruptions and changing priorities; incumbents will be required to work flexible hours including evenings and weekends.